



2009 ADOPTED BUDGET SUMMARY



City of Saint Paul

The Most Livable City in America
Mayor Christopher B. Coleman



Photo and Design Credits

The cover highlights just a few of the many things that make Saint Paul the most liveable city in America – exciting sports and entertainment, diverse and connected communities, state of the art community resources and recreation centers, and stimulating and engaging cultural events.

Photo Credits:

- Cinco de Mayo celebration in Saint Paul. Photo courtesy of the Saint Paul Convention and Visitors Authority.
- Minnesota Wild Fans. Photo courtesy of Pat Laurel and the Saint Paul Convention and Visitors Authority.
- Saint Paul Farmers' Market. Photo courtesy of Aaron Smith / Smitty's Workshop.
- Chris Coleman, Mayor of Saint Paul, and Melvin Carter, City Council Member from Ward 1, joined by city dignitaries and the family of Jimmy Lee at the grand opening of the Oxford Community Center and Jimmy Lee Recreation Center. Photo taken by James Lockwood.
- Citizens enjoying Saint Paul's Como Zoo. Photo courtesy of Pat Laurel and the Saint Paul Convention and Visitors Authority.
- The Saint Paul Police Band in the 2007 ARTMoves Parade. Photo courtesy of Jonette Novak and the Ordway Center for the Performing Arts.
- Performers from the 2007 Flint Hills International Children's Festival Event. Photo courtesy of Jonette Novak and the Ordway Center for the Performing Arts.
- Saint Paul Skyline (background). Photo courtesy of Studio 306.

Cover design and layout by Sara Nurmela, Graphic Designer, City of Saint Paul.

City of Saint Paul
2009 Adopted Budget

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Description of Saint Paul's Form of Government

The City Charter provides for a municipal corporation governed by an elected chief executive, the Mayor, and an elected legislative body, the City Council. The form of government is commonly referred to as "strong Mayor-Council". Elections are held in November of odd-numbered years, with a four-year term for the Mayor and four-year terms for Council members. Each of the seven Council members is elected from a separate ward. The seven wards are approximately equal in population.

The Mayor recommends appointments for department/office directors and members of boards and commissions for Council approval, and is responsible for the direction and control of departments and offices. The Mayor recommends policies and budgets to the City Council. The Mayor exercises all powers and performs all executive duties given by the city charter, city ordinances and state laws. The Mayor has the authority to veto Council actions. The Council can override the Mayor's veto with a minimum of five votes.

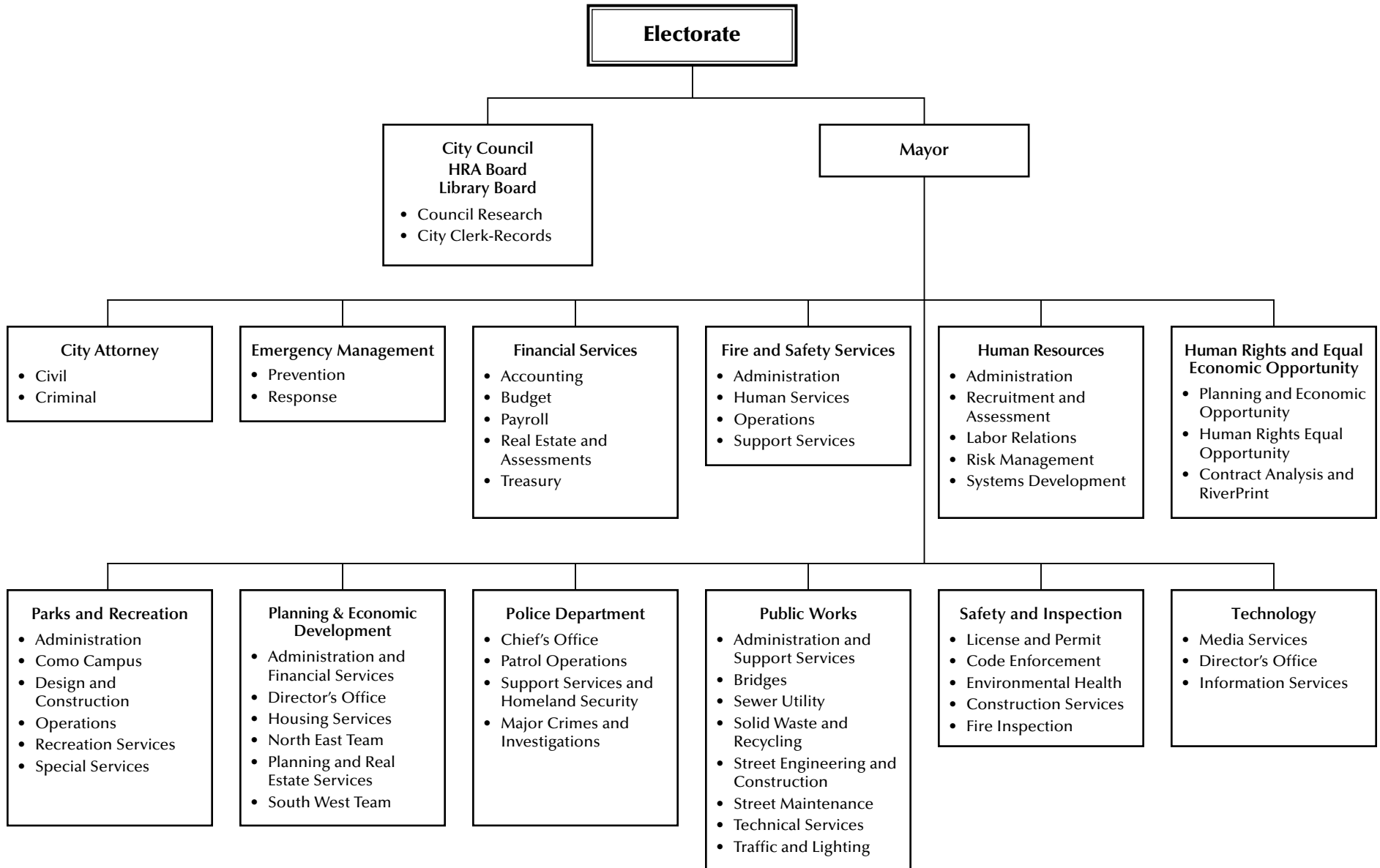
The Council is the legislative body, setting policies by enacting ordinances and resolutions. It can monitor and maintain liaisons with community groups to assure adequate citizen participation. The Council analyzes, adopts and monitors the city budget. Council members prepare and promote the City's legislative program. They serve on boards and commissions of certain intergovernmental agencies.

Elected Officials			Appointed Officials		
Office	Name	Term Expires	Department/Office	Director's Name	Term Expires
Mayor	Christopher B. Coleman	01-01-2010	City Clerk	Shari Moore	*
Council members:			City Attorney	John Choi	*
Ward 1	Melvin Carter	01-01-2012	Emergency Management	Rick Larkin	*
Ward 2	Dave Thune	01-01-2012	Financial Services	Margaret Kelly	*
Ward 3	Patrick Harris	01-01-2012	Fire and Safety Services	Tim Butler	2013
Ward 4	Russ Stark	01-01-2012	Human Rights and Equal		
Ward 5	Lee Helgen	01-01-2012	Economic Opportunity	Vacant	*
Ward 6	Daniel Bostrom	01-01-2012	Human Resources	Angie Nalezny	*
Ward 7	Kathy Lantry	01-01-2012	Mayor - Deputy Mayor	Ann Mulholland	*
			Mayor - Chief of Staff	Sara Grewing	*
			Parks and Recreation	Mike Hahm	*
			Planning and Econ. Dev	Cecile Bedor	*
			Police	John Harrington	2010
			Public Libraries	Melanie Huggins	*
			Public Works	Bruce Beese	*
			Safety and Inspection	Bob Kessler	*
			Technology	Andrea Casselton	*
			Regional Water Services	Steve Schneider	*

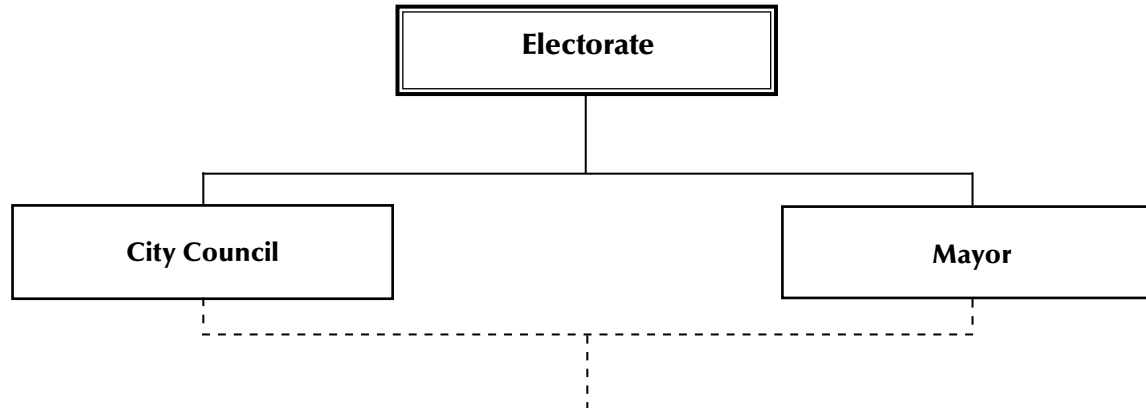
* Serves at the pleasure of the Mayor

City of Saint Paul, Minnesota

(Form of Government: "Strong" Mayor, with Seven Councilmembers Elected by Ward)



City-Appointed Boards and Commissions



- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • Advisory Committee On Aging • Affirmative Action Advisory Committee • Saint Paul Airport Relations Council • Bicycle Advisory Board • Business Review Council (BRC) • Capitol Area Architectural Planning Board • Compete St. Paul Board • Cultural Capital Investment Program (Cultural STAR Board) • Police Civilian Review Commission • Saint Paul Civil Service Commission • District Energy Board of Directors • Fair Housing Council • Food and Nutrition Commission | <ul style="list-style-type: none"> • Saint Paul-Ramsey County Health Services Advisory Committee • Heritage Preservation Commission • Ramsey County/City of Saint Paul Homeless Advisory Board • Saint Paul Human Rights Commission • Long-range Capital Improvement Budget (CIB) Committee of Saint Paul • Mayor's Advisory Committee For People With Disabilities • Metropolitan Library Services Agency • Minnesota Landmarks Board • Mississippi Water Management Organizations • Saint Paul Neighborhood Network (SPNN) • Neighborhood Sales Tax Revitalization (STAR Program) | <ul style="list-style-type: none"> • Neighborhood Advisory Committee (Hubert H. Humphrey Job Corps Center) • Our Fair Carousel Board • Saint Paul Parks and Recreation Commission • Saint Paul Planning Commission • Saint Paul Port Authority • Saint Paul Public Housing Agency (PHA) • St. Paul RiverCentre Convention and Visitors Authority • Truth in Sale of Housing Board of Evaluators • Board of Water Commissioners • City-County Workforce Investment Board • Saint Paul-Ramsey County Health Services Advisory Committee • Youth Fund Board • Board of Zoning Appeals |
|--|--|---|

Budget Process

The budget process is designed to conform with Minnesota law, the City charter and the legislative code. The process to develop the budget commences in February.

January - March

The budget for the following year is finalized during this time. This includes preparing, printing and distributing books reflecting the adopted budget. The accounting section of the Office of Financial Services prepares the annual financial report for the previous year. During this time, the “base budget” for the upcoming year is identified.

April - June

Forms, instructions, printouts and the Mayor’s guidelines are distributed to departments. These tools are used to plan for and develop operating budgets. Department management and staff identify objectives, performance indicators and the resources needed to accomplish goals. Services are reviewed to determine purpose, need and cost-saving ideas.

Department requests for the following year’s budget are submitted to the Office of Financial Services in June. After that, each department’s budget is analyzed by the OFS budget staff. The Mayor meets with the department directors to discuss their needs and to ensure that budgets meet the service level and taxing objectives that have been established for the City.

July - September

The budget staff finalizes the Mayor’s recommendations and produces the Mayor’s proposed budget. The Mayor then submits the recommended budget to the City Council by August 15, as required by the City Charter.

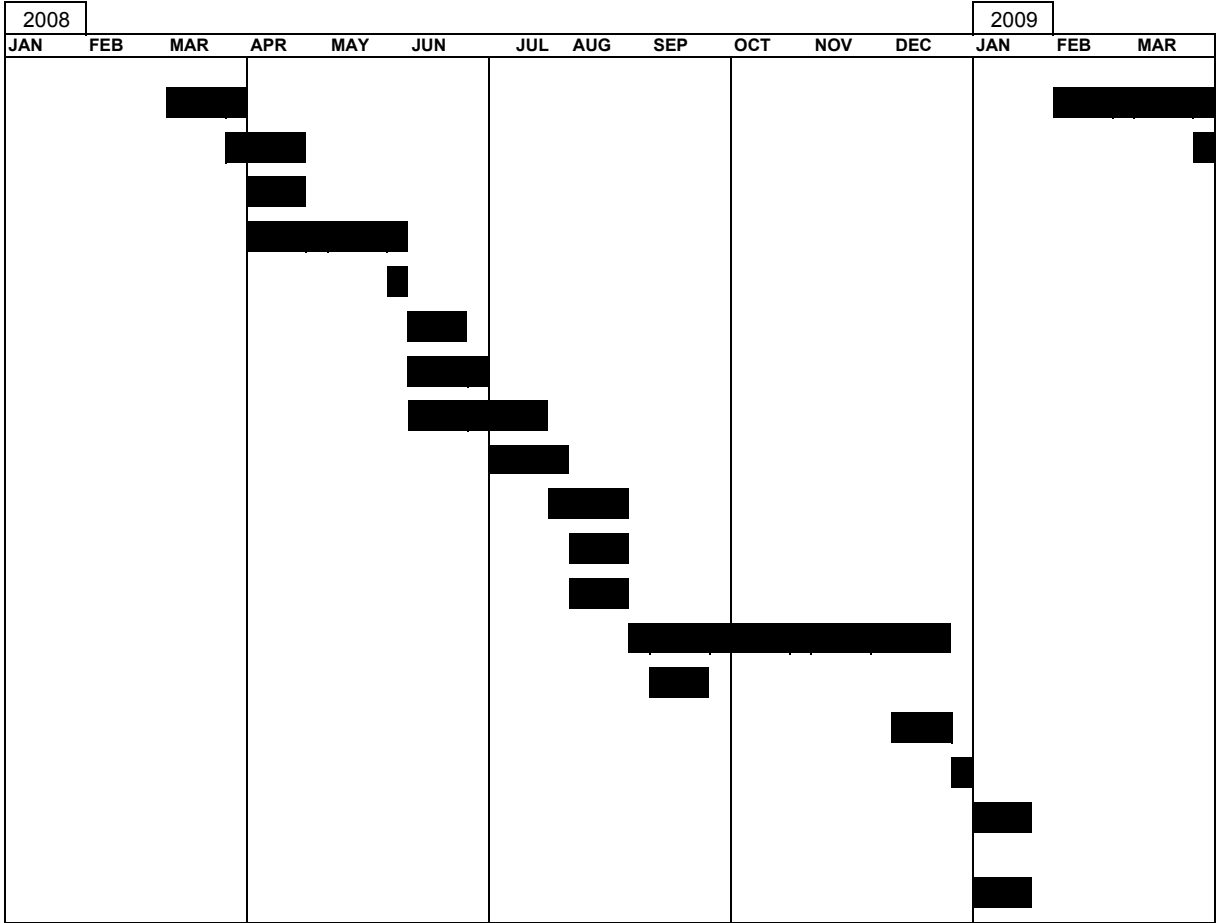
In August, the City Council begins reviewing the Mayor’s proposed budget. The Council holds meetings with department directors, management and staff to obtain a clear understanding of the department’s goals, service priorities and objectives that are represented in the proposed budget. As required by state law, the City Council sets the *maximum* property tax levy in September. Governmental units can adjust budgets, resulting in property taxes that are less than or equal to, but not more than, the maximum levy.

October - December

The City Council holds public hearings on the budget. Ramsey County mails property tax statements to property owners indicating the *maximum* amount of property taxes that the owner will be required to pay. These statements also indicate when the Truth in Taxation public hearings will be held. State law requires the City to hold a joint meeting with the county and school district. This meeting is held in early December. The City Council then adopts a budget and tax levy for the City. The adopted budget represents changes made by the City Council to the Mayor’s proposed budget. The Mayor has line-item veto authority over the Council-adopted budget.

CITY OF SAINT PAUL BUDGET CYCLE

- Establish base budget and prepare instructions
- Distribute Mayor's guidelines
- Distribute forms, instructions and printouts
- Departments prepare requested budgets within base
- Deadline for department computer system data entry
- Deadline for budget forms submission to Mayor
- Budget Office analysis of Department requests
- Meetings with Departments and Budget staff
- Meetings with the Mayor and Department:
- Finalize Mayor's recommendations & prepare budget books
- Present Mayor's proposed budget to Council
- Distribute Mayor's proposed budget books
- Council reviews Mayor's proposed budget
- Council sets maximum tax levies
- Public Truth in Taxation hearing
- Adopt City budgets, certify tax levies & ratify
- Finalize adopted budget/budget system and transfer budget information to the Finance system
- Prepare, print and distribute adopted budget books



Content and Other Publications

Information Included

This publication contains information on City of Saint Paul operating and debt service budgets. Operating budgets include the general fund and 53 special funds. The capital improvement budget (CIB) is included in a separate document. The Housing and Redevelopment Authority (HRA), Water Utility, RiverCentre, Library Agency and Port Authority budgets are not included because they are separate entities.

Purpose

The goal of this report is to provide taxpayers with an easy-to-use guide to City spending. We have tried to answer the question “Where does the money go?” by providing tables and graphs to display this information. As a staff, we always struggle with what level of detail to show. If we show too little detail, our publications will not answer the questions people most commonly ask. If we show too much detail, the budget documents become extremely large and expensive to print. Poring through them can be daunting, tedious and time consuming.

We hope that this summary will help make taxpayers aware of where the City’s resources come from and where they go. We hope this information will help taxpayers see how state revenues and decisions on property tax classification affect local property taxes. They will understand better how the property tax base affects property taxes. They will also see how difficult it is for decision makers to cut the budget without including some of the services taxpayers tell us they hold most dear, such as police, fire, libraries and parks. These services are such a large portion of the budget, they are difficult to ignore. We believe heightened taxpayer awareness of City programs will increase the quality of public debates on spending and taxes and, ultimately, the quality of public policy.

Budgets, Not Spending

Unless otherwise noted, the numbers in this document are *budget* amounts, not actual spending. Actual spending amounts for past years can be found in a publication called the Comprehensive Annual Financial Report (CAFR). See the following information.

Other Publications and Information

The Office of Financial Services (OFS) publishes this summary document each year to display the Council-adopted budgets. However, to keep printing costs down, it is only available on a limited-distribution basis. OFS also publishes a brochure which contains budget data and demographic information. As time permits, we update a statistical summary with trend information over longer periods of time. All of these publications are available for viewing in Saint Paul Public Libraries, in the Government Documents Section, or by calling the Office of Financial Services at 651-266-8797. Our Web site is www.ci.stpaul.mn.us. Some budget documents are available on this Web site.

Other publications are listed below. Most of them are also available in Saint Paul Public Libraries. We encourage you to use library copies whenever possible to obtain information, but if you cannot, we have listed publications and contact persons for you.

- ❖ Capital Allocation Policy
Contact Allen Lovejoy at 651-266-6576.
- ❖ Comprehensive Annual Financial Report (CAFR)
*Contact Lori Lee at 651-266-8822
or Jose Jovellana at 651-266-8820*
- ❖ General Obligation Debt Overlapping on the Saint Paul Tax Base: Five Year Debt Management Strategy, 2005-2010
Contact Todd Hurley at 651-266-8549
- ❖ Housing and Redevelopment Authority (HRA) Annual Budget and the Comprehensive Annual Financial Report
Contact Jerome Falksen at 651-266-6631
- ❖ Public Library Agency
Contact Susan Cantu at 651-266-7076
- ❖ Port Authority Financial Statements and the Report of Independent Public Accountants
Contact Tom Collins at 651-224-5686
- ❖ Regional Water Services
Contact Ruth O’Brien at 651-266-6322
- ❖ RiverCentre
Contact Eric Willems at 651-265-4822

Overview of Combined City, Library Agency and Debt Service Budgets

Overview of Combined City and Library Agency Budgets

With the creation of the independent Saint Paul Public Library Agency beginning with the 2004 budget year, detailed information about library budgets and activities is now presented in a separate document, and is generally excluded from the City budget information contained in this publication.

The information provided in this section is intended to give a high-level overview of the combined City and Library Agency budgets and permit overall year-to-year comparisons to be made more easily. Detailed information about the Library Agency budget will be made available in a separate publication published by the Agency.

Total Combined City and Library Agency Budgets: 2008 Adopted and 2009 Adopted
(Does not include \$50 million in one-time spending and financing for the Republican National Convention)

	2008	2009	Change	
	<u>Adopted</u>	<u>Adopted</u>	<u>Amount</u>	<u>Percent</u>
City operations	430,442,999 *	453,740,010	23,297,011	5.4%
Library operations	15,888,415	18,456,176 **	2,567,761	16.2%
Total operations	446,331,414	472,196,186	25,864,772	5.8%
City debt service	56,546,116	59,277,147	2,731,031	4.8%
Library debt service	3,122,736	1,173,825 **	-1,948,911	-62.4%
Total debt service	59,668,852	60,450,972	782,120	1.3%
Capital improvements	79,628,000	87,023,000	7,395,000	9.3%
Library capital improvements	1,281,200	35,461	-1,245,739	-97.2%
Total capital improvements	80,909,200	87,058,461	6,149,261	7.6%
Total combined budgets:	586,909,466	619,705,619	32,796,153	5.6%

* This total does not include \$50,000,000 in one-time spending and financing for the Republican National Convention.

** For the 2009 adopted budget, Library's transfer of \$1,900,191 to the debt service fund was moved out of the Library debt fund and into the Library operations fund.

Workforce Summary, City and Library Agency Combined

	2008	2009	Change	
	<u>Adopted</u>	<u>Adopted</u>	<u>Amount</u>	<u>Percent</u>
City FTEs (All Funds)	2,848.1	2,851.6	3.5	0.1%
Library FTEs (All Funds)	184.9	187.9	3.0	1.6%
Total Combined FTEs	3,033.0	3,039.5	6.5	0.2%

**Property Tax Levy and State Aid: City, Library Agency and Port Authority Combined
2008 Adopted vs. 2009 Adopted**

	Property Tax Levy*					
	<u>2008 Adopted</u>	<u>2009 Adopted</u>	<u>Amount Change</u>	<u>Pct. Change</u>	<u>Pct of City 08 Total</u>	<u>Pct of City 09 Total</u>
City of Saint Paul						
General Fund	57,398,942	60,196,831	2,797,889	4.9%	71.3%	69.1%
General Debt Service	8,173,446	10,865,320	2,691,874	32.9%	10.1%	12.5%
Saint Paul Public Library Agency	14,958,449	16,080,113	1,121,664	7.5%	18.6%	18.5%
Total (City and Library combined)	80,530,837	87,142,264	6,611,427	8.2%	100.0%	100.0%
Port Authority	2,112,000	2,112,000	0	0.0%		
Overall Levy (City, Library & Port)	82,642,837	89,254,264	6,611,427	8.0%		

* This is the total property tax levy used to determine tax rates. Actual financing available to support the budget is less, due to a 2% "shrinkage" allowance for delinquent taxes. The State pays a portion of the tax levy through the Market Value Homestead Credit, which is included in these numbers.

Local Government Aid Financing

	<u>2008 Adopted</u>	<u>2009 Adopted</u>	<u>Amount Change</u>	<u>Pct. Change</u>	<u>Pct. of 08 Total</u>	<u>Pct. of 09 Total</u>
City of Saint Paul						
General Fund	54,261,998	60,615,357	6,353,359	11.7%	95.6%	96.8%
General Debt Service	0	0	0	N.A.	0.0%	0.0%
Saint Paul Public Library Agency	2,519,646	1,984,661	-534,985	-21.2%	4.4%	3.2%
Total (City and Library combined)	56,781,644	62,600,018	5,818,374	10.2%	100.0%	100.0%

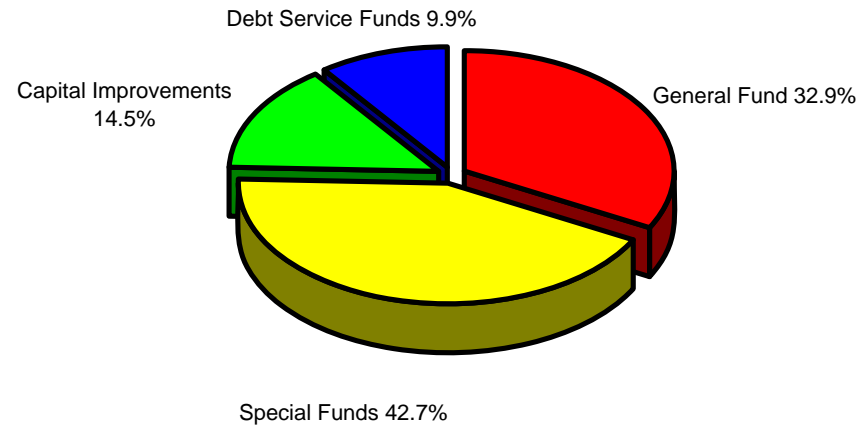
City Composite Summary

Composite Summary - Total Budget

City of Saint Paul: All Funds			
Composite Plan	2007 Actual Budget	2008 Adopted Budget	2009 Adopted Budget
General Fund (Operating)	172,040,944	182,430,768	197,655,427
Special Fund (Operating)	212,954,167	248,012,231	256,084,583
Capital Improvements	62,115,641	79,628,000	87,023,000
Debt Services Funds	44,869,402	56,546,116	59,277,147
Total Budgets (Unadjusted)	<u>491,980,154</u>	<u>566,617,115</u> *	<u>600,040,157</u>
Less Transfers	(45,666,220)	(66,238,910)	(68,901,023)
Less Subsequent Year Debt	<u>0</u>	<u>(17,122,948)</u>	<u>(17,197,629)</u>
Adjusted Financing Plan	<u><u>446,313,934</u></u>	<u><u>483,255,257</u></u>	<u><u>513,941,505</u></u>

*2008's budget includes \$50,000,000 in one-time spending for the Republican National Convention.

Composite Summary - Total Budget 2009 Adopted Budget



Composite Summary - Workforce

City of Saint Paul: All Funds Full Time Equivalents (FTEs)			
Department	2007 Adopted Budget	2008 Adopted Budget	2009 Adopted Budget
Attorney	66.8	67.8	68.8
City Clerk (a)	2.0	2.0	0.0
Council (a)	26.7	26.7	29.1
Debt Service Fund	2.1	2.1	2.8
Emergency Management	0.0	1.1	2.0
Financial Services (b)	45.0	45.0	42.7
Fire and Safety Services (a)	457.6	456.5	457.2
General Government Accounts	2.1	2.1	2.1
StP-RC Health	54.7	53.8	49.2
HREEO (b)	-	-	34.6
Human Resources	32.6	31.3	31.3
Human Rights (b)	7.5	7.5	0.0
License, Inspection and Env. Protection (a)	0.0	0.0	0.0
Mayor's Office	17.8	16.2	17.0
Neighborhood Housing & Property Improvement (a)	0.0	0.0	0.0
Parks and Recreation	536.7	569.8	580.7
Planning and Economic Development (b)	83.3	83.6	79.8
Police	788.8	804.8	809.7
Public Works	429.6	431.1	396.8
Safety and Inspection	160.3	166.1	164.4
Office of Technology	<u>81.5</u>	<u>80.6</u>	<u>83.4</u>
Total	<u><u>2,795.1</u></u>	<u><u>2,848.1</u></u>	<u><u>2,851.6</u></u>
Total General Fund	<u>1,751.7</u>	<u>1,699.7</u>	<u>1,757.2</u>
Total Special Fund	<u>1,043.4</u>	<u>1,148.4</u>	<u>1,094.4</u>

(a) In 2008, the City Clerk was merged into the City Council..

(b) In 2009, the Contract Analysis and RiverPrint components of the Office of Financial Services, the Equal Employment program in the Planning and Economic Development department, and the Human Rights department will be merged to create the Human Rights and Equal Economic Opportunity (HREEO) department.

Composite Spending - By Department

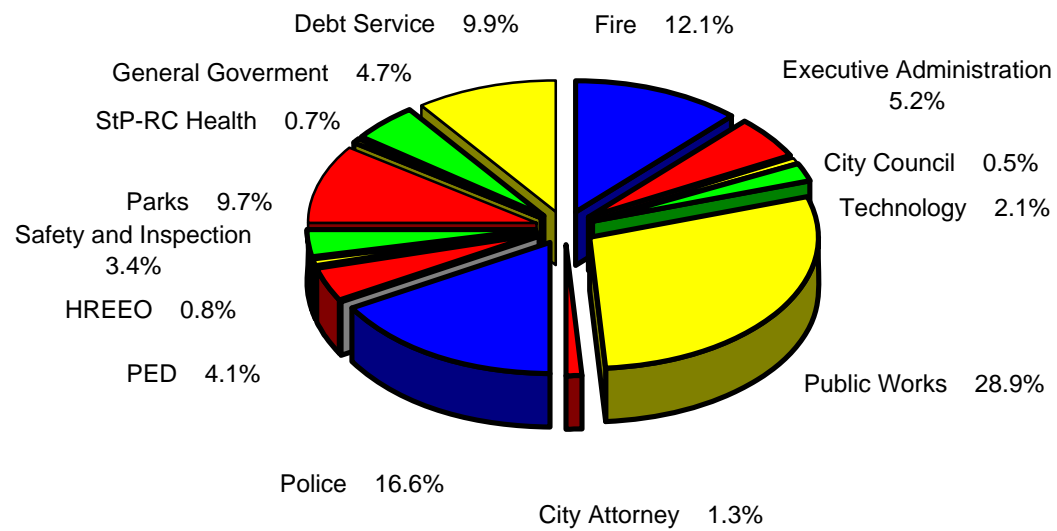
2009 Adopted Budget (By Department and Fund Type)					
Department	General Fund	Special Funds	Debt Service	Capital Budget	Total All Budgets
Attorney	6,399,367	1,193,682			7,593,049
Council	2,946,606	82,306			3,028,912
Debt Service			59,277,147		59,277,147
Emergency Management	250,723				250,723
Financial Services (a)	1,931,503	18,888,850			20,820,353
Fire and Safety Services	51,161,056	4,841,779		16,328,000	72,330,835
General Government Accounts	7,393,068			21,064,000	28,457,068
StP-RC Health		4,115,828			4,115,828
HREEO (a)	1,353,742	3,498,777			4,852,519
Human Resources	3,422,423	2,437,000			5,859,423
Human Rights (a)					0
Libraries (b)					0
Mayor's Office	1,577,488	2,569,763			4,147,251
Parks and Recreation	27,189,480	25,422,557		5,331,000	57,943,037
Planning and Economic Development (a)		19,720,043		4,974,000	24,694,043
Police	76,256,271	23,127,576			99,383,847
Public Works	1,765,560	133,497,934		38,826,000	174,089,494
Safety and Inspection (a)	6,955,635	12,944,015		500,000	20,399,650
Technology	9,052,505	3,744,473		0	12,796,978
Total	197,655,427	256,084,583	59,277,147	87,023,000	600,040,157

a) In 2009, the Contract Analysis and RiverPrint components of the Office of Financial Services, the Equal Employment program in the Planning and Economic Development department, and the Human Rights department will be merged to create the Human Rights and Equal Economic Opportunity (HREEO) department.

(b) Saint Paul Libraries became independent (the Library Agency) effective in 2004 and are no longer a part of the City of Saint Paul's operating and debt service budgets.

Composite Spending - By Department

2009 Adopted Budget



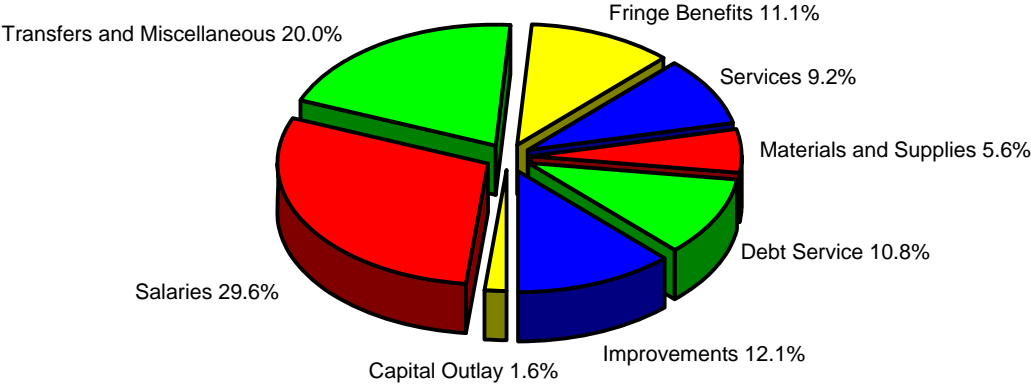
Composite Summary - Spending and Financing

Adopted Spending Summary (2009 Spending by Major Object)					
Object	General Fund	Special Fund	Debt Service	Capital Budget	Total
Salaries	115,425,911	61,770,686	225,187		177,421,784
Services	19,994,159	34,930,200	88,418		55,012,777
Materials and Supplies	9,782,020	23,895,077	17,641		33,694,738
Fringe Benefits	43,078,149	23,326,486	71,076		66,475,711
Transfers and Miscellaneous	8,853,504	91,597,128	280,000	19,447,000	120,177,632
Debt Service	0	6,412,945	58,594,825		65,007,770
Improvements	5,329	4,793,864	0	67,576,000	72,375,193
Capital Outlay	516,355	9,358,197	0		9,874,552
TOTAL	<u>197,655,427</u>	<u>256,084,583</u>	<u>59,277,147</u>	<u>87,023,000</u>	<u>600,040,157</u>

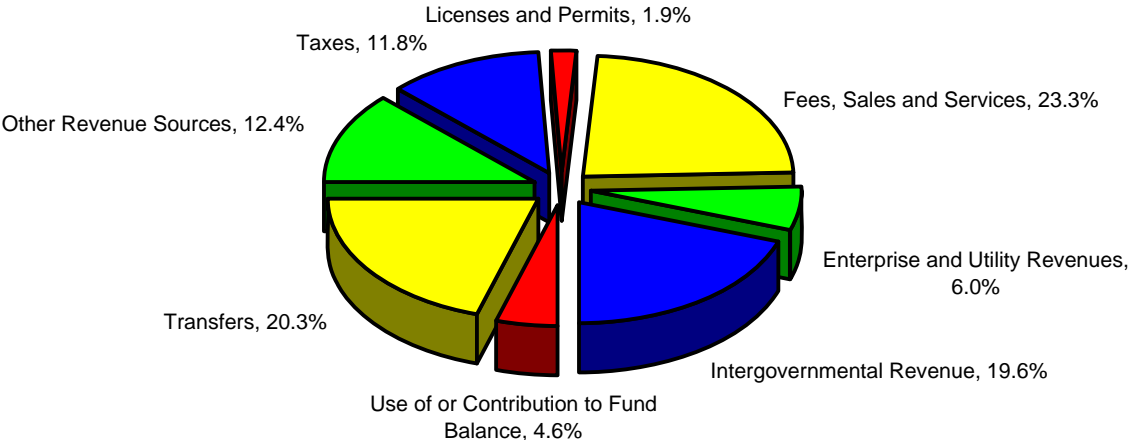
Adopted Financing Summary (2009 Revenue By Source)					
Source	General Fund	Special Fund	Debt Service	Capital Budget	Total
Use of or Contribution to Fund Balance	0	6,232,900	21,566,241		27,799,141
Transfers	22,000,182	16,668,289	13,833,000	69,399,000	121,900,471
Taxes	58,578,136	1,807,000	10,378,222		70,763,358
Licenses and Permits	896,013	10,643,731	0		11,539,744
Intergovernmental Revenue	69,301,209	31,463,947	374,054	16,684,000	117,823,210
Fees, Sales and Services	19,577,504	119,993,849	0		139,571,353
Enterprise and Utility Revenues	24,165,140	12,016,462	0		36,181,602
Other Revenue Sources	3,137,243	57,258,405	13,125,630	940,000	74,461,278
TOTAL	<u>197,655,427</u>	<u>256,084,583</u>	<u>59,277,147</u>	<u>87,023,000</u>	<u>600,040,157</u>

Summary - Spending and Financing

2009 Adopted Spending By Major Object



2009 Adopted Revenue By Source





General Fund

General Fund

2009 Adopted Budget

Purpose: The General Fund is the principal financial support for such basic city services as the police and fire departments, parks and recreation, and general government operations (i.e., Mayor and City Council, human resources, financial services and other support services). The major financing sources for this fund are property taxes, local government aid, franchise fees, and other revenues not dedicated to a specific purpose. The tables and graphs on the following pages detail the General Fund's adopted 2009 spending and financing plan.

Financing Highlights:

The major financing sources for this fund are:

- ❖ Property taxes – 29.6%
- ❖ State aids (incl. Local Government Aid) – 35.1%
- ❖ Franchise fees – 12.2%
- ❖ Other revenues, aids, and user fees – 23.1%

Certified Local Government Aid (LGA): Although the amount of Local Government Aid has been lower and less predictable since the state aid cuts that began in mid-2003, the state legislature increased the LGA appropriation for the first time since 2006. Saint Paul's 2009 share is certified at \$62.6 million, which is an increase of \$5.8 million over the certified amount for 2008. Since 2004, LGA has been allocated between the City budget and the Independent Library Agency's budget.

Property Tax Levy: Financing for the adopted budget includes a total certified levy increase of \$6.6 million over 2008 to fund City operations and service debt. (This will yield about \$6.48 million in new budget financing.) The total certified levy amount is \$89.3 million, about 69% of that will finance General Fund operations and 19% is for the Library Agency. The remainder is used for City debt service or is levied on behalf of the St. Paul Port Authority.

Fund Balance: Historically, dollars from the City's fund balance

had been used to finance past budgets and avoid an increase in the City's property tax levy. In 2005, the City's bond raters cautioned against further use of fund balance to finance current services, as the City was approaching a benchmark statistic for percent of fund balance on hand compared to the General Fund budget. The 2009 City budget does not use fund balance as a financing source and is projected to comply with the minimum levels required by the adopted fund balance policy.

City Franchise Fees: The estimated 2009 financing level will rise slightly. There is a small projected increase due to normal growth related to the Xcel franchise agreement and deferred franchise fees from District Energy.

General Fund Interest Earnings: Interest estimates are projected to decrease in 2009 due to expected investment pool balances and interest rates.

Paramedic Fees: The adopted budget for 2009 includes increases in transport fees (10%), mileage charge for transports (\$4), and EMS standby (\$30). The budget also includes a new EMS automation service fee (\$4).

Spending Highlights:

Rate of Growth: Saint Paul's general fund budget as adopted will increase by \$15,224,659, or 8.3%, from \$182,430,768 in 2008 to \$197,655,427 in 2009. Growth in spending for 2009 is primarily driven by inflation, resulting in higher costs to continue services at 2008 levels, and the planned addition of new public safety personnel. Approximately \$3.9 million in spending (including new public safety personnel) has been placed in contingency to address unanticipated revenue shortfalls in the coming year.

Wage Increases: Salaries and benefits are the most significant cost in the City's operating budgets. The 2009 budget includes

contracted increases in salaries and the anticipated growth in the city costs of employee insurance and other fringes.

City Council/City Clerk: The adopted budget for 2009 is \$2,946,606, which reflects an overall increase of \$148,192 or 5.3% over 2008. This budget recognizes a district council liaison added during the 2008 budget process which was budgeted at that time in the General Government Accounts. For 2009 this position is permanently being budgeted in the City Council/City Clerk Budget. It also recognizes costs associated with beginning implementation of a “paperless” Council Agenda process where all Council Meeting agendas will be accessed online, eliminating the need for paper copies.

City Attorney: The adopted general fund budget is \$6,399,367, a 6.4% increase from the 2008 adopted budget. The budget adds one additional prosecutor position to the general fund, which will allow the City Attorney to expand the scope of its nationally-recognized community prosecution program and other public safety initiatives such as elder and domestic abuse prosecutions.

Emergency Management: The adopted general fund budget is \$250,723, a 38% increase over the 2008 adopted budget. This increase is largely due to the transfer of 0.9 FTE of the Emergency Management Coordinator, which was funded by grant revenue in 2008, into the general fund. The adopted Emergency Management general fund FTE count is 2.0 FTE.

Financial Services: The Office of Financial Services (OFS) general fund adopted budget is \$1,931,503, which is a decrease of \$71,213 from the 2008 budget. The decrease is primarily due to the transfer of Contracts and Analysis Services into the newly created Human Rights and Equal Economic Opportunity (HREEO) department. The adopted general fund budget places funding for a citywide grants manager and a financial services manager into Mayor’s contingency in order to monitor the impact of current economic conditions on city revenue.

Fire & Safety Services: Fire’s adopted general fund budget for 2009 is \$51,161,056, and is up \$4,342,142, or 9.2% from the 2008 adopted budget. The budget includes funding in

2009 for a firefighter test, increased motor fuel costs, medical supplies, vehicle maintenance, and increased staffing costs. The budget also provides adequate funding for projected worker’s compensation costs and department overtime. The department’s adopted budget includes an increase in paramedic transport fees, EMS standby fees and a new EMS automation service fee. FTEs in the adopted general fund budget are 441.2, an increase of 1.6 FTE from the 2008 adopted amount of 439.6. This change reflects the addition of 2 firefighters for approximately 85% of the year. These new firefighters will help the department move from a 113 to 115 daily staffing level. The budget places funding for the personnel increases into Mayor’s contingency in order to monitor the impact of current economic conditions on city revenue.

General Government Accounts: The adopted budget is \$7,393,068, which is an increase of \$390,658 or 5.6%. Significant changes include a total of \$1,252,921 placed into contingency, as well as the removal of a one-time increase in 2008 for the Civic Organization Partnership Program (COPP). Spending increases of \$108,000 for City Hall/Courthouse building improvements and \$75,000 for outside legal counsel are also included.

Human Resources: The adopted general fund budget for Human Resources is \$3,422,423, up \$260,637, or 8.2% from the 2008 adopted budget. \$167,095 of this increase will cover HR’s costs to administer a Fire Fighter entrance exam scheduled for 2009. General fund staff levels have remained at the 2008 adopted level of 31.3 FTEs.

Human Rights and Equal Economic Opportunity: The adopted budget includes the creation of this new department which includes combining prior departments/divisions including Human Rights, Contract Analysis Services, River Print, and Minority Business and Workforce Development. The adopted general fund budget totals \$1,353,742.

Mayor’s Office: The Mayor’s Office budget for 2009 is \$1,577,488, which is a 6.5% increase over the 2008 adopted budget. The adopted budget includes restoring cost associated with .8 FTEs that were paid from Central Corridor grants dollars in

2008 and were previously budgeted in the Planning and Economic Development budget.

Parks: The Parks and Recreation general fund budget is \$27,189,480, which is \$1,669,979 or 6.5% more than the 2008 adopted budget. The budget includes increases for staffing at the Oxford Community Center complex, as well as \$150,000 for the Como Circulator program, which is expected to leverage \$1.1 million in federal grants over 3 years. Also, \$900,000 in one-time resources are adopted for general capital maintenance and to complete capital projects, including field work at the Oxford Community Center. The adopted budget places funding for the personnel increases into Mayor's contingency in order to monitor the impact of current economic conditions on city revenue.

Police: The adopted general fund budget for the Police Department is \$76,256,271, compared with \$71,425,110 in 2008, which represents an increase of \$4,831,161, or 6.8%. The adopted budget allows for funding of regular salaries and fringes for 630 sworn personnel in 2009, which represent a gain of 14.0 FTE over 2008. The number of sworn positions to be budgeted in the general fund is 602.4, up from 582.8 in 2008, 569.2 in 2007 and 540.6 in 2006. The adopted general fund budget places funding for these new officers into Mayor's contingency in order to monitor the impact of current economic conditions on city revenue. Other increases included in this budget include: approximately \$186,000 more for firearms range equipment, \$387,000 for overtime to ensure a full complement of sworn personnel and \$85,000 in funding to purchase unmarked police cars. An appropriate amount of savings reflecting turnover from senior- to entry-level officers due to normal retirement patterns is also recognized.

Public Works: The 2009 adopted general fund budget for Public Works is \$1,765,560, a 5.3% increase from the 2008 adopted budget of \$1,677,291. This increase includes a new bicycle coordinator at a cost of \$65,000, the funding for which was placed into Mayor's contingency in order to monitor the impact of current economic conditions on city revenue.

Safety and Inspections (DSI): The DSI general fund budget includes animal control, code enforcement, vacant building

monitoring, information and complaint and fire inspections. The total adopted budget for 2009 is \$6,326,778 or \$1,859,489 over the 2008 adopted budget. Significant changes include recognizing new vacant building monitoring and code compliance revenue totaling \$1,312,000, which is used to fund staff resources shifted from the License and Permit fund to assist with the management of the vacant building program. Two fire aides are also added to augment the fire certificate of occupancy program.

Technology and Communications: The adopted general fund budget is \$9,052,505, an increase of \$417,516 or 4.8% from the 2008 adopted budget. The increase is related to several factors including the transfer of a Geographic Information Systems (GIS) position from the Parks Department; the addition of an IT Support Specialist to enhance security; and higher PC lease costs due to the reenrollment of Public Works in the PC replacement program. The changes result in a net increase of 2.0 FTEs. The adopted budget places funding for the personnel increases into Mayor's contingency in order to monitor the impact of current economic conditions on city revenue.

The Independent Library Agency: Beginning in 2004, the Saint Paul Public Library became an independent agency, separate from Saint Paul City government. The Library Agency publishes a separate budget book.

Budget Issues and Challenges

Property Tax Base

Saint Paul has a local property tax base that largely consists of residential properties, including both owner-occupied and rental units. Sixty percent (60%) of the City's total local property tax levy (excluding fiscal disparities) falls on residential property. This is due, in part, to the tax-exempt status of educational, medical and state government institutions, which are exempted entirely from contributing to the City property tax levy.

During much of the past decade, rapid inflation in home values has pushed up the share of taxes falling on homeowners and renters (through their rent payments). However, a recent decline

in residential property values has been accompanied by relatively stable commercial property values, which is expected to result in a shift of the share of local property tax back toward commercial properties in 2009.

State Budget Instability and Unpredictability of LGA and Other Policies

Local Government Aid (LGA) is a significant revenue source for the City's general fund, accounting for 32% of general fund revenues. While the total share of the city budget dependent on state payments has dropped since 2003, the future of state LGA remains a key variable in the City's ability to provide basic services. During the 2008 legislative session, the State Legislature increased its LGA appropriation by \$42 million, which resulted in a \$5.8 million increase in revenue for Saint Paul in 2009. The legislature also enacted measures to increase the predictability of LGA appropriations to each municipality. Both changes came as welcome news for City officials after years of LGA reductions or unpredictable aid projections.

However, the future of local government aid and the stability of the state-local fiscal relationship remains cloudy. At the end of 2008, the State withheld \$5.7 million of Saint Paul's 2008 LGA payment, and the possibility of future reductions appears likely. Additional reductions in state aid will place current levels of public service delivery at risk, as well as place a disproportionate burden on property taxpayers to fund basic services like public safety, parks and libraries. The City responded to this instability by placing \$3.9 million of new spending into contingency.

Cost Pressures

The costs the City bears as an employer (wages, benefits, workers' compensation, etc.) compete for service delivery dollars. The City must continue to find ways to prudently and responsibly manage these costs in order to maintain service delivery levels, the quality of our workforce and the integrity of the City's finances. The largest General Fund expense is employee wages and benefits – 80.2% of all General Fund spending is for personnel costs. Negotiated cost of living increases and health and retirement benefit increases added \$6.2 million to the 2009 General Fund budget.

Maintaining Adequate Financial Reserves

From 1994 through 2006, the City has allocated resources from its General Fund balance to finance a share of the annual operating budget as a means to avoid the need for an increase in the property tax levy. This has been a planned management strategy to hold down property taxes and bring the city property tax burden back into line with surrounding communities, and it has been successful. Saint Paul's property tax ranking among metro cities dropped from first in 1991 to as low as 63rd in the most recent survey.

This practice has also resulted in a gradual reduction of the General Fund balance from its peak of \$49.4 million in 1998 to approximately \$34.98 million at the end of 2007. In 2006, the City enacted a fund balance policy mandating that the General Fund's balance be at least 15% of combined General Fund and Library operating spending. The 2007 year-end level of reserves represents 17.1% of these planned 2009 expenditures. No general fund balance is planned to be spent in the 2009 budget.

General Fund Budget

General Fund Balances					
(Revenues & Sources and Expenditures & Uses of Funds)					
	2005	2006	2007	2008	2009
	Actual	Actual	Actual	Adopted Budget	Adopted Budget
Beginning Balances	33,840,384	27,254,757	30,272,574	34,979,592	34,979,592
Revenues and Sources					
Transfers In	13,381,951	19,692,272	17,651,528	17,730,693	22,000,182
Property Taxes	42,990,712	46,014,519	46,624,315	54,135,201	56,944,136
Other Taxes	823,080	844,984	884,298	2,918,760	1,634,000
Licenses and Permits	876,144	925,299	955,820	928,200	896,013
Intergovernmental	57,473,669	63,746,052	63,829,793	63,525,444	69,301,209
Fees, Sales and Services	14,475,067	14,903,307	15,804,689	16,012,612	19,577,504
Franchise Fees	18,559,769	18,524,266	22,127,647	22,251,500	22,906,342
Interest Earned:					
On Investments	3,273,640	3,381,982	3,798,214	3,520,500	2,690,034
On Securities Lending Transactions - (a)	4,157,792	6,821,378	6,242,385	0	0
Inc (Dec) in Fair Market Value of Investments	(1,043,290)	17,905	818,105	0	0
Miscellaneous	1,397,396	1,056,559	4,891,433	1,407,858	1,706,007
Total	156,365,930	175,928,523	183,628,227	182,430,768	197,655,427
Expenditures and Uses (b)					
Attorney	5,318,128	5,616,443	5,840,353	6,015,776	6,399,367
City Clerk (c)	695,279	534,010	230,026	0	0
Council	2,193,535	2,355,730	2,311,169	2,798,414	2,946,606
Emergency Management	0	0	0	182,181	250,723
Fire and Safety Services (c)	41,948,414	44,724,660	44,721,035	46,818,914	51,161,056
General Government Accounts - Miscellaneous	10,655,068	11,929,660	10,261,686	7,002,410	7,393,068
Libraries	0	0	0	0	0
Executive Administration (d) (g)	7,376,299	7,412,110	6,850,318	7,220,036	6,931,414
Human Rights and Equal Economic Opportunity (g)	0	0	0	0	1,353,742
Neighborhood Housing and Property Improvement (c)	3,037,237	4,185,299	0	0	0
Parks & Recreation	23,085,748	24,172,293	24,635,610	25,519,501	27,189,480
Planning and Economic Development (g)	86,073	0	0	0	0
Police	60,931,291	64,722,404	68,617,503	71,425,110	76,256,271
Public Works	2,103,283	1,537,719	1,505,423	1,677,291	1,765,560
Safety and Inspection (c)	0	0	6,039,529	5,136,146	6,955,635
Technology	5,521,203	7,133,635	7,908,557	8,634,989	9,052,505
Fringe Benefits	0	0	0	0	0
Interest on Securities Lending Transactions - (a)	0	0	0	0	0
Total (e)	162,951,558	174,323,963	178,921,209	182,430,768	197,655,427
Ending Balance					
Reserved	4,187,181	3,267,812	3,226,188	3,800,000	3,800,000
Designated	23,035,751	27,004,762	31,728,623	29,842,890	30,899,696
Undesignated	31,825	0	24,781	1,336,702	279,896
Total (f)	27,254,757	30,272,574	34,979,592	34,979,592	34,979,592

- a) The 2007 adopted financing and spending budgets for Securities Lending Transactions will be amended when the actual amounts are known and available.
- b) For 2005 - 2007, no adjustments have been made to the historic expenditures and uses data to reflect any movement of organizational units among and between departments.
- c) In 2007, the Information and Complaint component of City Clerk, License, Inspection, and Environmental Protection (LIEP) and Neighborhood Housing and Property Improvement (NHPI) will be merged with the Fire Department's Fire Inspection unit as the new Department of Safety and Inspection (DSI).
- d) Executive Administration includes: Financial Services, Human Resources, Human Rights (through 2008) and the Mayor's Office.
- e) The 2007 and 2008 Budget columns on this page do not include "Advances to Other Funds" and "Petty Cash Advances."
- f) Based on the 2005 - 2007 experience, the actual ending total balance for 2008 - 2009 will be greater than the listed budget ending total balance.
- g) In 2009, the Contract Analysis and RiverPrint components of the Office of Financial Services, the Equal Employment program in the Planning and Economic Development department, and the Human Rights department will be merged to create the Human Rights and Equal Economic Opportunity (HREEO) department.

General Fund Budget

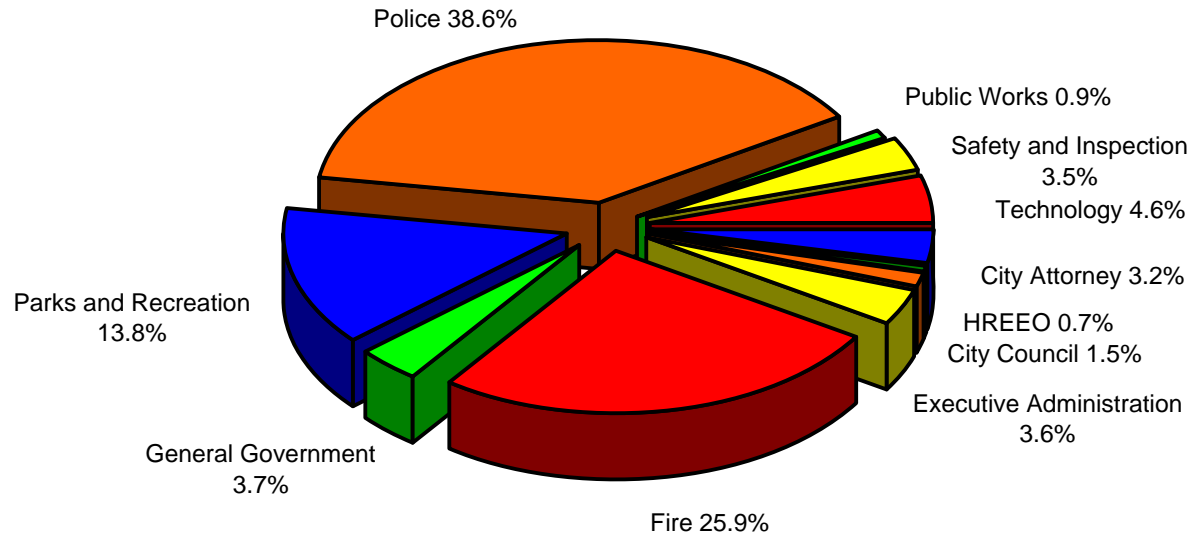
General Fund Spending (By Department)			
Department/Office	2007 Actual	2008 Adopted Budget	2009 Adopted Budget
Attorney	5,840,353	6,015,776	6,399,367
City Clerk (a)	230,026		
Council	2,311,169	2,798,414	2,946,606
Emergency Management		182,181	250,723
Financial Services	1,851,453	2,002,716	1,931,503
Fire and Safety Services (a)	44,721,035	46,818,914	51,161,056
General Government Accounts	10,261,686	7,002,410	7,393,068
HREEO (b)			1,353,742
Human Resources	3,045,750	3,161,786	3,422,423
Human Rights	532,024	574,414	0
Independent Library Agency (budget is published separately)			
Mayor	1,421,091	1,481,120	1,577,488
Parks and Recreation	24,635,610	25,519,501	27,189,480
Planning and Economic Development	0	0	0
Police	68,617,503	71,425,110	76,256,271
Public Works	1,505,423	1,677,291	1,765,560
Safety and Inspection (a)	6,039,529	5,136,146	6,955,635
Technology	7,908,557	8,634,989	9,052,505
Total	178,921,209	182,430,768	197,655,427

a) In 2008, the City Clerk was merged into the City Council.

b) In 2009, the Contract Analysis and RiverPrint components of the Office of Financial Services, the Equal Employment program in the Planning and Economic Development department, and the Human Rights department will be merged to create the Human Rights and Equal Economic Opportunity (HREEO) department.

General Fund Budget

2009 Adopted Spending by Department



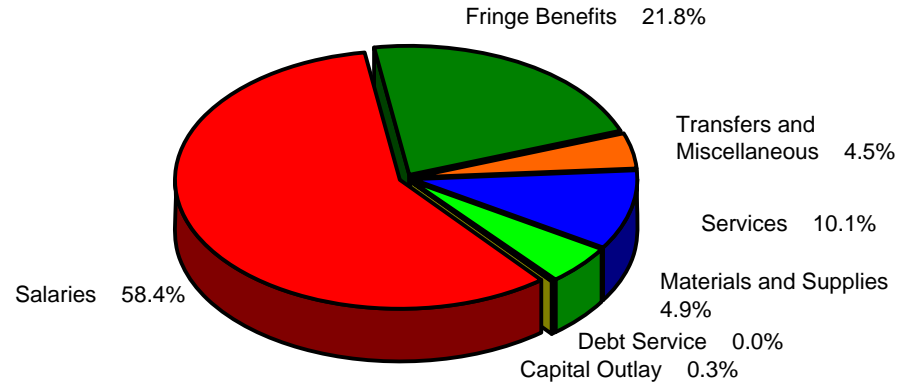
General Fund Budget

General Fund Spending (By Major Object)			
	2007 Actual	2008 Adopted Budget	2009 Adopted Budget
Object			
Salaries	105,217,858	108,726,695	115,426,368
Services	18,103,051	18,509,449	19,994,159
Materials and Supplies	9,003,127	9,193,584	9,782,020
Fringe Benefits	36,171,389	38,733,643	43,077,692
Transfers and Miscellaneous	3,159,134	5,844,097	8,853,504
Debt Service	7,099,362	1,055,618	0
Street, Sewer, Bridge Improvement	0	5,329	5,329
Capital Outlay	167,288	362,353	516,355
Total	<u>178,921,209</u>	<u>182,430,768</u>	<u>197,655,427</u>

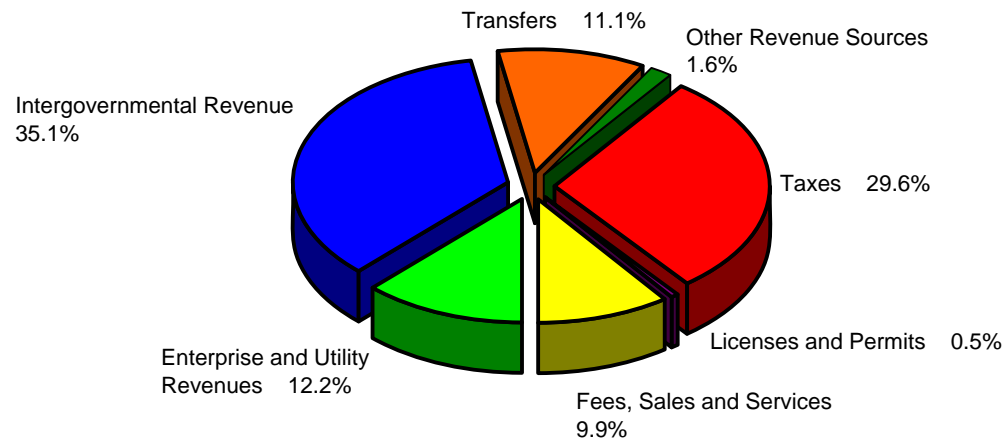
General Fund Financing (Revenue By Source)			
	2007 Actual	2008 Adopted Budget	2009 Adopted Budget
Source			
Use of or (Contribution to) Fund Balance	(4,707,018)	0	0
Transfers	17,651,528	17,730,693	22,000,182
Taxes	47,508,613	57,053,961	58,578,136
Licenses and Permits	955,820	928,200	896,013
Intergovernmental Revenue	63,829,793	63,525,444	69,301,209
Fees, Sales and Services	15,804,689	16,012,612	19,577,504
Enterprise and Utility Revenues	22,127,647	23,270,386	24,165,140
Other Revenue Sources	15,750,137	3,909,472	3,137,243
Total	<u>178,921,209</u>	<u>182,430,768</u>	<u>197,655,427</u>

General Fund Budget

2009 Adopted Spending By Major Object



2009 Adopted Revenue By Source



Special Funds

Special Funds

2009 Adopted Budget

Highlights:

The City has 55 special funds totaling over \$256 million in budgeted spending. This excludes Regional Water Services, St. Paul Public Library Agency, and RiverCentre funds, which are submitted as separate budgets. Major changes included in the 2009 adopted budget are indicated below:

Property Code Enforcement (Fund #040): This fund includes the activities of Truth-In-Sale of Housing, nuisance housing abatement and part of the fire certificate of occupancy program for one and two unit rentals. Over \$600,000 is recycled back into the nuisance building demolition program in 2009 to help address vacant building challenges throughout the city, consistent with budget changes that occurred mid-year for 2008.

Risk Management Retention Fund (Fund #060): This fund was created during the 2005 budget process to account for workers' compensation costs and to identify and charge these expenses to departments. It also includes other risk-related activities. 2009 spending for this fund is up \$89,000, 3.8% over the 2008 adopted budget. This increase is due in part to the rising costs associated with workers' compensation, and in part to increased employee participation in the flexible spending accounts program.

Major Events (Fund #080): The Major Events fund was created in 2007 to account for spending and financing related to major events. This fund was specifically used in 2008 to manage the \$50 million federal security grant for the Republican National Convention. That spending has been removed from the 2009 budget.

Information Services (Fund #164): In 2008 an Enterprise Technology Initiative activity was established in this fund. Revenue for this activity is collected from all funds and is used for enterprise-wide technology improvements. The 2009 adopted budget is \$495,329. It includes \$393,380 to plan for the adoption of an integrated finance, payroll and human resources business

management system (actual implementation will be an amendment to this budget, if adopted); and \$101,949 for LanDesk Suite, which will better manage the efficiency of city PCs.

Cable Communications (Fund #166): The City receives a franchise fee from Comcast Cable, which is based on five percent of the company's gross revenues for cable services. Although overall subscriber numbers continue to slowly decline, the current revenue projection shows an increase based on increased costs to subscribers from the cable operator. These funds support City-wide cable communications and the general fund. The adopted budget includes an increase in the general fund transfer of \$551,898 over the 2008 adopted transfer. A portion of the transfer increase is paid for through a one-time use of fund balance, and the remainder comes from new franchise revenue. Of this transfer, \$350,000 is budgeted in a contingency account for future allocation.

Right of Way Maintenance Fund (Fund #225): This fund manages and supports the right-of-way assessment function by processing public improvement assessments as well as annual operations and maintenance service charges. The 2009 budget includes increased right-of-way assessments for seven different property categories that range from 8% to 21%. The varying increases are intended to more closely align rates with actual expenditures by category. This increase provides additional revenue to help withstand increased spending due to inflation factors, and supports tree boulevard maintenance and a portion of sidewalk maintenance at a base level and provides additional funding for neighborhood cleanup. In addition to expenses, the fee increases will help achieve structural balance and improve stability in this fund.

Sewer Service Enterprise (Fund #260): Three-fourths of the spending for this fund is determined by Metropolitan Council Environmental Services (MCES) charges and debt service for construction programs under federal and state mandates. The long-term financing program for residential upgrades of sanitary sewer

connections continues for 2009. This fund includes the continued repayment of water pollution abatement bonds financed by the general obligation debt service fund in the 1970s and 1980s and is increased by \$1,000,000 for 2009. Additionally, the adopted budget includes increases in Storm Sewer System Charges (12.5%) and Sanitary Sewer Rates (10%) to offset increasing costs.

License and Permit Special Fund (Fund #320): This fund accounts for revenue received from business licenses, building permits and other fees related to ensuring public safety by monitoring business and construction activity. The budget includes a significant reduction in spending totaling \$1,951,493, primarily due to building permit revenue decreases related to the economic downturn in the construction industry. Spending reductions include shifting 15 staff to the general fund vacant building program and eliminating 4 vacant positions. City Council adopted fee increases for building permits (10%) and business licenses (3.5%), which are expected to generate additional revenue totaling approximately \$750,000.

Parks and Recreation Supply & Maintenance (Fund #370): This fund provides maintenance services throughout the Park system as well as contracted services for maintenance of PED property and exterior summary nuisance abatement orders. The 2009 budget includes a one-time transfer of fund balance to the Parks & Recreation Administration activity to account for parks administration's share of overhead costs that have accumulated in fund balance over the last several years. An ongoing overhead transfer of approximately \$175,000 will continue on an annual basis to assist with administrative costs within the park system.

Police Special Projects (Fund #436): This adopted budget reflects decreased spending associated with several expiring grants.

Firefighting Equipment Trust (Fund #735): Financial activity has declined in this fund. Spending for fire apparatus is now financed under the provisions of the City's sales tax law, and is carried in the new STAR City Capital Project. Expenditures for 2009 anticipate the use of remaining funds still available. 2009 marks the final year of spending within this fund with expectations that the fund will be closed out before the 2010 budget year.

CPL Operating (Fund #802): Adopted spending for 2009 decreases by \$39,475 for a total of \$3,710,204. This fund collects assessment revenues and passes them on to various other funds which use assessment financing.

Special Fund Budgets

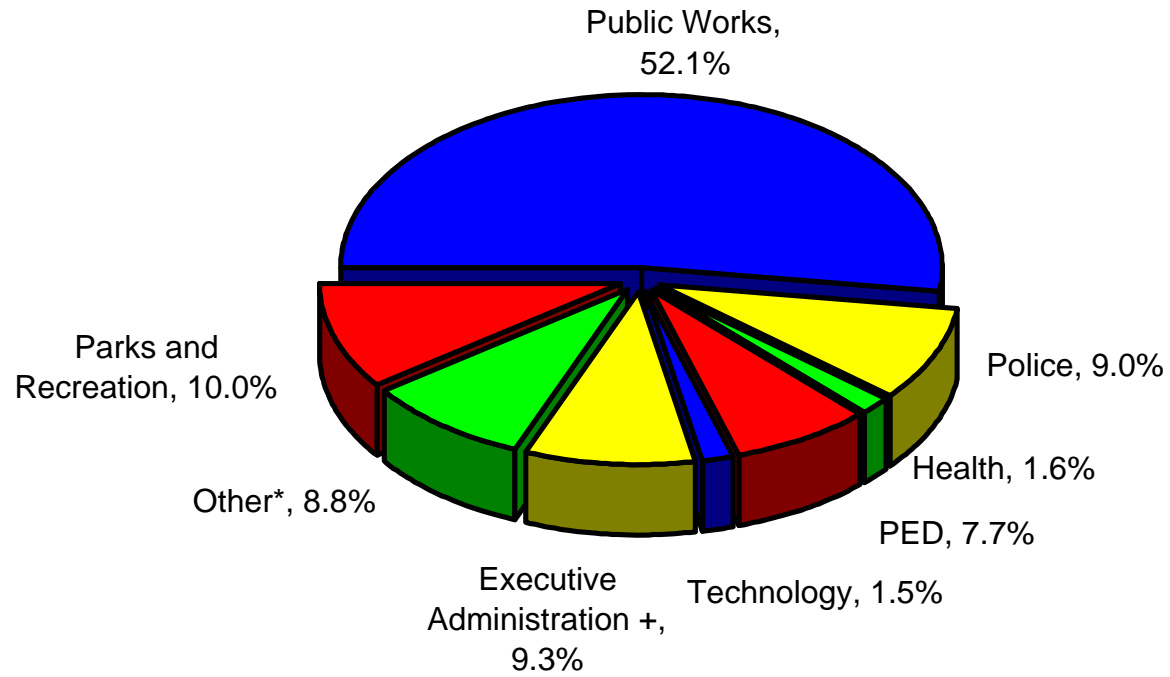
Special Fund Spending (By Department)			
Department	2007 Actual	2008 Adopted Budget	2009 Adopted Budget
Attorney	1,036,875	1,104,652	1,193,682
Council	61,622	81,044	82,306
Financial Services Office	13,620,691	65,105,265	18,888,850
Fire and Safety Services	5,432,669	4,054,909	4,841,779
StP-RC Health	3,789,730	4,236,131	4,115,828
HREEO (a)	0	0	3,498,777
Human Resources	2,145,374	2,348,000	2,437,000
Human Rights	60,434	50,688	0
Mayor's Office	464,667	536,455	2,569,763
Parks and Recreation	21,505,613	22,967,998	25,422,557
Planning and Economic Development	19,557,086	19,314,585	19,720,043
Police	15,286,203	23,556,515	23,127,576
Public Works	115,281,497	137,544,762	133,497,934
Safety and Inspection	11,961,768	14,140,361	12,944,015
Office of Technology	<u>2,749,938</u>	<u>2,970,866</u>	<u>3,744,473</u>
Total	212,954,167	298,012,231	256,084,583

Special fund budgets are designed to track revenues and expenditures for specific designated purposes. With some exceptions, special fund budgets are not supported by property taxes. Rather, special fund spending is supported by user fees, assessments, and grants, which are generally restricted in some way. The restrictions require accounting in separate funds, which include operating funds, project funds, debt service funds, and trust funds.

a) In 2009, the Contract Analysis and RiverPrint components of the Office of Financial Services, the Equal Employment program in the Planning and Economic Development department, and the Human Rights department will be merged to create the Human Rights and Equal Economic Opportunity (HREEO) department.

Special Fund Budgets

2009 Adopted Budget



* Other includes City Attorney, City Council, Safety and Inspection, and Fire, and HREEO.
+ Executive Administration includes Financial Services, Mayor's Office, and Human Resources.

Special Fund Budgets

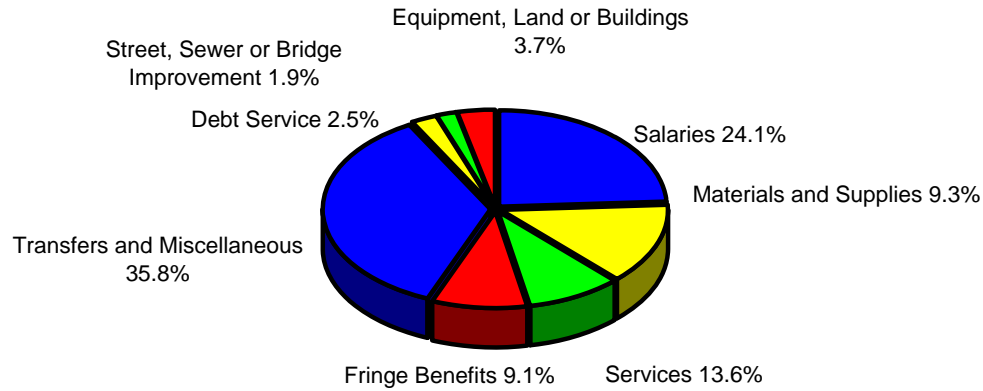
Special Fund Spending (By Major Object)			
Object	2007 Actual	2008 Adopted Budget	2009 Adopted Budget
Salaries	54,198,249	63,803,110	61,770,686
Services	32,230,629	83,823,446	34,930,200
Materials and Supplies	23,128,540	20,138,127	23,895,077
Fringe Benefits	22,648,956	23,556,860	23,326,486
Transfers and Miscellaneous	62,611,545	85,167,222	91,597,128
Debt Service	9,663,074	7,926,181	6,412,945
Street, Sewer or Bridge Improvement	3,856,435	4,855,864	4,793,864
Capital Outlay	<u>4,616,739</u>	<u>8,741,421</u>	<u>9,358,197</u>
Total	212,954,167	298,012,231	256,084,583

Special Fund Financing (Revenue By Source)			
Source	2007 Actual	2008 Adopted Budget	2009 Adopted Budget
Use of Fund Balance	0	17,176,470	6,232,900
Transfers	14,585,774	14,187,515	16,668,289
Hotel and Motel Taxes	2,032,612	1,791,505	1,807,000
License and Permits	9,901,747	11,767,602	10,643,731
Intergovernmental Revenue	24,257,162	78,175,488	31,463,947
Fees, Sales and Services	102,123,093	113,144,636	119,993,849
Enterprise and Franchise Revenue	9,274,184	11,970,540	12,016,462
Assessments and Other Revenue Sources	<u>36,502,074</u>	<u>49,798,475</u>	<u>57,258,405</u>
Total	198,676,646	298,012,231	256,084,583

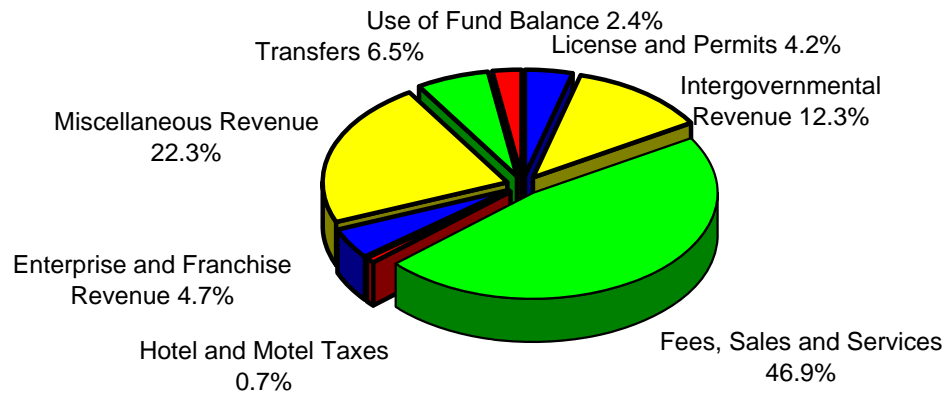
Special fund budgets are designed to track revenues and expenditures for specific designated purposes. With some exceptions, special fund budgets are not supported by property taxes. Rather, special fund spending is supported by user fees, assessments, and grants, which are generally restricted in some way. The restrictions require accounting in separate funds, which include operating funds, project funds, debt service funds, and trust funds.

Special Fund Budgets

2009 Spending By Major Object



2009 Revenue By Source





Debt Service

General Obligation Debt Service Funds Budget

Debt Service Spending (By Major Object)			
Object	2007 Actual	2008 Adopted Budget	2009 Adopted Budget
Salaries	146,445	146,581	225,187
Services	70,448	77,494	88,418
Fringe Benefits	46,796	46,690	71,076
Other	1,206,456	297,360	297,641
Debt Service	35,577,892	55,977,991	58,594,825
Equipment, Land, and Buildings	<u>0</u>	<u>0</u>	<u>0</u>
Total	37,048,037	56,546,116	59,277,147

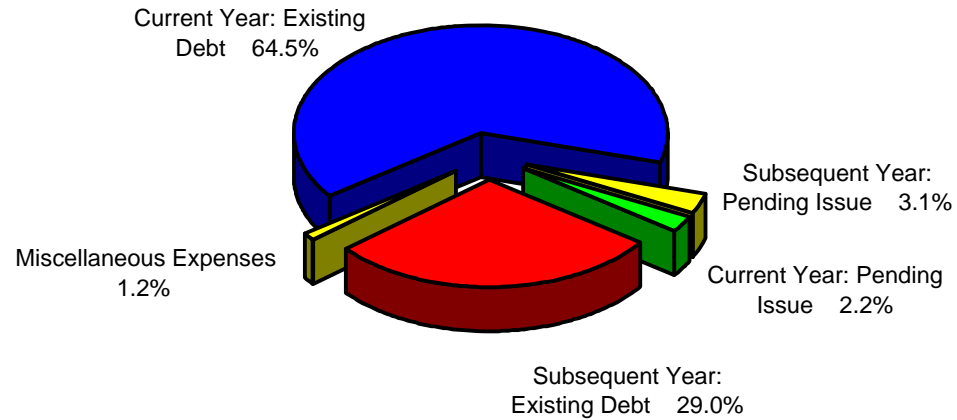
Debt Service Financing (Revenue By Source)			
Source	2007 Actual	2008 Adopted Budget	2009 Adopted Budget
Use of (Contribution to) Fund Balance	(810,557)	22,364,823	21,566,241
Transfers	16,312,772	14,482,304	13,833,000
Taxes	8,699,304	7,808,699	10,378,222
Licenses and Permits	0	0	0
Intergovernmental Revenue	385,983	304,484	374,054
Fees, Sales and Services	0	0	80,000
Enterprise and Utility Revenue	100,000	0	0
Other Revenue Sources	<u>12,360,535</u>	<u>11,585,806</u>	<u>13,045,630</u>
Total	37,048,037	56,546,116	59,277,147

The city's general debt service budget provides for the principal and interest payments on its general obligation bond issues. The budget consists of two sets of appropriations: 1) an amount needed to meet the budget year debt service obligations, and 2) an amount needed to meet the obligations of the first half of the following year. Therefore, the amount appropriated for general debt service exceeds the amount actually spent in the budget year. This additional amount remains in fund balance to use as a financing source for the subsequent year's debt service payments. While complicated, this budget structure solves a cash flow problem for the city. The city receives state aids and property taxes mid-year and at the end of the year. If the city did not budget for subsequent year debt service payments, it would lack the cash to make the debt service payments due before the city receives its major cash infusions each year.

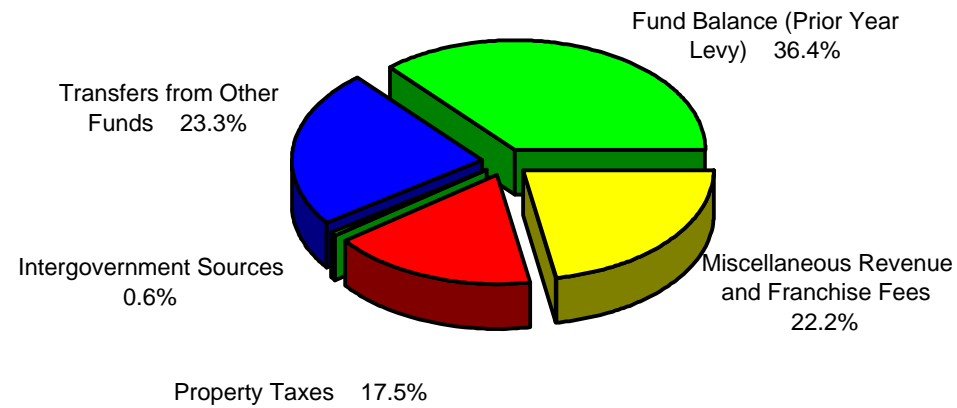
The total 2009 debt service budget is \$59,277,147. \$40,252,493 is for debt service obligations in 2009 (the budget year), and \$19,024,654 is debt service obligations in the first half of 2009 (the subsequent year).

General Obligation Debt Service Funds Budget

2009 Spending by Major Category



2009 Financing by Major Source



General Obligation Debt

Allocation of Revenue to Type of Debt							
as of December 31, 2007							
	Property Tax Levy	Water and Sewer Charges	Assessments	Tax Increments	Parking Revenue	Self Supporting Total	Total
Capital Improvements	94,035,000					-	94,035,000
Library Bonds	12,080,000					-	12,080,000
Street Improvements	28,367,500		26,552,500			26,552,500	54,920,000
Public Safety Bonds	10,510,000						10,510,000
Tax Increment:							
Riverfront Development				5,790,000		5,790,000	5,790,000
Midway Marketplace				4,425,000		4,425,000	4,425,000
Block 39 Project				12,005,000	21,255,000	33,260,000	33,260,000
Koch Mobil				3,895,000		3,895,000	3,895,000
Water Pollution Abatement						-	-
Sewer Bonds		3,275,000				3,275,000	3,275,000
Sewer Loan (PFA *)		13,967,430				13,967,430	13,967,430
Water Loan (PFA*)		2,332,034				2,332,034	2,332,034
TOTAL	144,992,500	19,574,464	26,552,500	26,115,000	21,255,000	93,496,964	238,489,464
Percent of Total	60.8%	8.2%	11.1%	11.0%	8.9%	39.2%	100.0%

* PFA is the Public Facilities Authority.

General Obligation Debt Service

To prepare financing plans and pay the annual principal and interest on the City's general obligation debt.

About the Debt Service Fund

What We Do (Description of Services)

- Sell City debt instruments at the lowest borrowing cost.
- Ensure that principal and interest on City's debt is paid accurately and on time.
- Identify and implement various debt financing alternatives for the City of Saint Paul.
- Ensure arbitrage compliance for City and HRA tax-exempt debt with the IRS.
- Complete City and HRA annual disclosure for the national depositories.
- Work with Ramsey County and Saint Paul Public Schools to manage the overall debt on the City of Saint Paul, Ramsey County and Saint Paul Public Schools' tax base.

Statistical Profile

- City Bond Ratings: AAA (Standard & Poor's)
Aa2, (Moody's).
- Debt Burden: 2.0% of market value.
- Payout of Principal: 10 Years: 82%; 20 Years: 100%

2007-2008 Accomplishments

- Developed balanced operating, capital and debt budgets for 2007 and 2008
- Maintained the City's AAA (Standard & Poor's) and Aa2 (Moody's) bond ratings.
- Successfully sold 2007 and 2008 General Obligation Capital Improvement and Street Improvement Special Assessment Bonds. 2007 bonds were sold at the historically low rates of 3.78% (CIB) and 4.21% (Street Improvement). 2008 bonds were sold at 3.08% (CIB), 4.00% (Street Improvement), 4.23% (Public Safety bonds -Western Police Station Project), 3.96% (Sewer Revenue Bonds).
- Terminated the City's first ever variable-to-fixed interest rate swap to realize positive proceeds of \$3,804,000 (net \$3,750,000) and entered into a second Arena swap to provide annual debt savings of approximately \$400,000 beginning in 2010.
- Two 2008 three year capital leases for 96 police cars at (2.65% and 2.99%).
- Assisted in HRA in the Jimmy Lee annual appropriation lease financing and the closeout of former Downtown TIF District.
- Summer 2008, staffed implementation of new 2008 Special Law for Saint Paul to create a downtown TIF District (2009-2003) to annually provide an estimated \$4,000,000 to the River Centre complex.
- Fall of 2008, plan to sell debt for CHA Lease Floors (3-5), DSI improvements, and refund 1998 TIGO Block 39/Lawson bonds.

Debt Service

Department/Office Director: **TODD P HURLEY**

		2006	2007	2008	2009	2009	Change from	
		2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2008
		Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
Spending By Unit								
960	GENERAL DEBT SERVICE FUND	23,532,369	21,966,950	35,897,071	37,291,304	37,291,304		1,394,233
961	CITY REV BONDS, LONG TERM DEBT	11,745,604	10,398,694	9,366,304	9,366,237	9,366,237		-67
963	G.O. SPEC ASSM DEBT SERV FUND	3,514,041	5,219,640	10,315,203	11,085,308	11,028,908	-56,400	713,705
967	CITY REVENUE NOTES DEBT SERVICE	1,411,131	1,016,339	967,538	1,590,698	1,590,698		623,160
Total Spending by Uni		40,203,144	38,601,622	56,546,116	59,333,547	59,277,147	-56,400	2,731,031
Spending By Major Object								
	SALARIES	92,398	146,445	146,581	225,187	225,187		78,606
	SERVICES	33,150	58,978	77,494	88,418	88,418		10,924
	MATERIALS AND SUPPLIES	3,514	11,470	17,360	17,641	17,641		281
	EMPLOYER FRINGE BENEFITS	29,087	46,796	46,690	71,076	71,076		24,386
	MISC TRANSFER CONTINGENCY ETC	2,680,766	1,192,795	280,000	280,000	280,000		
	DEBT	35,144,311	35,608,478	55,977,991	58,651,225	58,594,825	-56,400	2,616,834
	STREET SEWER BRIDGE ETC IMPROVEMENT	2,219,919	1,536,661					
	EQUIPMENT LAND AND BUILDINGS							
Total Spending by Object		40,203,144	38,601,622	56,546,116	59,333,547	59,277,147	-56,400	2,731,031
Percent Change from Previous Year			-4.0%	46.5%	4.9%	-0.1%	-0.1%	4.8%
Financing By Major Object								
GENERAL FUND								
SPECIAL FUND								
	TAXES	7,501,845	8,795,131	7,808,699	10,378,222	10,378,222		2,569,523
	LICENSES AND PERMITS							
	INTERGOVERNMENTAL REVENUE	331,181	385,983	304,484	374,054	374,054		69,570
	FEES, SALES AND SERVICES	7,500	15,371		80,000	80,000		80,000
	ENTERPRISE AND UTILITY REVENUES							
	MISCELLANEOUS REVENUE	11,968,469	12,189,584	11,585,806	13,045,630	13,045,630		1,459,824
	TRANSFERS	16,215,585	15,649,433	14,482,304	13,833,000	13,833,000		-649,304
	FUND BALANCES			22,364,823	21,622,641	21,566,241		-798,582
Total Financing by Object		36,024,580	37,035,502	56,546,116	59,333,547	59,277,147	-56,400	2,731,031
Percent Change from Previous Year			2.8%	52.7%	4.9%	-0.1%	-0.1%	4.8%

2009 Budget Plan

2009 Goals

- Maintain or improve the City's Aa2 (Moody's) and AAA (Standard & Poor's) ratings assigned to the City's general obligation debt.
- Strengthen the organizational understanding of the best uses of the general obligation bonding authority.
- Provide alternate debt financing plans through recommendations for both current and future bond issues. Alternatives to the use of tax levy as financing for general obligation debt of the City will continue to be explored and recommended where prudent.
- Continue to explore capital and operating leases where appropriate.
- Review proposals in search of the solutions that serve the City in the long term, ever mindful of the short-term needs.
- Review five debt funds (F960, F961, F966, and F967) to satisfy multiple objectives of efficient debt management (reducing transfers between funds to pay debt) and GASB accounting requirements.
- Develop a program to internally fund City projects through the purchase of acceptable investment notes issued by related City entities (City, HRA, and Port).
- Maintain a multi-year debt model to provide analysis of future bond issues, capital projects and financing alternatives.

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

Mayor's Recommendation

- The 2009 proposed budget in the General Debt Service fund

(Fund 960) is \$37,291,304, which is \$1,394,233, or 3.9% greater than 2008. The 2009 budget proposes issuing \$9.6 million of Capital Improvement Bonds (CIB) in 2009 and assumes an interest cost of 5.5%. A \$15.5 million sale of 25 year Public Safety Bonds at a budgeted interest rate of 6% is also proposed to build a new facility that will house fire administration, and fire stations 1 & 10.

- The budget for City Revenue Bonds Long-term Debt fund (Fund 961) is \$9,366,237, which reflects a minor change from 2008. This fund pays sales tax debt of the 1999 Arena Project, State loan, and 2007 Subordinate Sales Tax bonds. and is financed with facility lease payments, Minnesota Wild hockey revenues (payments in lieu of taxes) and sales tax. The three debts are secured by sales tax and team revenues.
- The budget for the General Obligation Special Assessment Debt Service fund (Fund 963) is \$11,085,308 or a \$770,105 increase compared to 2008. The increase reflects the outstanding principal of bonds.
- The budget for the City Revenue Note Debt (Fund 967) is \$1,590,698 and provides funds for the People Connection, which is funded by contributions from the RiverCentre Convention & Visitors Authority and hotel tax receipts and a transfer from the general fund for police vehicle leases.

For General Debt Service and GO Special Assessment Debt, the budget includes appropriations for both the amount needed to meet the debt service obligations in the budget year (2009) and an amount needed to meet the obligations of the first half of the following year (the subsequent year 2010). The budgeted amount for the subsequent year is not spent in the budget year and remains in fund balance at year-end to use as a financing source for the subsequent year's debt service payments. While complicated, this budget structure solves a cash flow problem for the city. If this practice was not employed, the City would lack the cash to make the debt service payments due before receiving its major cash infusions each year.

2009 Budget Plan (continued)

2009 Budget Explanation

Council Actions

The City Council adopted the Debt Service budget and recommendations as proposed by the Mayor and approved the following changes:

- Reduced debt service interest spending in Fund 963 by \$56,400 to reflect reduced sizing of the 2009 bond sale.



Property Taxes

Property Taxes

Property tax revenues account for 30% of General Fund revenue. In any given year several factors affect how much an individual property owner pays in city property taxes, including the following:

- City spending and financing needs
- Size of the tax base.
- Composition of the tax base.

City Spending and Financing Needs

Property tax is the primary revenue source that the Mayor and City Council control. The state establishes guidelines by which property taxes are administered, including how the tax burden is spread among different types of properties, but local elected officials have discretion over how much total property tax revenue to collect. As a result, city spending pressures and the availability of other funding, like state aid and local fees, often dictate the size of the property tax levy in any given year.

Minnesota Property Tax Class Rates <i>Payable in 2009</i>	
Property Type	Class Rate
Residential Homestead	
Up to \$500,000	1.00%
Over \$500,000	1.25%
Residential Non-Homestead	
Single Unit	
Up to \$500,000	1.00%
Over \$500,000	1.25%
2-3 Unit	1.25%
Apartments (4 or more units)	1.25%
Commercial/Industrial	
Up to \$150,000	1.50%
Over \$150,000	2.00%

Property Tax Base

The size of the property tax base is a function of taxable market value and the composition of the tax base. Yearly changes in market values are attributable to many factors, the most important of which is the demand for both residential and commercial property. As property values increase, the size of the tax base also increases. A larger base allows for a broader distribution of the tax burden, which results in a lower tax rate.

Tax Base and Class Rates

The composition of the tax base determines the relative distribution of the tax levy among taxpayers. The State of Minnesota has established a class rate system which allocates different shares of property tax burden based on the use of a property (*see chart*). Apartments, residential homes, and commercial/industrial properties all have a different class rate. Taxable market value and the class rate both determine the tax capacity of an individual property. A higher class rate will result in a relatively higher tax capacity. Based on the class rate structure, one dollar of commercial/industrial property has a greater tax capacity than one dollar of residential property.

St. Paul Taxable Market Value	
Payable in 2007	\$21,103,230,000
Payable in 2008	\$23,100,364,900
Payable in 2009 (est.)	\$22,841,115,900

St. Paul Net Tax Capacity (mkt. value x class rate)	
Payable in 2007	\$213,227,021
Payable in 2008	\$229,756,376
Payable in 2009 (est.)	\$228,009,535

Property Taxes

2009 Adopted Budget and Levy

The 2009 adopted City levy is \$89.3 million. Of the total levy, \$87.1 million will fund city activities, \$60.2 million will go to the City's General Fund, \$10.9 million will fund debt service, and \$16.1 million will fund the St. Paul Public Library Agency. The City also levies taxes on behalf of the St. Paul Port Authority, whose 2009 levy is \$2.1 million. The City's tax rate is projected to increase slightly in 2009. (see graph below).

Tax Dollars and the Services They Buy

Taxpayers often wonder what happens to the property taxes they pay. Here is an example for a typical home in Saint Paul in 2009:

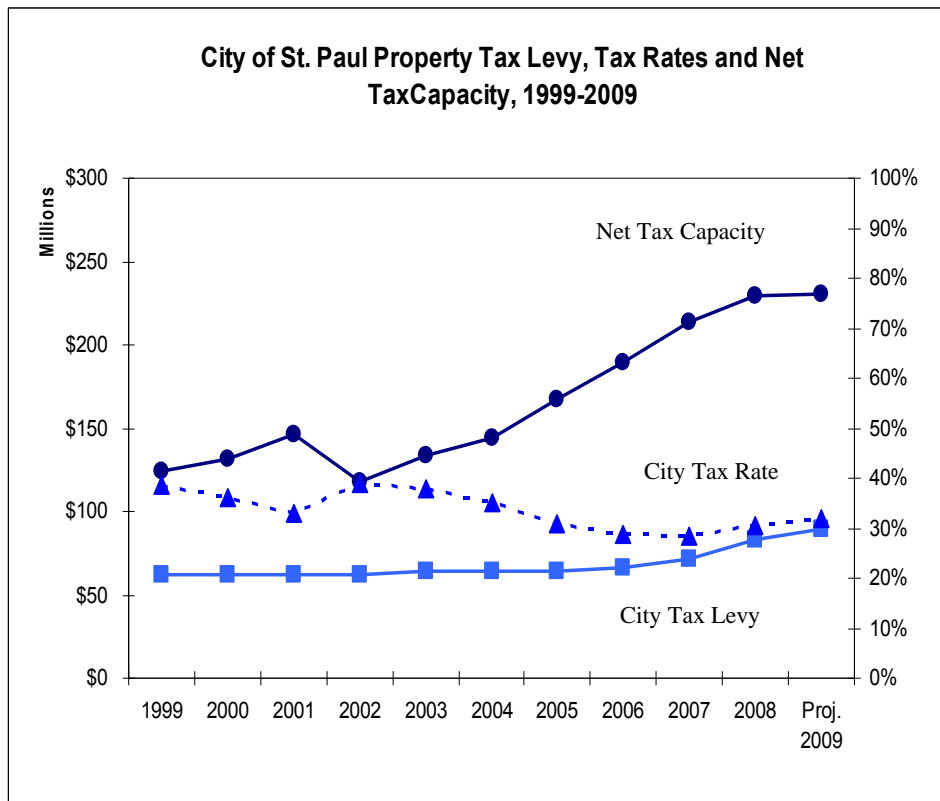
The property tax bill is a combined statement covering the City of Saint Paul, School District 625, Ramsey County, and other "special taxing districts" such as the Metropolitan Council and local watershed districts. In 2009, a home with a taxable value of \$183,000 had a total property tax bill of \$2,029.

The single largest share of a property tax bill goes to the county and then to the school district. The City receives about 26% of the total tax payment – \$529 in this example.

For this particular home, the property tax payment of \$529 to the City of St. Paul would break down to the following amounts:

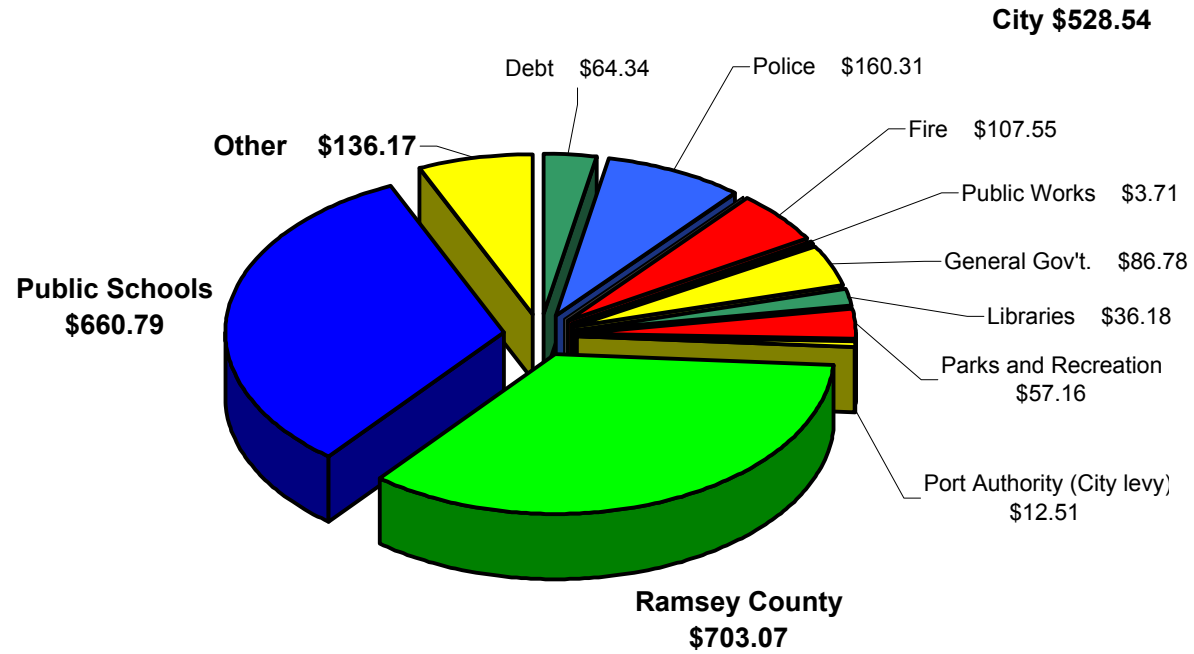
- \$160 per year for police services
- \$104 per year for fire and emergency medical services
- \$57 per year to operate and maintain the park and recreation system
- \$36 per year to operate and buy materials for the Saint Paul Public Libraries
- \$64 per year for capital debt service—the cost of building new libraries, rec centers and playgrounds, and street construction
- \$13 per year for the City levy on behalf of the Saint Paul Port Authority
- \$95 per year on all other general government services

Property taxes cover only a small part of the total cost of services. In total, property taxes supply only about 12% of the City's total revenue and cover just under 30% of the General Fund budget. In comparison, the City's total proposed 2009 property tax levy for all purposes—approximately \$89 million—is less than the \$99 million total operating budget of the Police Department.



Estimated 2009 Saint Paul Property Taxes

2009 TNT Rates Applied to a Typical Home Valued at \$183,000



Major General Fund Revenues

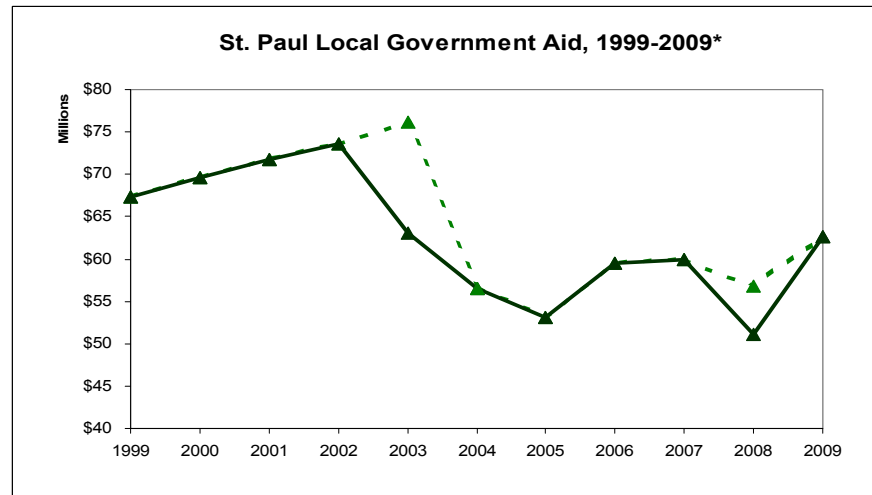
Local Government Aid (LGA)

Local Government Aid is intended to provide property tax relief to Minnesota cities. The state provides Local Government Aid to cities throughout Minnesota based on a “need/capacity” formula that compares each city’s tax base to an estimated level of spending needs based on local conditions. Cities which will not have enough local revenue capacity to meet their spending needs under this formula receive Local Government Aid.

For many years, LGA was adjusted each year based on inflationary growth. In 2003, the Governor and Legislature approved funding and formula changes that greatly reduced Saint Paul’s aid. LGA dropped from \$76 million in certified aid in 2003 to \$53 million by 2005, a 30% funding cut over two years.

During the 2008 legislative session, the legislature raised the overall LGA appropriation for the first time since 2006, which increased Saint Paul’s share by \$5.8 million. The increase restores part of the 2003 reduction, but LGA is still \$13.5 million below the certified 2003 level. However, in response to the recent state budget crisis, the Governor unallotted (reduced) Saint Paul’s 2008 LGA payment by \$5.7 million. Additional reductions in 2009 and 2010 are possible during the 2009 legislative session.

St. Paul Local Government Aid 1999-2009		
	LGA Funding	Certified Change
1999	\$67,345,179	2.3%
2000	\$69,653,919	3.4%
2001	\$71,739,170	3.0%
2002	\$73,554,056	2.5%
2003	\$76,129,865	3.5%
2003*	\$63,082,166	-14.2%
2004	\$56,488,168	-10.5%
2005	\$53,151,835	-5.9%
2006	\$59,544,561	12.0%
2007	\$59,961,201	0.7%
2008	\$56,781,644	-5.3%
2008*	\$51,092,991	-14.8%
2009	\$62,600,018	10.2%



* The Legislature enacted mid-year LGA adjustments in 2003 and 2008 to assist with the state budget shortfalls. The original certified and revised amounts are both reflected here.

Franchise Fees

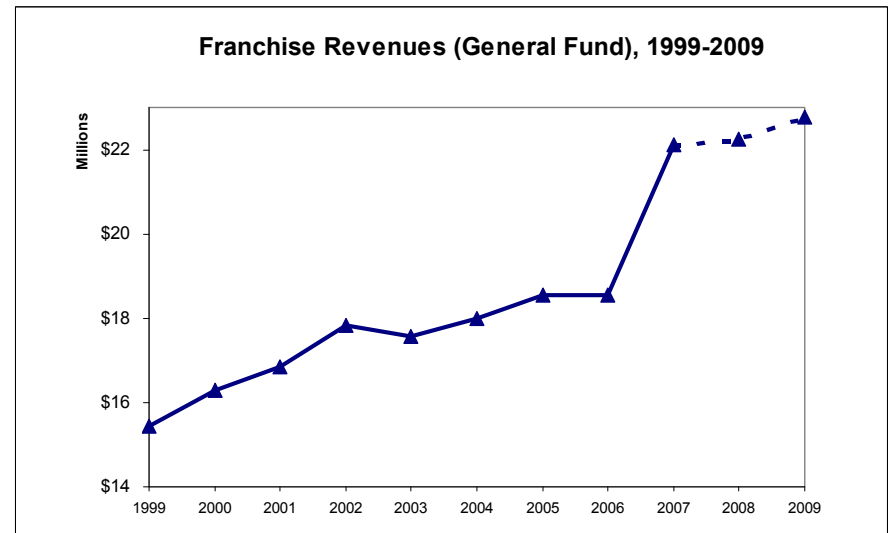
Utilities pay the City of St. Paul a fee for use of City streets and right-of-ways in delivering services to the citizens and businesses of St. Paul. This fee represents usage charges for City-owned assets that utilities may use or disrupt in the process of constructing, installing, and maintaining their distribution and delivery systems.

Under state law, utilities may pass on their fees to utility customers on monthly bills. For each utility, the franchise fee is based on a negotiated formula adopted by City Council ordinance. The budgeted increase for 2009 is due to modest expected growth and an increase in negotiated deferred franchise fees from District Energy.

St. Paul Franchise Agreements for 2009:

- ❖ Xcel Energy supplies natural gas and electrical service to St. Paul homes and businesses.
- ❖ Norenco, now owned by NRG Thermal, supplies steam power to the Rock-Tenn facility on Vandalia St.
- ❖ District Cooling, part of District Energy, supplies cooled water for air conditioning in most of downtown St. Paul.
- ❖ District Energy* provides heat to much of downtown St. Paul and electricity to Xcel Energy.
- ❖ Energy Park is the heating and cooling utility serving customers in the Energy Park development.
- ❖ Empire Builder is the heating and cooling utility serving the Empire Builder development north of downtown St. Paul.

	Budget	Actual	
1999	\$16,360,345	\$15,441,543	94.4%
2000	\$16,426,045	\$16,303,980	99.3%
2001	\$16,426,045	\$16,842,475	102.5%
2002	\$17,516,184	\$17,839,903	101.8%
2003	\$17,516,184	\$17,557,960	100.2%
2004	\$17,730,603	\$17,983,410	101.4%
2005	\$17,840,511	\$18,559,769	104.0%
2006	\$18,179,867	\$18,553,748	102.1%
2007	\$21,377,323	\$21,922,859	102.6%
Budget 2008	\$22,251,500	-	
Budget 2009	\$22,906,342	-	

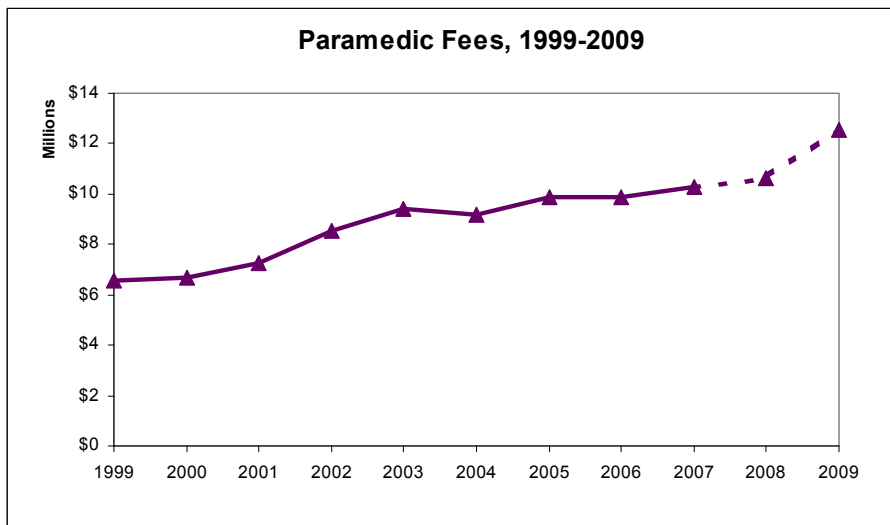


Paramedic Fees

Paramedic Fees

The St. Paul Fire Department's paramedics and emergency medical technicians respond to nearly 27,000 emergency calls each year. Most of their calls require ambulance trips to hospitals from fires, accidents or other incidents. For these transportation and life support services, the Fire Department charges a series of fees. Most of these fees are paid through insurance, and are based on the prices of private providers and other municipalities. Medicare and Medicaid reimburse for paramedic services at a fixed rate below that of most providers, which can reduce the collected fee per run.

Paramedic fees support the General Fund, which also supports the majority of spending on Fire and Safety Services. In 2009 the budget is increasing by \$1.9 million to reflect improved collections, plus a 10% increase in transport fees and miscellaneous increases in the mileage, standby and service fees.



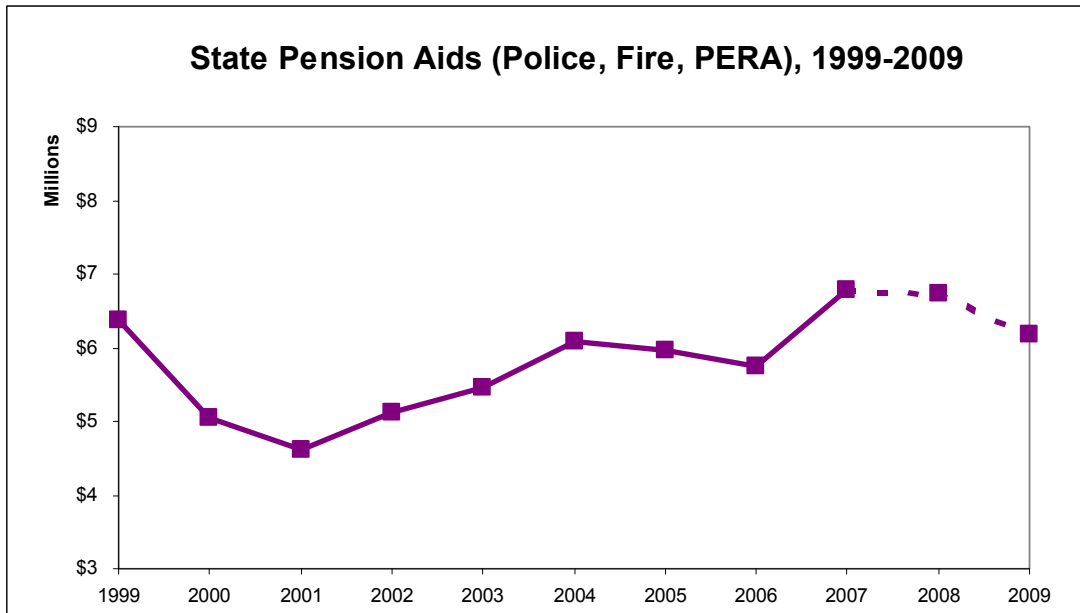
	Budget	Actual	
1999	\$6,866,260	\$6,549,344	95.4%
2000	\$6,400,000	\$6,700,541	104.7%
2001	\$6,540,000	\$7,274,858	111.2%
2002	\$7,339,000	\$8,530,288	116.2%
2003	\$9,563,455	\$9,402,844	98.3%
2004	\$9,926,767	\$9,200,000	92.7%
2005	\$10,655,407	\$9,856,956	92.5%
2006	\$10,200,000	\$9,876,413	96.8%
2007	\$11,835,896	\$10,279,110	86.8%
Budget 2008	\$10,641,856	-	
Budget 2009	\$12,530,936	-	

State Pension Aids

The state distributes aid to Police and Fire retirement programs in counties and municipalities based on fire and auto insurance premiums collected in the state. Taxes paid by insurers on those premiums are used to partially offset police and fire pension employer contribution costs. St. Paul receives aid for Police and Fire pensions based on a number of factors:

- the number of full-time firefighters and sworn police officers St. Paul employs
- the uncovered liabilities (if any) of the police and fire pension funds
- the premiums collected by insurance companies in Minnesota

State aid is also provided to support PERA, the pension fund that includes non-Police and Fire City employees. The vast majority (92%) of state pension aid is related to Police and Fire. In 2009, pension aids are budgeted to decrease to \$6.17 million due to lower fire and auto insurance premium collections and formula complexities that cap Saint Paul's aid amount.

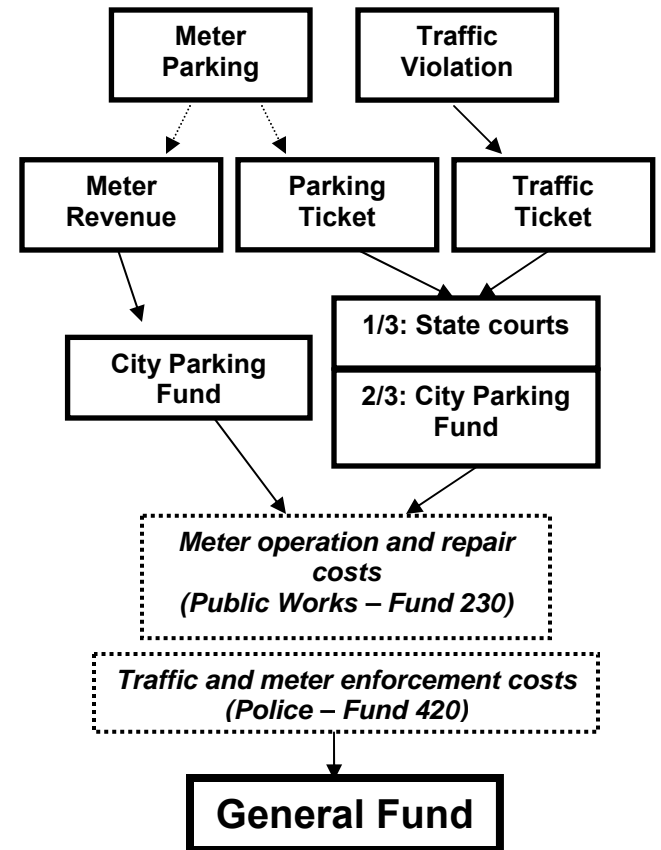


	Budget	Actual	
1999	\$6,482,512	\$6,372,157	98.3%
2000	\$4,717,512	\$5,044,659	106.9%
2001	\$4,945,633	\$4,618,796	93.4%
2002	\$5,170,633	\$5,111,382	98.9%
2003	\$5,020,472	\$5,447,696	108.5%
2004	\$5,017,512	\$6,086,374	121.3%
2005	\$5,303,198	\$5,957,264	112.3%
2006	\$6,186,094	\$6,270,624	101.4%
2007	\$5,957,264	\$6,626,452	111.2%
Budget 2008	\$6,736,230	-	
Budget 2009	\$6,172,731	-	

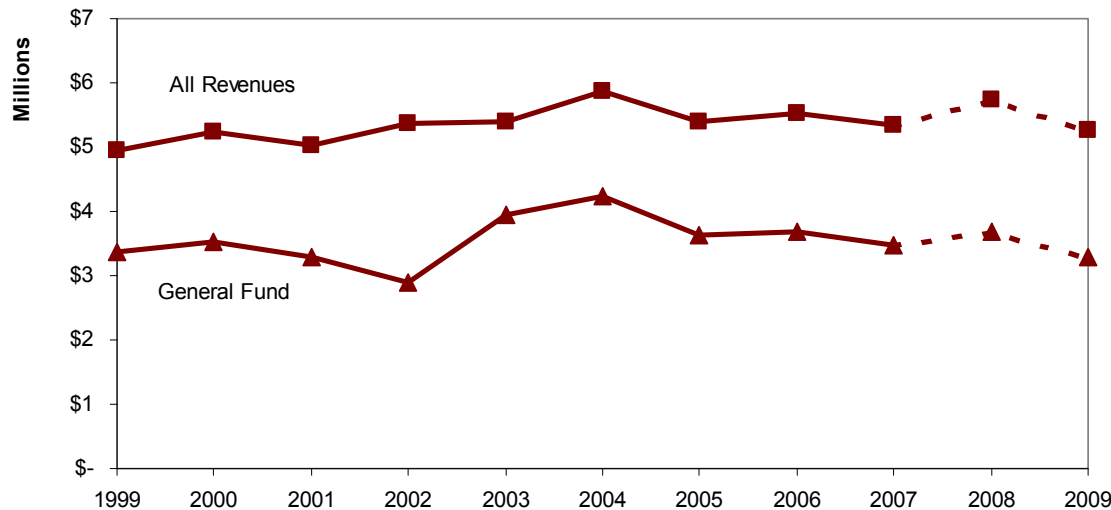
Parking Meters and Fines

The City operates over 1,000 parking meters in areas around St. Paul, and St. Paul Police enforce both parking rules and the state's traffic laws on St. Paul streets and highways. Revenues from meters and parking and traffic violations are budgeted at \$5.2 million for 2009, and the General Fund is budgeted to receive \$3.28 million of that amount. Meter payments are collected by a contracted vendor on behalf of the City, and fines are collected through the state court system. The courts retain 1/3 of the revenue to cover costs, and the remainder is transferred to the City.

City revenues are collected by the Department of Public Works in the City Parking Fund (#230), and a portion is retained to cover costs of meter collection and maintenance. Costs of enforcement are transferred to the Police Department's Parking Enforcement Fund (#420). The remainder, with certain exceptions, is transferred to the General Fund. The flow chart at right illustrates the movement of revenues from collection to the General Fund.



Parking Meters and Violations, 1999-2009



	Budget	Actual	
1999	\$2,962,742	\$ 3,361,625	113.5%
2000	\$3,179,076	\$ 3,530,274	111.0%
2001	\$3,869,950	\$ 3,282,280	84.8%
2002	\$3,868,494	\$ 2,900,191	75.0%
2003	\$3,928,286	\$ 3,934,738	100.2%
2004	\$3,884,407	\$ 4,234,327	109.0%
2005	\$3,901,394	\$ 3,644,042	93.4%
2006	\$3,718,351	\$ 3,678,231	98.9%
2007	\$4,350,059	\$ 3,484,043	80.1%
Budget 2008	\$3,683,907	-	
Budget 2009	\$3,278,907	-	

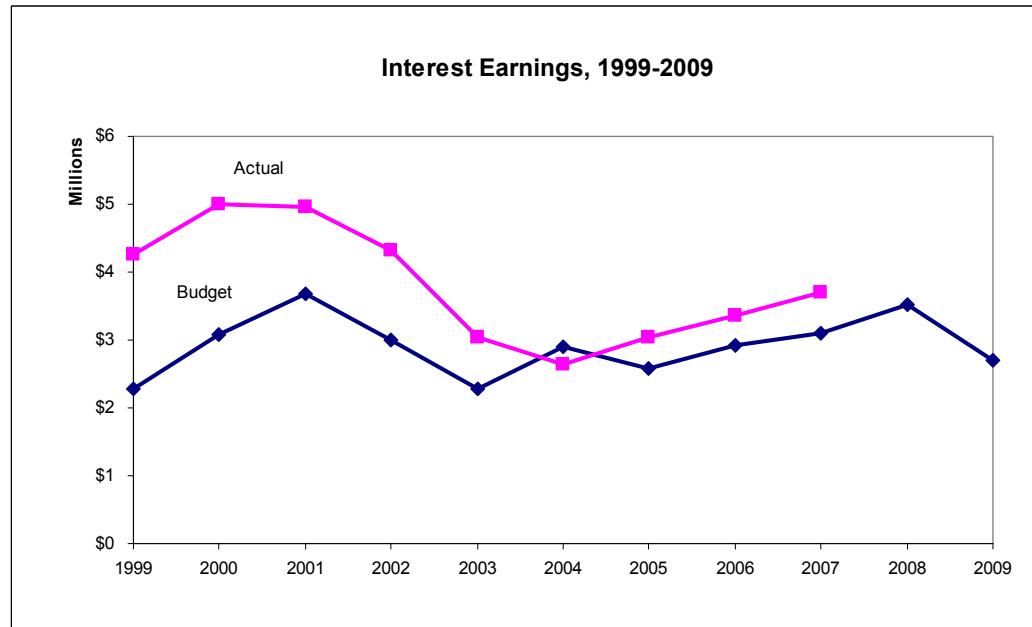
Interest Earnings

The City's investment pool earns annual returns based on two key factors: the investment balance of the pool (total amount invested), and the performance of the market. Interest earnings in certain special funds have also been awarded to the General Fund in past years.

The City's Investment Policy sets guidelines and restrictions on investments based on the duration of those investments and their relative risk. Investment objectives include **safety**, **liquidity**, **return**, and **loss avoidance**. The investment pool is currently invested in compliance with the City's Investment Policy and State statutes. State law restricts the types of securities municipal governments may invest in.

Interest earnings are budgeted at \$2,690,034, or 23.5% less than the 2008 budget to reflect realistic expectations in the current economic environment.

	Budget	Actual	
1999	\$2,275,000	\$4,255,477	187.1%
2000	\$3,075,000	\$5,007,569	162.8%
2001	\$3,675,000	\$4,965,250	135.1%
2002	\$2,991,274	\$4,319,715	144.4%
2003	\$2,275,000	\$3,047,557	134.0%
2004	\$2,901,500	\$2,632,212	90.7%
2005	\$2,587,865	\$3,046,535	117.7%
2006	\$2,923,500	\$3,366,431	115.2%
2007	\$3,100,000	\$3,700,995	119.4%
Budget 2008	\$3,520,500	-	
Budget 2009	\$2,690,034	-	



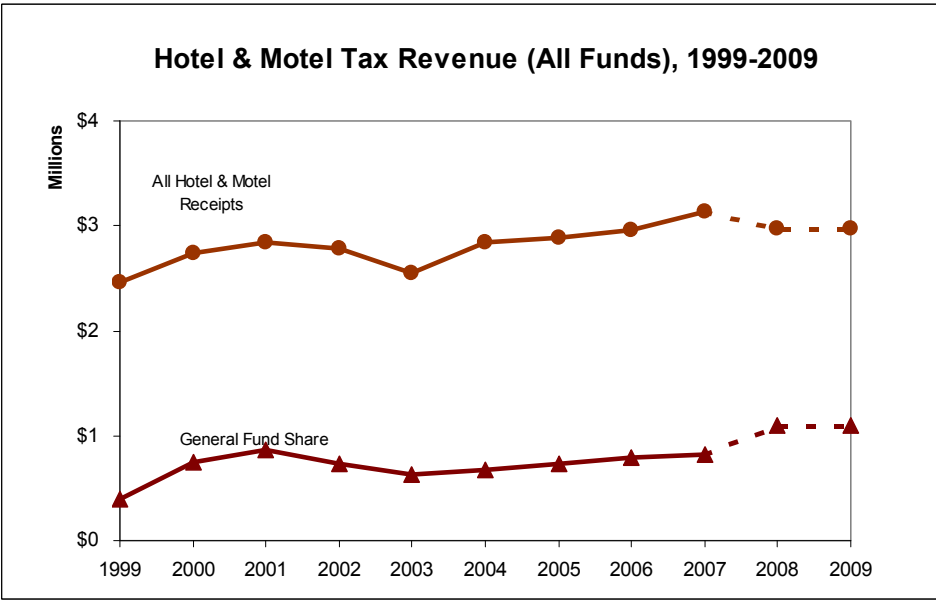
Hotel & Motel Tax

Hotel & Motel Tax

The City charges a 6% tax on all room charges in St. Paul, in addition to the state sales tax. For hotels and motels under 50 rooms, the tax is 3%. The tax rate is set by state law.

The receipts from the hotel and motel tax are divided among the City’s General and Debt Service Funds as well as the RiverCentre Convention and Visitors Bureau and other City promotional efforts. Most of the revenue from the Hotel & Motel Tax is spent on efforts to promote the City as a destination for conventions and tourism, and to pay debt on visitor destinations like the RiverCentre. Of the 6% tax, roughly 1.65% goes to the General Fund to support City operations.

Hotel and motel tax revenue is budgeted to remain flat for 2009.



	Budget	Actual	
1999	\$506,322	\$398,863	78.8%
2000	\$573,822	\$750,797	130.8%
2001	\$786,296	\$863,568	109.8%
2002	\$839,198	\$725,949	86.5%
2003	\$668,700	\$629,440	94.1%
2004	\$609,080	\$673,208	110.5%
2005	\$734,900	\$726,526	98.9%
2006	\$762,760	\$794,072	104.1%
2007	\$850,700	850,700	0.0%
Budget 2008	\$1,102,760	-	
Budget 2009	\$1,100,000	-	

Department Summaries



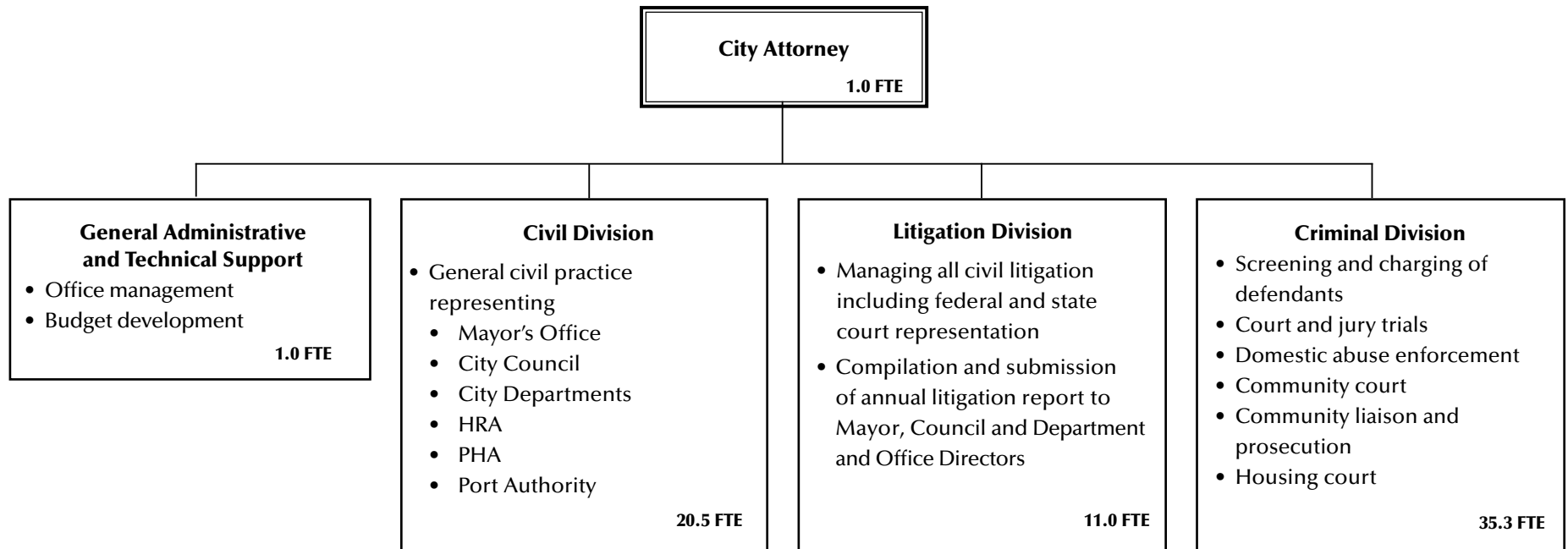
City Attorney's Office

The mission of the Saint Paul City Attorney's Office is to fulfill its duty to represent the city in its legal affairs with integrity, professionalism and collegiality.

Integrity means that we are loyal to the interests of the city and the laws under which it functions.

Professionalism means that we are thorough and creative in representing the interests of the city, respectful of the public process in which we function and courteous to all those with whom we interact.

Collegiality means working together, and with the elected and appointed officials of the city, to continuously seek improvements to the quality of legal services and the efficiency with which they are provided.



(Total 68.8 FTEs)

8/5/08

About the City Attorney's Office

What We Do (Description of Services)

The CAO provides a number of services to further the City's goals and objectives. The CAO plays an integral part in the City's public safety goals & objectives by prosecuting petty misdemeanor, misdemeanor & gross misdemeanor crimes that occur within the City. Some of our most important prosecutions involve domestic abuse, guns, DWI, drugs, housing code violations, theft & other livability crimes such as prostitution, graffiti and noise violations. In addition, the CAO is committed to maintaining public safety & the City's livability through its Community Prosecution Program.

The CAO also defends the City in civil lawsuits and provides legal counsel to the City & its clients, including the Mayor's Office, the City Council, HRA, PHA, RiverCentre Authority, Port Authority, Water Utility, Charter Commission, Civil Service & Human Rights Commissions & each City department or office. Throughout the year, CAO staff confer with & advise clients on the legal issues surrounding their policy decisions. Some of the CAO's civil legal functions include the following:

- Draft legal opinions; Review & draft real estate documents, contracts, legislation, ordinances & resolutions.
- Civil enforcement of public nuisance issues.
- Represent City clients in labor-management negotiations, disputes, arbitrations or other hearings.
- Represent and advise HRA in mortgage foreclosures and public finance issues.
- Advise and assist the Police Department in developing policies and procedures.
- Conduct investigations & file civil law suits on behalf of the City.
- Respond to citizen questions and complaints.
- File appellate appeals from decisions of the trial courts.
- Conduct closed meetings.
- Attend public meetings such as the City Council, Charter Commission, Planning Commission and HRA.
- Conduct community education and community outreach on legal issues identified by the City's elected officials and community.

Statistical Profile

- Criminal Division staff handled 14,580 cases in 2007.
- In 2007, Criminal Division handled over 3,100 cases involving neighborhood & livability issues.
- In 2007, total civil litigation payouts, including settlement & civil judgments, were \$47,750, historical lows for the City.

2007-2008 Accomplishments

The CAO is proud of the following 2007-2008 accomplishments:

- Civil Division provides legal advice to City in a multitude of matters. Significant civil legal issues include city-wide RNC planning, developing legal strategies to mitigate housing foreclosures, emergency response planning, instant runoff voting, negotiation of District Heating & Cooling franchises, Equal Access Audit, new department issues, & livability issues such as housing code enforcement & adverse licensing actions.
- In 2007, Civil Litigation Division concluded 28 cases. Six of those cases were classified as significant because they involved important policy issues or the potential for an award against the City in excess of \$50,000. The City prevailed in five (5) such 2007 cases including two wrongful death cases presented to the 8th Circuit Court of Appeals, a labor relations challenge to the Fire Department's sick leave policy, a state appellate court challenge to City's increase in the pawn shop transaction fee, & a federal suit challenging City's compliance with federal criteria on HUD grant projects. In 2007, the City paid only \$47,750 toward settlements, a 94% decrease from the 2006 payout total.
- The Criminal Division staff handled 14,580 cases in 2007.
- In conjunction with the Police department, the CAO started a "Bad Check" diversion program to serve St. Paul business.
- In 2008, continued special emphasis on addressing domestic abuse in Saint Paul. Criminal Division is a partner in the Bridges to Safety Center & is working with partners to create a framework to coordinate the systemic response to domestic violence with the goals of offender accountability & victim safety.
- Community Prosecution Program continues to be nationally recognized & has formed important partnerships with the Police Department & the Community. 2007-2008 highlights of the Program include: continuance of special emphasis on problem properties & nuisances, creation & implementation of a coordinated response to chronic offenders & the way these cases are handled in the criminal justice system, partnership with federally funded program that works to reduce number of violent crimes by gang members & enhancement of community court to include resource information for jobs & training for offenders.
- Continued partnership with MN Network on Abuse in Later Life to train law enforcement, Judges & prosecutors to recognize signs of abuse & exploitation in elderly residents.

City Attorney

Department/Office Director: **JOHN J CHOI**

	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	2009 Council Adopted	Change from 2008	
						Mayor's Proposed	Adopted
Spending By Unit							
001 GENERAL FUND	5,616,443	5,795,610	6,015,776	6,402,117	6,399,367	-2,750	383,591
025 CITY ATTORNEY:OUTSIDE SERVICES FUND	1,037,511	1,036,875	1,104,652	1,193,682	1,193,682		89,030
Total Spending by Unit	6,653,954	6,832,485	7,120,428	7,595,799	7,593,049	-2,750	472,621
Spending By Major Object							
SALARIES	4,516,313	4,703,819	4,936,632	5,265,724	5,265,724		329,092
SERVICES	562,857	460,076	501,633	512,234	512,234		10,601
MATERIALS AND SUPPLIES	80,643	66,865	74,197	72,553	72,553		-1,644
EMPLOYER FRINGE BENEFITS	1,413,455	1,548,154	1,541,497	1,643,431	1,640,681	-2,750	99,184
MISC TRANSFER CONTINGENCY ETC	80,686	53,571	66,469	101,857	101,857		35,388
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT							
EQUIPMENT LAND AND BUILDINGS							
Total Spending by Object	6,653,954	6,832,485	7,120,428	7,595,799	7,593,049	-2,750	472,621
Percent Change from Previous Year		2.7%	4.2%	6.7%	0.0%	0.0%	6.6%
Financing By Major Object							
GENERAL FUND	5,616,443	5,795,610	6,015,776	6,402,117	6,399,367	-2,750	383,591
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE							
FEES, SALES AND SERVICES	883,920	1,036,830	1,104,652	1,193,682	1,193,682		89,030
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE	73,946	2,000					
TRANSFERS	20,000						
FUND BALANCES							
Total Financing by Object	6,594,309	6,834,440	7,120,428	7,595,799	7,593,049	-2,750	472,621
Percent Change from Previous Year		3.6%	4.2%	6.7%	0.0%	0.0%	6.6%

2009 Budget Plan

2009 Priorities

- Continue providing outstanding legal services to the Mayor, the City Council, & City departments on housing, development, licensing, zoning, labor & other governmental operations.
- Pursue civil prosecutions involving livability, public safety and mortgage foreclosors.
- Continue the office's long-term reorganization efforts in the Criminal Division by developing a management system that is purpose driven, accountable & effective.
- In 2008 the State Trial Court Information System (TCIS) was replaced by the Minnesota State Court Information System (MNCIS). The CAO successfully integrated its criminal case management system (Legal Edge) with MNCIS. By doing this the CAO will seek greater clerical efficiencies, better case management and develop prosecution data so that management & front line prosecutors may be more effective in their work.
- Continue to support Community Prosecution Program & encourage every attorney in the office to recognize & work toward our goal of making Saint Paul the most livable city in the nation.
- Re-organize victim services and notification in criminal matters. Ensure all victims & witnesses are contacted & informed of their rights.
- Update domestic charging manual & set guidelines for case disposition. Goals of offender accountability & victim safety will be highlighted. Continue to revise office policies dealing with charging decisions to ensure efficient & uniform screening of cases.
- Continue participation in the Praxis Audit & review all internal policies & protocols to ensure victim safety & offender accountability within the Domestic Unit.
- Continue to look for grant funding to meet the expanding needs of the Criminal Division and supporting specialty and problem solving courts.
- Further develop its volunteer internship & clerkship programs.
- Explore diversion programs and alternative methods of addressing invalid license cases to ensure accountability, greater efficiencies and better inter-agency coordination for the public.
- Continue emphasis on domestic abuse & elder abuse cases & fully support & consider expanding the Joint Prosecution Unit

in collaboration with the Ramsey County Attorney's Office.

- Retain skilled & experienced civil litigation attorneys to provide quality legal representation to the City of St. Paul to reduce the need for outside counsel.
- Review & evaluate all civil litigation resolved during 2006 - 2007 & prepare written recommendations to assist departments with the development of acceptable resolutions which will support each department's overall goals & prevent similar litigation in the future.
- Continue to work toward diversifying the office to reflect the community we serve.

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

Mayor's Recommendation

The City Attorney's proposed general fund budget for 2009 is \$6,402,117, an increase of \$386,341 from the 2008 adopted budget. The proposed special fund budget is \$1,193,682, an increase of \$89,030 from the 2008 adopted budget.

Most of the proposed expenditure increases are due to inflationary growth in salaries and benefits. The largest non-inflationary increase included in this proposed budget is funding for one additional prosecutor (\$98,100 for salary and benefits). This position will allow the City Attorney to expand the scope of its nationally-recognized community prosecution program and other public safety initiatives such as elder and domestic abuse prosecutions.

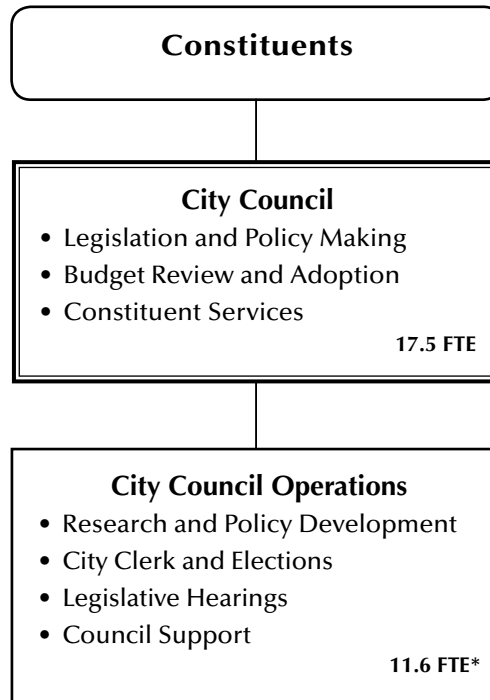
Council Actions

The City Council adopted the City Attorney's Office budget and recommendation as proposed by the Mayor, and approved the following changes:

- Reduced projected Workers Comp expenses by \$2,750 to reflect anticipated trend

City Council

The City Council makes legislative, policy, budget approval, and performance auditing decisions for the City of Saint Paul. The seven Councilmembers also serve as the Housing and Redevelopment Authority, the Board of Health, and the Library Board.



* includes 2 FTEs in City Clerk's Office

(Total 29.1 FTEs)

7/31/08

About the Saint Paul City Council

What We Do (Description of Services)

- The City Council Department was reorganized during 2007 to include the City Clerk's Department. The City Clerk's Department is now presented as a division of the City Council Department.
- The City Council Division makes legislative, policy, budget approval, and performance auditing decisions for the City of Saint Paul. There are seven members on the City Council. Councilmembers are elected by wards to serve four year terms. The current terms end on December 31, 2011.
- In its decision making roles, the City Council actively involves citizens through hearings and weekly public meetings. The meetings are seen live on Cable TV and via webcast.
- Customer service has been improved with the introduction of a new web service that allows the public to review resolutions, ordinances and reports on the published City Council agenda prior to the meeting.
- The City Council also serves as the Housing and Redevelopment Authority, the Board of Health, and the Library Board.
- The City Clerk Division is responsible for maintaining and preserving the records of the City Council from 1854 to the present
- Publish and codify ordinances.
- Publish public hearing notices and miscellaneous council actions.
- Administer legal documents and follow city and state laws to ensure compliance by the city, including, but not inclusive of the following: appeals, claims, petitions, summons, and statements of economic interest.
- Perform simple and complex forms of research.
- Act as the Responsible Authority for Data Practices Act requests.
- City contact for records retention schedule.
- Administer the oath of office and maintain custody of the city seal.
- Oversee the election contract and act as the city liaison to the Ramsey County Elections Office.
- Submit council documents to Ramsey County and the State of Minnesota as required.

2007-2008 Accomplishments

- The Council acted on 1,243 agenda items.
- Hired a District Council Coordinator, increasing the FTE count for Council Research by one.
- Council Research and Operations offered a full-range of background analyses and research for legislative and policy decisions.
- Legislative Hearing Officer conducted hearings on more than 500 matters, including assessments, license applications, and nuisance issues.
- Chief Budget Analyst supported the City Council's budget review process and completed fiscal analyses on financial plans.
- Management of the Community Organizational Partnership Program (COPP), provided services to citizens through a network of 45 contracts with local non-profits.
- Agendas and minutes for each City Council meeting were prepared and published; supporting documentation for the agenda was provided on the website.
- The City Clerk's office now reports to the City Council; all functions were moved to the Council offices; efficiencies between the two offices have been achieved.
- Monthly Council Matters cable TV programs were broadcast and policy issue specific videos were produced.
- The Ad Hoc Legislative Committee was staffed.
- Sustainable Saint Paul Committee was convened.
- The City Council served as mentors for a National Urban Fellow.
- Successfully moved the City Clerk office to the City Council Office suite while continuing to serve the public and other city departments; working with Council Operations to coordinate and consolidate functions within our offices; continuing to expand use of the imaging system to scan older documents; and redesigned the City Clerk's Office webpage.
- Authored initial Annual Report for Sustainable Saint Paul.

Statistical Profile

- Considered 1,243 agenda items as part of the weekly City Council meetings and an additional 1,000 pages.
- Contracted with 45 local non-profits to provide services to citizens.
- Ward staff = 17.5 FTEs
- Council Operations: 11.6 FTEs*
- * includes 2 FTEs in City Clerk's Office
- TOTAL: 29.1 FTEs
- Published 200 ordinances and hearing notices
- Administered 710 legal documents including summons and claims

City Council

Department/Office Director: **GERTRUDE S MOLONEY**

	2006	2007	2008	2009	2009	Change from	
	2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2008
	Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
Spending By Unit							
001 GENERAL FUND	2,355,730	2,281,946	2,798,414	2,965,406	2,946,606	-18,800	148,192
724 PUBLIC UTILITIES INVESTIGATION FUND	79,809	61,622	81,044	82,306	82,306		1,262
Total Spending by Unit	2,435,539	2,343,569	2,879,458	3,047,712	3,028,912	-18,800	149,454
Spending By Major Object							
SALARIES	1,612,186	1,619,262	1,885,295	1,983,409	1,994,609	11,200	109,314
SERVICES	155,741	166,099	334,315	378,598	348,598	-30,000	14,283
MATERIALS AND SUPPLIES	22,687	16,710	35,101	39,000	39,000		3,899
EMPLOYER FRINGE BENEFITS	503,690	518,072	599,585	621,543	621,543		21,958
MISC TRANSFER CONTINGENCY ETC	133,476	23,426	25,162	25,162	25,162		
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT							
EQUIPMENT LAND AND BUILDINGS	7,759		0	0	0		
Total Spending by Object	2,435,539	2,343,569	2,879,458	3,047,712	3,028,912	-18,800	149,454
Percent Change from Previous Year		-3.8%	22.9%	5.8%	-0.6%	-0.6%	5.2%
Financing By Major Object							
GENERAL FUND	2,355,730	2,281,946	2,798,414	2,965,406	2,946,606	-18,800	148,192
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE							
FEES, SALES AND SERVICES	84,107	86,246	81,044	82,306	82,306		1,262
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE							
TRANSFERS							
FUND BALANCES							
Total Financing by Object	2,439,837	2,368,192	2,879,458	3,047,712	3,028,912	-18,800	149,454
Percent Change from Previous Year		-2.9%	21.6%	5.8%	-0.6%	-0.6%	5.2%

2009 Budget Plan

2009 Priorities

- Exercise the legislative responsibilities for the City as provided by the City Charter.
- Function as the Housing and Redevelopment Authority, the Board of Health and the Library Board.
- Serve as a judicial body for appeals as specified by law.
- Determine policy direction for City's fiscal affairs and development plans.
- Perform the legislative oversight function through the conduct of policy analyses and performance audits.
- Oversee City franchises.
- Direct operations of the legislative branch of City government.
- Approve the budgets for all City departments, as well as the RiverCentre Authority, Saint Paul Regional Water Services, Housing and Redevelopment Authority, the Library Board and the tax levy for the Port Authority.
- Administer the COPP contracts.
- Research new technologies and companies to bring up to date the publishing and indexing of Council Proceedings books from 2001 to the present.
- Continue to digitally image past council proceedings to make better use of the imaging system and to expediate requests for these documents.
- Continue to research best practices for the functions of the City Clerk's Office to best preserve the City's historical data.
- Work with City Departments to ensure that all data practices requests are responded to within a timely and accurate manner, ensuring that our policies are updated and in compliance with state law.

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

Mayor's Recommendations

The proposed budget for the City Council Offices for 2009 is \$2,965,406 in the general fund, which represents an increase of \$166,992, or 6.0% over the 2008 adopted budget. This budget recognizes a district council coordinator added during the 2008 budget process which was budgeted at that time in the General Government Accounts. For 2009 this position is permanently being budgeted in the City Council/City Clerk Budget. The budget also recognizes costs associated with beginning implementation of a "paperless" Council Agenda process where all Council Meeting agendas will be accessed online, eliminating the need for paper copies.

The special funds budget, as proposed, is \$82,306, which is \$1,262 more than the 2008 adopted budget.

Council Actions

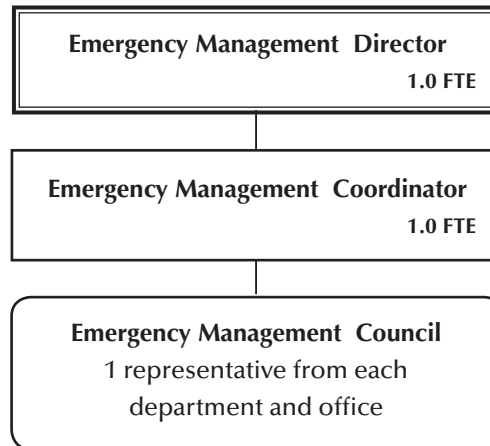
The City Council adopted the Council budget and recommendations as proposed by the Mayor and approved the following changes:

- Added \$11,200 in salaries for Council aides.
- Placed \$30,000 in funding for the National Urban Fellow in Council contingency in order to further review the impact of future LGA reductions on the budget.

The 2009 adopted budget is \$2,946,606 in the General Fund and \$82,306 in special funds. The FTE count is 28.7 in the General Fund and 0.4 in special funds.

Emergency Management Organization

To save lives, preserve property, and protect the environment during emergencies and disasters through coordinated prevention, protection, preparation, response and recovery actions.



(Total 2.0 FTEs)

5/23/08

About the Office of Emergency Management

What We Do (Description of Services)

The department provides services to the community through education, training, outreach and disaster services. The department also provides critical services to other city departments through obtaining and managing grants, providing equipment, training, planning and coordination of response to large-scale incidents and emergencies.

- Manage the role of all City agencies and coordinate their response to a disaster.
- Promote civic, corporate, family, and personal disaster preparedness and participation activities
- Coordinate disaster preparedness and response plans among all City departments and maintain a comprehensive disaster management plan for the entire City.
- Coordinate, prepare, and submit various grant applications to the County, State, Federal emergency management and homeland security agencies
- Implement federal, state and regional emergency management and homeland security mandates, strategies, and program requirements citywide.
- Analyze risk, conduct threat assessments, identify readiness gaps, and work to correct deficiencies in the City's capabilities, readiness and resources.
- Maintain a City emergency operating center to be used to coordinate a citywide response to an emergency, disaster, or terrorist event.
- Plan, coordinate and deliver public safety training and conduct drills and exercises to test and evaluate city disaster readiness, response and recovery activities.
- Manage and maintain a city-wide community warning system.

2007-2008 Accomplishments

Emergency Management operated with a new Director and new grant-funded Emergency Management Coordinator.

Significant accomplishments include:

- Submission of competitive grant applications and awarding of approximately \$ 3,168,000 in federal and state homeland security funding.
- A complete re-write of the required city Emergency Operations Plan, including Federal and State mandatory elements.
- Successful completion of a mandatory state-level review of the new Emergency Operations Plan, with compliance on all required items.
- Development and adoption of an Emergency Planning and Community Right-to-Know Act planning supplement for hazardous materials use, transportation, and storage.
- Conducted extensive Emergency Management preparations in anticipation of Republican National Convention.
- Enhanced citizen preparedness through participation in several community events, reaching over 200 participants.
- Coordinated Severe Weather Awareness Week and Statewide Tornado drill activities.
- Continued Emergency Management Council planning, training and exercises for new emergency plan and grant programs.
- Coordinated city disaster assistance efforts to Hugo, MN tornado and Cedar Rapids, IA flooding disasters.

Statistical Profile

- Management of over \$2,000,000 in state and federal homeland security and emergency management grants.
- Participated in 7 Emergency Management/Homeland Security exercises.
- Held 3 Emergency Shelter Operations classes in cooperation with Red Cross.
- Trained over 95 city employees and area partners in SkyWarn Weather Spotter safety.
- Applied for over \$3,000,000 in Homeland Security grants

Office Of Emergency Management

Department/Office Director: **RICHARD J LARKIN**

		2006	2007	2008	2009	2009	Change from	
		2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2008
		Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
Spending By Unit								
001	GENERAL FUND			182,181	250,835	250,723	-112	68,542
	Total Spending by Unit	0	0	182,181	250,835	250,723	-112	68,542
Spending By Major Object								
	SALARIES			103,668	156,761	156,761		53,093
	SERVICES			29,596	23,890	23,890		-5,706
	MATERIALS AND SUPPLIES			15,867	20,705	20,593	-112	4,726
	EMPLOYER FRINGE BENEFITS			33,050	49,479	49,479		16,429
	MISC TRANSFER CONTINGENCY ETC				0	0		
	DEBT							
	STREET SEWER BRIDGE ETC IMPROVEMENT							
	EQUIPMENT LAND AND BUILDINGS							
	Total Spending by Object			182,181	250,835	250,723	-112	68,542
	Percent Change from Previous Year		0.0%	0.0%	37.7%	0.0%	0.0%	37.6%
Financing By Major Object								
	GENERAL FUND			182,181	250,835	250,723	-112	68,542
	SPECIAL FUND							
	TAXES							
	LICENSES AND PERMITS							
	INTERGOVERNMENTAL REVENUE							
	FEES, SALES AND SERVICES							
	ENTERPRISE AND UTILITY REVENUES							
	MISCELLANEOUS REVENUE							
	TRANSFERS							
	FUND BALANCES							
	Total Financing by Object	0	0	182,181	250,835	250,723	-112	68,542
	Percent Change from Previous Year		0.0%	0.0%	37.7%	0.0%	0.0%	37.6%

2009 Budget Plan

2009 Goals

- Implement the Emergency Management recommendations of the 2007 Tri-Data Fire Department audit. Of the eleven recommendations, two are completed (creation of a “stand-alone” department and creation of an “action group” made up of each city department) and two are in progress (dealing with the style and formatting of the city Emergency Plan). The remainder of the recommendations will be evaluated and an action plan developed as needed for addressing those recommendations.
- Continued staffing to enable meeting the responsibilities of the newly created department. This will be accomplished through a combination of planned General Fund allocations and grant funded positions.
- Undertake a comprehensive assessment of the Emergency Management program, building on the 2007 Tri-Data audit, utilizing the Emergency Management Accreditation Program (EMAP) standards. The accreditation program is a standard-based voluntary assessment and accreditation process for state and local government programs responsible for coordinating prevention, mitigation, preparedness, response, and recovery activities for natural and human-caused disasters. This evaluation will lead to the development of a strategic plan for the Department of Emergency Management, utilizing the accreditation model as the template for guiding the department in the path forward. This effort is similar to the accreditation effort of the Parks and Recreation Department, which has proven to be a valuable investment of resources.

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes related to the employee contract bargaining process. It also includes inflation on services and materials.

Mayor’s Recommendations

The 2009 proposed General Fund budget for Emergency Management is \$250,835, which is a \$68,654 (38%) increase over the 2008 adopted budget. The most significant change to Emergency Management's budget is the transfer of .9 FTE of the Emergency Management Coordinator out of Fire special fund 510 and into Emergency Management's General Fund budget. This position was previously grant-funded and is now fully funded in the General Fund. The department met its General Fund reduction allocation by reducing spending on repairs to the Outdoor Warning Siren system. \$828,000 in funding for upgrades to the Outdoor Warning Siren system is included in the proposed 2009 Capital Improvement Budget.

Council Actions

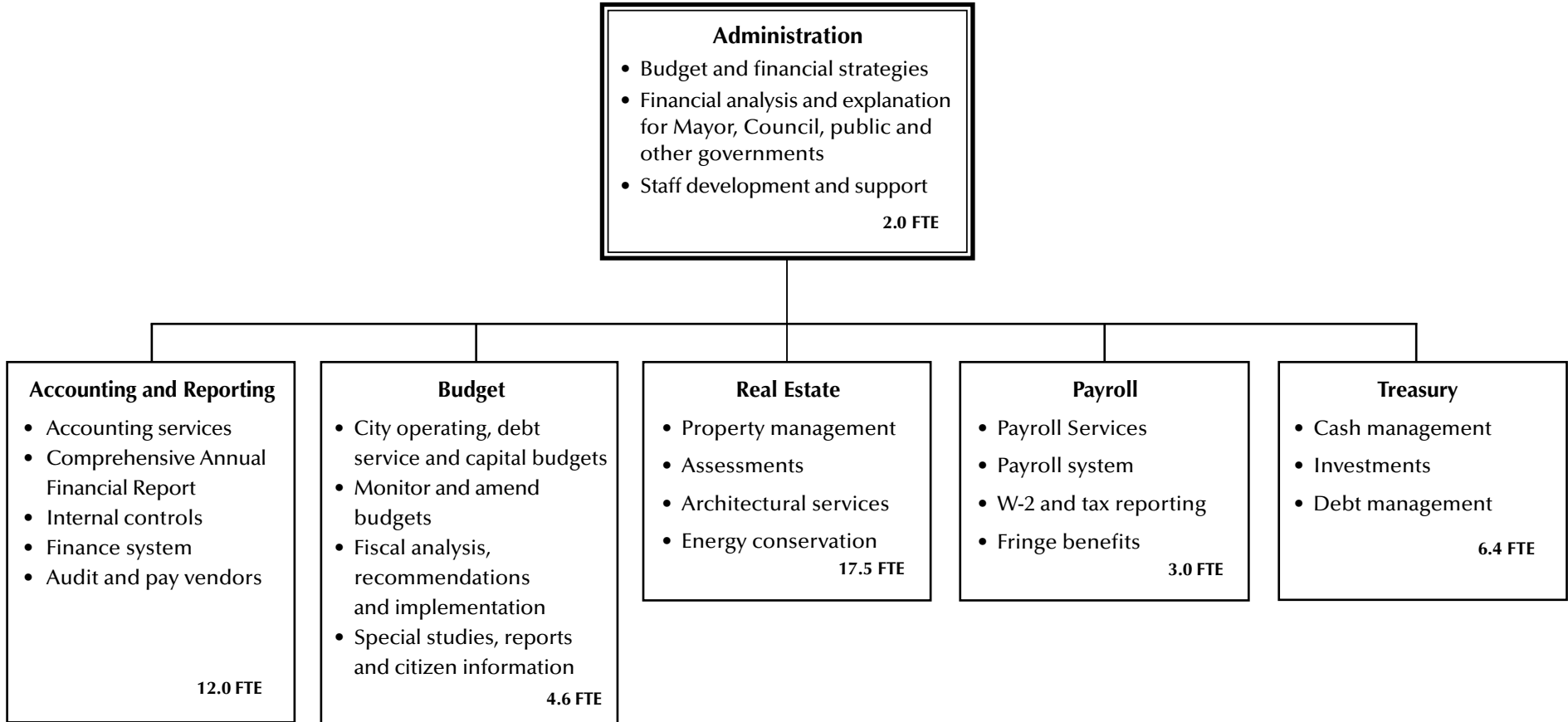
The City Council adopted the Office of Emergency Management’s budget and recommendations as proposed by the Mayor and approved the following change:

- Reduced the budget for motor fuel by \$112 based on the City’s new fuel contract.

The 2009 adopted budget is \$250,723 in the General Fund. The FTE count is 2.0 in the General Fund.

Financial Services

Manage the City's financial resources and assets to ensure taxpayers' confidence, the organization's effectiveness and the City's fiscal integrity.



(Total 45.5 FTEs)

7/31/08

About the Office of Financial Services

What We Do (Description of Services)

The Office of Financial Services (OFS) plays a vital role in supporting the city's operations. During the year, OFS staff:

- Manages more than \$220 million in cash balances, investing them to earn a competitive rate of return while guaranteeing that the city can meet its cash needs.
- Ensures that all financial transactions and accounting practices conform to generally accepted accounting principles, state law, and city administrative code and policies.
- Ensures that 3,508 city employees (average number) receive their pay and benefits accurately and on time.
- Pays \$201 million annually to vendors who provide the city with goods and services, within 35 days of notice.
- Sells city debt instruments at the lowest borrowing cost.
- Develops and implement balanced, financially-sound annual budgets.

Statistical Profile

- City bond ratings: AAA and As2
- City tax rate has fallen by 27.1% from 2002-2007
- Percent of payroll checks issued on time without errors: 99.9%
- 2007 General Fund actual spending as a percentage of budget: 98.7%
- 2007 General Fund actual revenues as a percentage of budget: 102.1%

2007-2008 Accomplishments

- Received the Government Finance Officer's Association (GFOA) Certificate of Achievement for excellence in reporting for the 31st consecutive year.
- Maintained the city's AAA (Standard and Poor's) and Aa2 (Moody's) bond ratings.
- Developed and implemented balanced 2007 and 2008 operating, capital, and debt budgets.
- Implemented Government Accounting Standards Board (GASB) Statement 45 - Accounting and Financial Reporting by Employers for Post-employment Benefits Other than Pensions (OPEB).
- Led Republican National Convention (RNC) Finance Subcommittee, created budget, and submitted grant application to the Department of Justice for a \$50 million RNC security grant.
- Completed preplanning phase of the Enterprise Resource Planning (ERP) project with the Office of Technology and Human Resources departments.
- Worked with Labor Relations to negotiate consistent holiday eligibility rules for all bargaining units. This enables the payroll personnel to efficiently determine the number of earned holiday hours.
- Implemented process of OutSource One to access funds daily in order to provide next day flexible spending account reimbursements to City employees.
- Coordinated Financing for Western District Police Station and the Jimmy Lee/Oxford Pool project.

Financial Services Office

Department/Office Director: **MARGARET M KELLY**

		2006	2007	2008	2009	2009	Change from	
		2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2008
		Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
Spending By Unit								
001	GENERAL FUND	2,607,222	1,842,122	2,002,716	1,931,503	1,931,503		-71,213
050	SPECIAL PROJECTS:GEN GOV ACCTS FUND	7,162,933	7,492,540	8,059,708	8,348,026	8,701,004	352,978	641,296
070	INTERNAL BORROWING FUND	2,847,297	450,443	476,000	476,000	476,000		
080	CITYWIDE MAJOR EVENTS			50,000,000	0	0		-50,000,000
124	CONTRACT AND ANALYSIS SERVICES			1,048,121				-1,048,121
127	ST PAUL/RAMSEY COUNTY PRINT CENTRAL			1,771,757				-1,771,757
160	OFS-REAL ESTATE MGMNT FUND				5,599,484	5,599,484		5,599,484
233	ENERGY CONSERVATION INVESTMENT		2,730		402,158	402,158		402,158
802	CPL OPERATING FUND	3,703,552	3,101,630	3,749,679	3,710,204	3,710,204		-39,475
Total Spending by Unit		16,321,004	12,889,465	67,107,981	20,467,375	20,820,353	352,978	-46,287,628
Spending By Major Object								
	SALARIES	1,396,622	1,411,908	2,651,537	2,843,978	2,653,417	-190,561	1,880
	SERVICES	909,590	753,600	51,401,979	1,379,832	1,379,832		-50,022,147
	MATERIALS AND SUPPLIES	16,182	13,817	706,957	554,442	554,442		-152,515
	EMPLOYER FRINGE BENEFITS	433,822	450,092	833,223	882,339	822,192	-60,147	-11,031
	MISC TRANSFER CONTINGENCY ETC	11,977,289	9,122,350	9,663,285	12,561,891	13,165,577	603,686	3,502,292
	DEBT	422,297	425,443	451,000	713,664	713,664		262,664
	STREET SEWER BRIDGE ETC IMPROVEMENT	1,157,746	712,254	1,400,000	1,400,000	1,400,000		
	EQUIPMENT LAND AND BUILDINGS	7,455		0	131,229	131,229		131,229
Total Spending by Object		16,321,004	12,889,465	67,107,981	20,467,375	20,820,353	352,978	-46,287,628
Percent Change from Previous Year			-21.0%	420.6%	-69.5%	1.7%	1.7%	-69.0%
Financing By Major Object								
	GENERAL FUND	2,607,222	1,842,122	2,002,716	1,931,503	1,931,503		-71,213
	SPECIAL FUND							
	TAXES	1,912,529	2,032,612	1,791,505	1,807,000	1,807,000		15,495
	LICENSES AND PERMITS				15,000	15,000		15,000
	INTERGOVERNMENTAL REVENUE			50,015,000	15,000	15,000		-50,000,000
	FEES, SALES AND SERVICES	4,820,539	4,989,338	8,201,644	6,771,666	6,715,863		-1,485,781
	ENTERPRISE AND UTILITY REVENUES							
	MISCELLANEOUS REVENUE	4,539,787	4,311,307	4,520,679	9,265,605	9,265,605		4,744,926
	TRANSFERS	788,975	17,735	18,577	676,453	676,453		657,876
	FUND BALANCES			557,860	-14,852	393,929		-163,931
Total Financing by Object		14,669,052	13,193,114	67,107,981	20,467,375	20,820,353	352,978	-46,287,628
Percent Change from Previous Year			-10.1%	408.7%	-69.5%	1.7%	1.7%	-69.0%

2009 Budget Plan

2009 Goals

- Provide financial management expertise to all City departments.
- Educate policymakers, employees, and citizens about financial management issues, choices, and consequences facing the city.
- Design and implement City-wide financial management strategies that reflect the Mayor's priorities, Council's and other stakeholders' interests, as well as economic and political realities.
- Plan, coordinate, and manage the annual budget preparation process to create next year's operating budget, debt budget, and capital improvement budget with a multi-year perspective.
- Produce the Comprehensive Annual Financial Report (CAFR), including coordination of the City's annual audit by the State Auditor.
- Provide accurate and timely financial information to elected officials, managers, citizens, the financial community, and other governmental entities.
- Work with City departments to develop and implement energy conservation plans.
- Work with the Office of Technology and Communications and Human Resources to select and implement a new Enterprise Resource Planning (ERP) solution to provide better financial management for the city.
- Ensure that the City's physical infrastructure remains strong by coordinating and managing the City's capital improvement budget.
- Manage City debt to provide financing for projects, insure best financial options, and establish debt payment plans.
- Coordinate the City's response to the audit of 2008 Republican National Convention expenses.

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes related to the employee contract bargaining process. It also includes inflation on services and materials.

Mayor's Recommendation

The proposed 2009 General Fund budget for the Office of Financial Services (OFS) is \$1,931,503, which is \$71,213 (3.6%) less than the 2008 adopted budget. The Mayor's proposed budget includes the addition of two new positions: a citywide Grants Manager and a Financial Service Manager. As part of the 2009 proposed budget, the budget for Contracts and Analysis Services (CAS) was transferred from OFS into a newly created department, Human Rights and Equal Economic Opportunity (HREEO). The transfer of CAS resulted in a net decrease in OFS's General Fund budget from 2008 Adopted levels. The department met its General Fund reduction allocation of \$25,564 by cutting spending on promotions and postage.

OFS's 2009 proposed special fund budget is \$18,496,007, which is \$44,176,369 less than the 2008 adopted budget. The special fund budget includes the general government accounts fund, the internal borrowing fund, the citywide major events fund, the real estate management fund, the energy conservation fund and the capital operating fund. Significant changes to OFS's special fund budgets include: the removal of the \$50 million federal security grant for the Republican National Convention, the transfer of CAS out of OFS and into the new HREEO department, and the transfer of the Real Estate division out of Public Works and into OFS.

2009 Budget Explanation (continued)

Council Actions

The City Council adopted the Office of Financial Services budget and recommendations as proposed by the Mayor and approved the following changes:

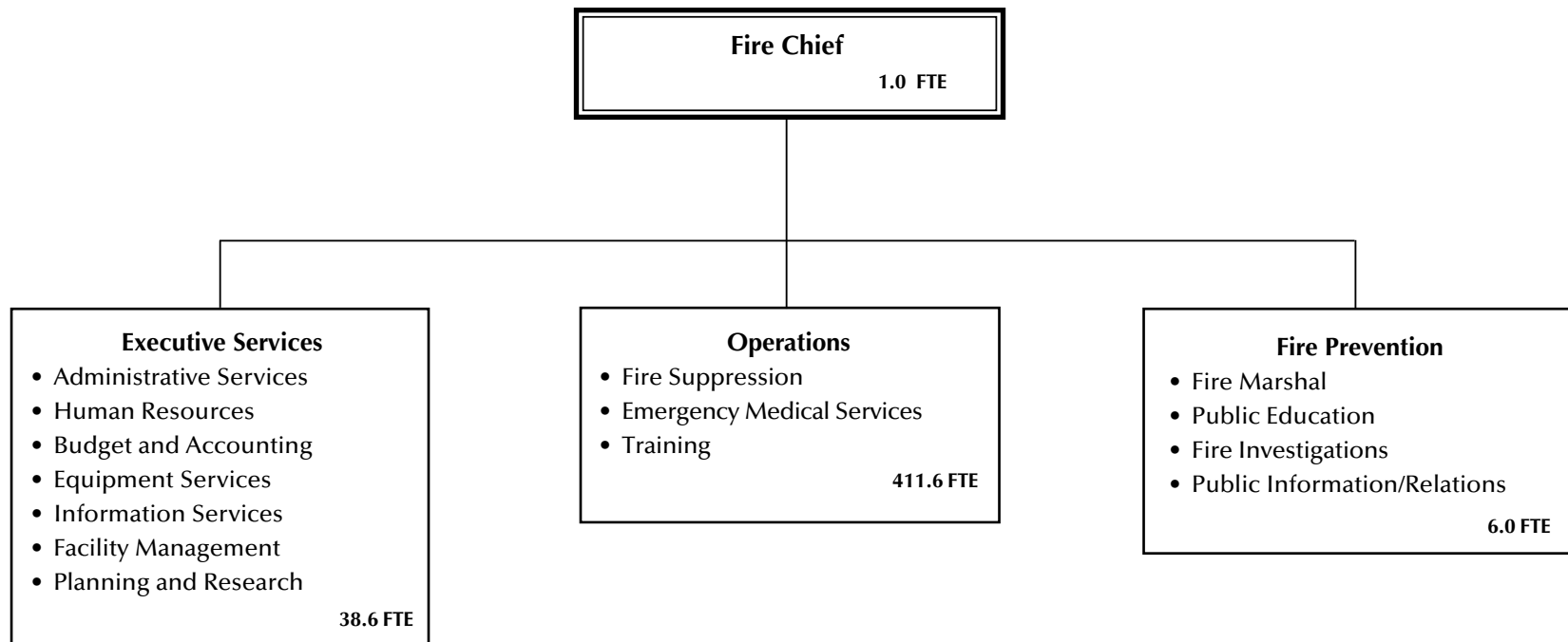
- Placed \$250,708 in new funding for salaries and fringes in Mayor's contingency in order to further review the impact of future revenue reductions on the budget in relationship to the hiring decision.
- Added \$408,781 in transfer of fund balance to Council contingency.
- Reduced the transfer of central service revenues to the General Fund by \$55,803, based on revised revenue estimates.

The 2009 adopted budget is \$1,931,503 in the General Fund and \$18,888,850 in special funds. The FTE count is 18.0 in the General Fund and 24.7 in special and debt service funds.



Fire and Safety Services

The dedicated professionals of the Saint Paul Fire Department will seize every opportunity to provide compassionate, prompt, state-of-the-art services to ensure the safety and well being of our community.



(Total 457.2 FTEs)

7/30/08

About the Department of Fire and Safety Services

What We Do (Description of Services)

- Respond to all fires and perform search and rescue, extinguishment, and property conservation.
- Respond to medical emergencies and provide basic and advanced life support services.
- Respond to all hazardous materials incidents both within the City limits or statewide as part of the contract for the state response team.
- Reduce the incidents and severity of fire by:
 - Administering and implementing public fire safety education and mitigation assistance programs.
 - Fulfilling requests for fire protection and incident response information.
 - Performing arson preventive activities.
 - Conduct pre-fire survey and planning of high-hazard structures and facilities.
- Provide trained personnel for statewide collapse rescue response.
- Build positive relations with businesses and citizens through community outreach and active community involvement.

2007-2008 Accomplishments

We're proud of the following 2007-2008 accomplishments:

- Continue to provide planning, training, and direction for emergency support for the 2008 Republican National Convention.
- Developed a 5-year strategic plan and established a planning process to continue to evaluate and update the plan.
- In 2007 and 2008, we hired 50 new firefighters which included 17C firefighters. This significantly increased the number of paramedics on the department.
- Improved overall ratings of 5.3 for Fire and 5.5 for EMS out of a 6.0 total in our customer satisfaction surveys for 2007.
- Developed a new "Project Safe Haven" program which provides courtesy home inspections designed to locate and eliminate sources of fire loss and injuries.
- Began hosting quarterly "Healthy Heart" events.
- Updated cardiac monitors and power stretchers for our 11 Advanced Life Support units.
- Implemented the SWAT medic program.
- All department members received training on Mass Casualty Incidents (MCI).
- Enhanced involvement with area hospitals "Level 1" cardiac delivery system to increase patient survivability outcomes.
- Implemented ProQA incident type codes for medical incidents to allow us to match emergency response to incident type.
- Support and maintain 60 Fire Computer Aided Dispatch (CAD) mobile units in all emergency vehicles.
- Began supporting CAD mobile service to other suburban fire departments.
- Selected HealthEMS system of Sansio as the new EMS pen based reporting system.
- Expanded "Risk Watch" education program in public and private schools.
- Active involvement with the STEMI program where our medic companies can activate the hospital's cath lab teams to save heart attack victims.
- Provide EMS support to every Saint Paul Saints baseball game.

Statistical Profile

• 2007 Total Emergency Responses	40,195
• Total Fire Unit Responses	13,364
• Total Medical Unit Responses	26,831
• 2007 Total Dollar Loss (due to fire)	\$7,363,240
• Loss Due to Arson:	\$1,920,611
• Arson Arrests:	8
• Department Average Response Time	4 minutes 38 seconds

Fire & Safety Services

Department/Office Director: **TIMOTHY M BUTLER**

	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	2009 Council Adopted	Change from 2008 Adopted	
Spending By Unit							
001 GENERAL FUND	44,724,660	44,715,118	46,818,914	51,162,223	51,161,056	-1,167	4,342,142
505 EQUIPMENT SERVICES FIRE-POLICE	2,842,661	3,146,375	2,850,911	3,257,188	3,259,271	2,083	408,360
510 FIRE RESPONSIVE SERVICES	2,760,340	2,056,192	185,835	45,200	1,164,957	1,119,757	979,122
735 FIRE FIGHTING EQUIPMENT	1,932,931		771,070	170,458	170,458		-600,612
736 FIRE PROTECTION CLOTHING	270,092	230,102	247,093	247,093	247,093		
Total Spending by Unit	52,530,683	50,147,787	50,873,823	54,882,162	56,002,835	1,120,673	5,129,012
Spending By Major Object							
SALARIES	30,353,189	30,890,735	31,656,323	34,147,356	33,406,300	-741,056	1,749,977
SERVICES	2,220,551	2,384,777	2,467,129	2,806,244	3,191,744	385,500	724,615
MATERIALS AND SUPPLIES	3,386,389	4,248,451	3,743,306	3,809,756	4,063,072	253,316	319,766
EMPLOYER FRINGE BENEFITS	11,023,951	10,731,440	12,029,255	13,576,711	13,495,181	-81,530	1,465,926
MISC TRANSFER CONTINGENCY ETC	631,174	285,953	635,232	327,517	1,177,180	849,663	541,948
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT							
EQUIPMENT LAND AND BUILDINGS	4,915,429	1,606,432	342,578	214,578	669,358	454,780	326,780
Total Spending by Object	52,530,683	50,147,787	50,873,823	54,882,162	56,002,835	1,120,673	5,129,012
Percent Change from Previous Year		-4.5%	1.4%	7.9%	2.0%	2.0%	10.1%
Financing By Major Object							
GENERAL FUND	44,724,660	44,715,118	46,818,914	51,162,223	51,161,056	-1,167	4,342,142
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE	2,738,713	2,039,341	85,635		1,119,757		1,034,122
FEES, SALES AND SERVICES	3,102,454	2,977,120	2,852,911	3,259,188	3,261,271		408,360
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE	29,954	20,204	43,200	43,200	43,200		
TRANSFERS	237,161	247,093	247,093	247,093	247,093		
FUND BALANCES			826,070	170,458	170,458		-655,612
Total Financing by Object	50,832,942	49,998,876	50,873,823	54,882,162	56,002,835	1,120,673	5,129,012
Percent Change from Previous Year		-1.6%	1.7%	7.9%	2.0%	2.0%	10.1%

2009 Budget Plan

2009 Goals

- Develop, design, and construct new fire station 1 and 10 along with Administration building. (Quality Infrastructure)
- Establish and develop a health and wellness program to reduce on-duty injuries and prevent life-threatening cardiac events. (Safe Streets and Safe Homes and Healthy Lifestyles)
- Implement "Project Safe Haven" in targeted areas of the City that are the highest fire risk. (Safe Streets and Safe Homes)
- Develop "FireStat" data system to compile and display fire and EMS data for planning and community outreach. (Safe Streets and Safe Homes)
- Coordinate planning of fire department asset allocation for the new Central Corridor development. (Safe Streets and Safe Homes/Soul of Saint Paul)
- Pursue Homeland Security funds/grants to fill equipment and training gaps. (Safe Streets and Safe Homes)
- Improve EMS delivery system and enhance fire protection service based on the results of the 2008 Pilot Program. (Safe Streets and Safe Homes)
- Provide leadership and partnership with Ramsey County and other municipalities in Fire Computer Aided Dispatch (CAD) mobile technology. (Safe Streets and Safe Homes)
- Hold firefighter entrance test. (Safe Streets and Safe Homes)
- Continue to expand, improve and replace training props, facilities, and equipment. (Safe Streets and Safe Homes)
- Develop online access program for fire personnel for an enhanced recertification process for the EMT's and paramedics. (Safe Streets and Safe Homes)
- Explore collaborative training opportunities with the Saint Paul Police Department which address common interactions at emergency scenes; mental health, suicides, and other violent crimes. (Safe Streets and Safe Homes)
- Develop partnership with Saint Paul Public Schools to increase student interest in firefighting as a career and increase the number of employees that represent city's diversity. (Ready for School, Ready for Life)
- Develop a citizen's academy so citizens, government officials, and media can experience what it is like to be a firefighter. (Safe Streets and Safe Homes)
- Increase community involvement. (Soul of the City)
- Implement additional system changes to enhance EMS service delivery and fire response ability. (Safe Streets and Safe Homes)

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

Mayor's Recommendations

The proposed budget for Fire and Safety Services for 2009 is \$51,162,223 in the general fund, which represents an increase of \$4,343,309, or 9.3%, over the 2008 adopted budget. The general fund includes funding for 2009 firefighter test, increased motor fuel costs, medical supplies, vehicle maintenance, and increased staffing costs. The budget also provides adequate spending for projected worker's compensation costs and department overtime. The department's proposed budget includes an increase in paramedic transport fees, EMS standby fees and a new EMS automation service fee which overall will provide approximately \$1,300,000 of additional revenue. The proposed special fund budget for the Fire and Safety Services for 2009 is \$3,719,939, which represents a decrease of \$334,970.

FTEs in the proposed general fund budget are 441.2, an increase of 1.6 FTE from the 2008 adopted amount of 439.6. This change reflects the addition of 2 firefighters for approximately 85% of the year. These new firefighters will help the department move from a 113 to 115 daily staffing level.

2009 Budget Explanation (continued)

Council Actions

The City Council adopted the Fire Department budget and recommendations as proposed by the Mayor, and approved the following changes:

- Decreased pension projections for Machinists bargaining unit by \$1,200
- Placed \$849,663 in new funding for salaries and fringes in Mayor's contingency in order to further review the impact of future revenue reductions on the budget in relationship to the hiring decision.
- Increased special fund expenditures by \$1.1 million to complete several current grants that still have funding available

The 2009 adopted budget is \$51,161,056 for the general fund, and \$4,841,779 in special funds. This includes 441.2 FTE's in the general fund and 16.0 in special funds.



General Government Accounts

To budget for services provided on a city-wide basis and not directly associated with an operating department or office.

About the General Government Accounts

What We Do (Description of Services)

The budgets in the General Government Accounts represent necessary spending and financing that exist across the City and are not necessarily assignable to a specific department. These budgets include:

- Pass through of the employer share of citywide employee insurance, retiree insurance, pension and other benefit costs, recovered through the fringe benefit allocation system.
- Citywide tort liability costs that are not department-specific.
- Funding for citywide elections.
- Spending related to legal services provided by non-city attorneys (outside counsel).
- Funding for the Civic Organizations Partnership Program and Neighborhood Crime Prevention Program.
- Support for the financial forms and reports used by all departments.
- Costs of the City's memberships in municipal organizations, such as the League of Cities and the Association of Metropolitan Municipalities.
- Costs for legislative analysis and support for the overall financial good and betterment of the City,
- Fees paid to the State for the citywide financial audit.
- Costs of the Charter Commission and the Capital Improvement Budget committee.
- Business parking costs for City Councilmembers and the pass through of employees' payments for the MetroPass Program
- Charges for the maintenance and upkeep of City Hall.
- General fund share of expenses related to enterprise-wide technology investment.

2007-2008 Accomplishments

The following was accomplished in 2008:

- Working with the City's labor union representatives, city staff have managed the financial control of the costs related to city employee fringe benefits, including pensions, insurance, workers' compensation and severance pay.
- The audit of the City's 2007 financial records is complete, and the annual financial report has been prepared, printed and distributed.
- Tort claims levied against the City and approved by the City Council have been managed, and claimants paid from department budgets or the citywide budget.
- The City's interests and share of costs for the operation of City Hall have been managed.
- The citizen participation program and the neighborhood crime prevention programs were funded.
- Election services to the citizens of Saint Paul were provided.

Statistical Profile

• New Citywide Tort Cases	37
• Citizen Participation District Programs	17
• Neighborhood Crime Prevention Organizations	25
• Participants in the Non-profit Contract Program	35
• City Share of Space in the City Hall Courthouse	35%

General Government Accounts

Department/Office Director: **MARGARET M KELLY**

		2006	2007	2008	2009	2009	Change from	
		2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2008
		Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
Spending By Unit								
001	GENERAL FUND	11,929,660	3,857,856	7,002,410	6,386,205	7,393,068	1,006,863	390,658
720	DEBT-CAPITAL IMPROVEMENT FUND	31,696						
Total Spending by Unit		11,961,355	3,857,856	7,002,410	6,386,205	7,393,068	1,006,863	390,658
Spending By Major Object								
	SALARIES	3,781	169,833	176,527	179,025	179,025		2,498
	SERVICES	2,582,231	2,472,338	3,063,404	3,260,928	3,260,928		197,524
	MATERIALS AND SUPPLIES	37,410	24,587	26,404	24,404	24,404		-2,000
	EMPLOYER FRINGE BENEFITS	57,882	110,624	146,845	137,056	78,465	-58,591	-68,380
	MISC TRANSFER CONTINGENCY ETC	2,529,423	1,080,474	3,589,230	2,784,792	3,850,246	1,065,454	261,016
	DEBT	6,718,934						
	STREET SEWER BRIDGE ETC IMPROVEMENT							
	EQUIPMENT LAND AND BUILDINGS	31,696		0	0	0		
Total Spending by Object		11,961,355	3,857,856	7,002,410	6,386,205	7,393,068	1,006,863	390,658
Percent Change from Previous Year			-67.7%	81.5%	-8.8%	15.8%	15.8%	5.6%
Financing By Major Object								
	GENERAL FUND	11,929,660	3,857,856	7,002,410	6,386,205	7,393,068	1,006,863	390,658
	SPECIAL FUND							
	TAXES							
	LICENSES AND PERMITS							
	INTERGOVERNMENTAL REVENUE							
	FEES, SALES AND SERVICES	2,980	27,291					
	ENTERPRISE AND UTILITY REVENUES							
	MISCELLANEOUS REVENUE	9,725	13,738					
	TRANSFERS							
	FUND BALANCES							
Total Financing by Object		11,942,365	3,898,885	7,002,410	6,386,205	7,393,068	1,006,863	390,658
Percent Change from Previous Year			-67.4%	79.6%	-8.8%	15.8%	15.8%	5.6%

2009 Budget Plan

2009 Goals

- The City Council staff will manage the Civic Organization Partnership Program and the budget for the Charter Commission.
- The City Attorney's Office will oversee the Tort Liability budget and administer the budget for any use of law firms and expert legal service outside of the City Attorney staff.
- The City Clerk will be responsible for the elections services budget.
- The Office of Financial Services will work with the budgets for pensions, severance pay, the state auditor, the Capital Improvement Budget committee, financial forms, employee parking and refunds, enterprise technology investment, property assessments and the operation and maintenance of the City Hall building.
- Mayor's Office staff will control the budget for the City's municipal memberships.
- Human Resources (Risk Management) will lead the citywide effort to control the costs associated with workers' compensation, employee and retiree health insurance, torts and unemployment compensation, and manage the surety bonds budget.
- Planning and Economic Development staff will direct the budget for Citizen Participation and the Neighborhood Crime Prevention program.
- The Intergovernmental Relations function will work with staff from all departments to coordinate city efforts at the State and Federal levels of government.

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

Mayor's Recommendation

The proposed general fund budget for the General Government Accounts is \$6,386,205, a decrease of \$616,205 from the 2008 adopted budget. Significant changes include the reduction of one-time resources budgeted in 2008 for contingency and the Civic Organization Partnership Program, as well as an increase of \$108,000 to pay the City share of City Hall/Courthouse improvements. Finally, \$75,000 was added to fund outside counsel costs due to a possible lawsuit related to the mortgage foreclosure crisis.

Council Actions

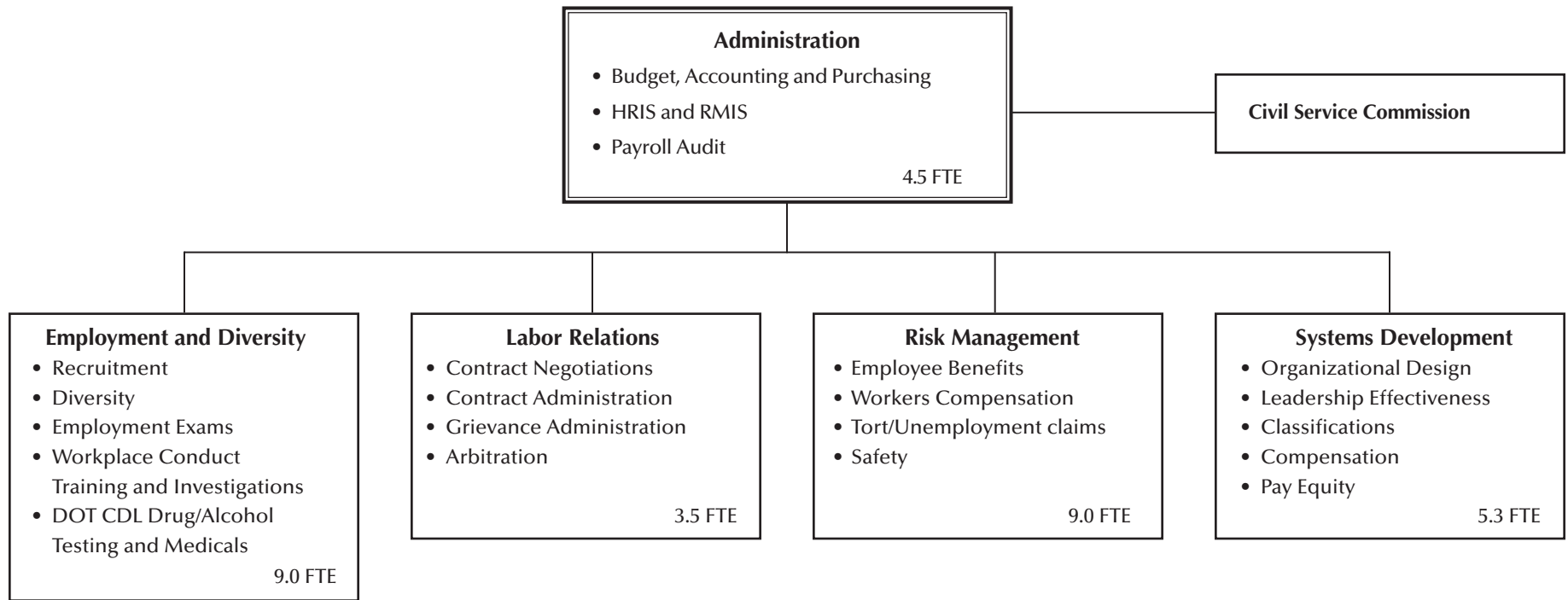
The City Council adopted the General Government Accounts budget and recommendations as proposed by the Mayor and approved the following changes:

- Placed \$1,014,454 in general contingency and \$238,467 in specified contingency to prepare for potential revenue adjustments during 2009.
- Reduced worker's compensation spending by \$58,591 to reflect updated projections.

The 2009 adopted budget is \$7,393,068, which is entirely contained in the general fund.

Human Resources

Be a strategic leader and partner, promoting organizational and individual effectiveness.



(Total 31.3 FTEs)

7/23/08

About the Human Resources Department

What We Do (Description of Services)

HR provides service and support to City departments, offices and Saint Paul's 3,508 employees.

- Administration - Interpret personnel policies; Audit payroll to ensure accuracy; Maintain employee service records; Support the departments' information service needs.
- Employment and Diversity - Recruit qualified and diverse candidates for job openings and administer the employment testing and staffing processes; Conduct Workplace Conduct Policy training and investigation.
- Labor Relations - Negotiate and administer collective bargaining agreements with employee unions; Represent City management in arbitrations, labor management committees, policy development and grievance handling; Assist City managers on employee issues.
- Risk Management - Provide management assistance to all City risk treatment programs; Manage all City employee benefit functions; Measure, analyze and report risks; Administer the City's workers' compensation program.
- Systems Development - Develop organizational capacity by creating strategic and operational plans to address the City's needs; Perform job analyses and establish class specifications as a tool for management; Determine appropriate compensation based on comparable worth.

Statistical Profile

- Number of active labor contracts: 22
- Number of organizational design studies: 300
- Total number of exams: 95
- Total number of job applicants: 3,269
- Number of tort files opened: 395
- Number of open tort files at year end: 143
- Number of work comp files opened: 766
- Number of open work comp files at year end: 496

2007-2008 Accomplishments

HR is proud of the follow 2007-08 Accomplishments:

- Recognized by the MN Department of Labor (DOL) for our strong claims management system in workers compensation reflected by a 99.1% prompt filing of First Report of injury forms in 2007.
- The workers compensation medical bill review process saved \$1.1 million for the first half of 2008, 45% of the cost of all bills received.
- Converted systems for workers' compensation managed care and bill review services to Corvel.
- Implemented on-line benefits open enrollment.
- Converted to daily processing for flexible spending reimbursement.
- Established insurance requirements, with the Risk Management Convention Group, to financially protect the City for the 2008 Republican National Convention (RNC).
- Conducted workers' compensation and general risk management training for City managers and supervisors.
- Maintained the City's Pay Equity Compliance.
- Provided effective, competency-based tools to better meet the City's needs in the areas of classification and structural design, performance management, and problem solving.
- Completed organizational studies in the Department of Safety and Inspection, the City Attorney's Office, Libraries, Planning and Economic Development, and the Accounting series to improve the effectiveness of core department functions.
- Created appeal process documents to adhere to Civil Service Rules and clarify the consistent and appropriate handling of these requests.
- Settled three-year collective bargaining agreements for 2008-2010 with twelve of the thirteen non-Trades Unions in record time; settled five open Trades union contracts.
- Successfully defended the City in arbitrations and Civil Service Commission hearings with a success rate of 80%.
- Launched the City's DiverCity website as a resource for internal events and community connections for information, education and entertainment.

Human Resources

Department/Office Director: **ANGELA S NALEZNY**

		2006	2007	2008	2009	2009	Change from	
		2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2008
		Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
Spending By Unit								
001	GENERAL FUND	2,979,306	3,003,496	3,161,786	3,422,423	3,422,423		260,637
060	RISK MANAGEMENT RETENTION FUND	1,797,821	2,145,374	2,348,000	2,437,000	2,437,000		89,000
Total Spending by Unit		4,777,127	5,148,870	5,509,786	5,859,423	5,859,423	0	349,637
Spending By Major Object								
	SALARIES	1,857,780	1,801,986	1,981,334	2,087,136	2,087,136		105,802
	SERVICES	962,122	1,087,777	1,068,866	1,260,072	1,260,072		191,206
	MATERIALS AND SUPPLIES	59,844	48,453	59,349	68,321	68,321		8,972
	EMPLOYER FRINGE BENEFITS	1,783,428	2,210,654	2,141,737	2,185,394	2,185,394		43,657
	MISC TRANSFER CONTINGENCY ETC	113,954		258,500	258,500	258,500		
	DEBT							
	STREET SEWER BRIDGE ETC IMPROVEMENT							
	EQUIPMENT LAND AND BUILDINGS			0	0	0		
Total Spending by Object		4,777,127	5,148,870	5,509,786	5,859,423	5,859,423	0	349,637
Percent Change from Previous Year			7.8%	7.0%	6.3%	0.0%	0.0%	6.3%
Financing By Major Object								
	GENERAL FUND	2,979,306	3,003,496	3,161,786	3,422,423	3,422,423		260,637
	SPECIAL FUND							
	TAXES							
	LICENSES AND PERMITS							
	INTERGOVERNMENTAL REVENUE		20,607	400,000	100,000	100,000		-300,000
	FEES, SALES AND SERVICES							
	ENTERPRISE AND UTILITY REVENUES							
	MISCELLANEOUS REVENUE	1,794,988	1,836,497	1,730,000	2,327,000	2,327,000		597,000
	TRANSFERS							
	FUND BALANCES			218,000	10,000	10,000		-208,000
Total Financing by Object		4,774,294	4,860,600	5,509,786	5,859,423	5,859,423	0	349,637
Percent Change from Previous Year			1.8%	13.4%	6.3%	0.0%	0.0%	6.3%

2009 Budget Plan

2009 Goals

- Successfully administer the 2009 Firefighter exam.
- Create and implement a Citywide Diversity Strategic Plan to attract, develop, and maintain a diverse workforce.
- Submit a compliant Pay Equity Report with an 80% or higher underpayment ratio by January 31, 2009.
- Maintain equitable market position for job classes.
- Provide great customer service to City departments by identifying HR services needing improvement.
- Work to choose and begin implementation of a new Enterprise Resource Planning (ERP) system.
- Continue implementing a competency-based HR system.
- Provide development opportunities for all levels of the organization.
- Practice financially sound claims handling practices.
- Maintain and administer all property insurance billing for the City and Saint Paul Regional Water Services.
- Resolve conflicts in an equitable manner.
- Train employees to conduct workplace conduct investigations.
- Explore with the Labor Management Committee on Health Insurance (LMCHI) new Health Saving Account (HSA) options.
- Continue to work with departments to reduce workers' compensation expenditures.
- Work with the LMCHI to promote a cost-effective health education/wellness program.
- Increase the number of participants in the medical flexible spending account program.
- Continue to administer the City's workers' compensation program in a timely, fiscally-responsible manner, and in accordance with State Statutes.

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

Mayor's Recommendations

The proposed general fund budget for Human Resources is \$3,422,423, which is an increase of \$260,637 over the 2008 adopted budget. A portion of this spending increase, approximately \$93,542, is due to higher rents, inflation, and increased personnel spending. The remainder of this increase is spending to cover the costs associated with the 2009 Firefighter Test. This test will cost the department approximately \$167,095, including overtime and personnel expenses. HR's portion of the test is in addition to the additional costs incurred by the City's fire department. HR was able to avoid reducing their staffing and keep their FTE count at 31.3, in part due to approved increased spending, and in part using funds approved for the firefighter test.

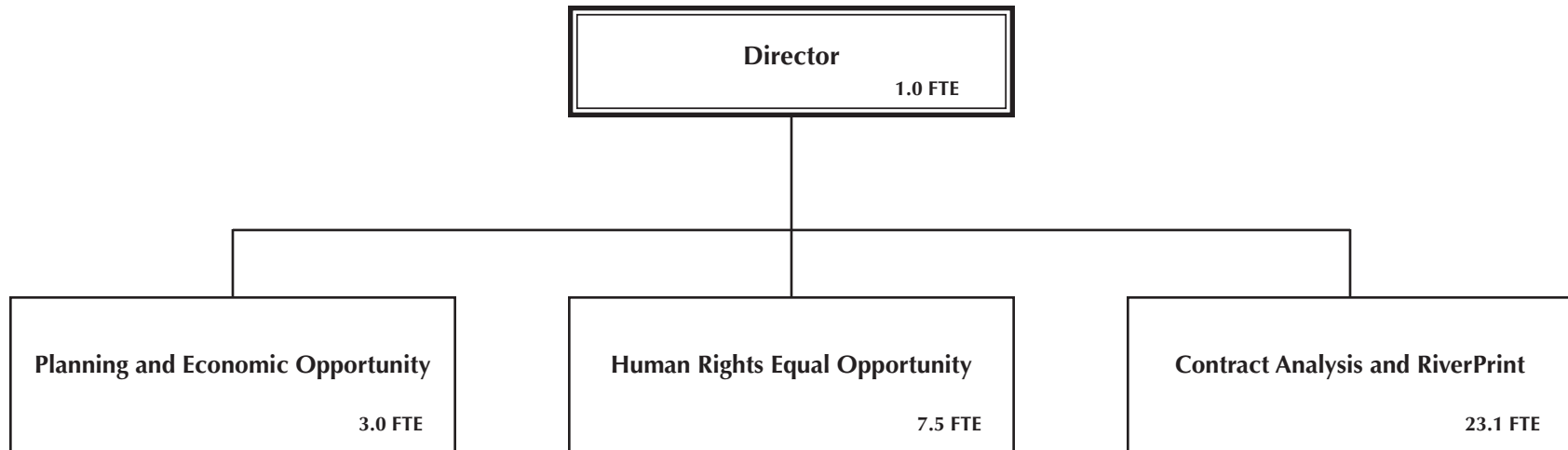
The special fund proposed budget for is \$2,437,000, an increase of \$89,000 over the 2008 adopted budget. This fund is the City's Risk Management fund, and includes activities such as property insurance, tort claims, workers' compensation, and flexible spending accounts. The growth in this fund is due to continued growth in these areas citywide.

Council Actions

The City Council adopted the Human Resources budget and recommendations as proposed by the Mayor.

The 2009 adopted budget is \$3,422,423 in the General Fund and \$2,437,000 in special funds. The FTE count is 31.3 in the General Fund.

Human Rights and Equal Economic Opportunity



(Total 34.6 FTEs)

About the Department of Human Rights and Equal Economic Opportunity

2009 Goals

Mayor Coleman's 2009 Proposed Budget establishes a new City Department of Human Rights and Equal Economic Opportunity (HREEO) through the consolidation of separate units: Contract Analysis and Procurement, River Print, Minority Business and Workforce Development within Planning and Economic Development, and Human Rights.

The creation of this new department is meant to improve and ensure equal access to City-managed contracts, especially for firms owned by those from traditionally underrepresented communities.

It will:

- Consolidate existing resources to better serve, monitor, and enforce City policy designed to expand economic opportunities and produce a more economically inclusive Saint Paul,
- Bring together civil rights enforcement; contract analysis and procurement; contract monitoring, investigation, and enforcement; and capacity building and workforce development under one roof.

Ultimately, the goal is to develop a Saint Paul led multijurisdictional approach to manage regional buying decisions and improve the availability of minority and small business vendors through a comprehensive technology investment; partnering with labor unions, the private sector, and outside resources to build capacity and develop a strong workforce; and develop uniform contract language and a contract compliance ordinance that provides stronger enforcement and expanded workforce investments.

2009 Budget Explanation

Council Actions

The City Council adopted the Human Rights and Equal Economic Opportunity budget and recommendations as proposed by the Mayor and approved the following changes:

- Added \$85,030 in staffing costs for outreach work related to the 2010 census. Placed the new funding for this function as well as \$110,756 in additional new funding for salaries and fringes in mayor's contingency in order to further review the impact of future revenue reductions on the budget in relationship to the hiring decision.

The 2009 adopted budget is \$1,353,742 in the General Fund and \$3,498,777 in special funds. The FTE count is 9.6 in the General Fund and 25.0 in special funds.

Human Rights And Equal Economic Opportunity

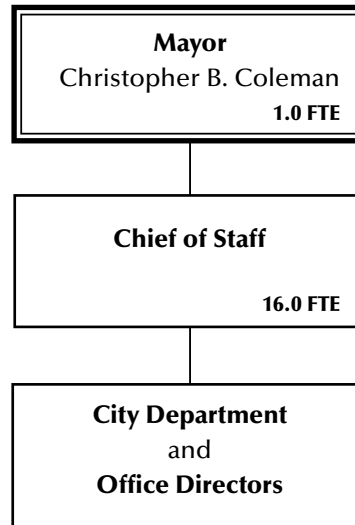
Department/Office Director:

	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	2009 Council Adopted	Change from 2008	
						Mayor's Proposed	Adopted
Spending By Unit							
001 GENERAL FUND				1,268,742	1,353,742	85,000	1,353,742
124 CONTRACT AND ANALYSIS SERVICES	957,488	1,159,308		1,064,495	1,064,495		1,064,495
127 ST PAUL/RAMSEY COUNTY PRINT CENTRAL	1,226,730	1,414,039		1,742,121	1,742,121		1,742,121
820 EQUAL OPPORTUNITY & ECONOMIC DEVELOPMENT				692,161	692,161		692,161
Total Spending by Unit	2,184,218	2,573,347	0	4,767,519	4,852,519	85,000	4,852,519
Spending By Major Object							
SALARIES	959,317	981,125		1,959,720	1,940,166	-19,554	1,940,166
SERVICES	436,472	648,771		1,115,355	1,115,355		1,115,355
MATERIALS AND SUPPLIES	494,402	521,069		641,320	641,320		641,320
EMPLOYER FRINGE BENEFITS	287,550	347,030		625,324	619,152	-6,172	619,152
MISC TRANSFER CONTINGENCY ETC	5,726	65,000		350,800	461,526	110,726	461,526
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT	751						
EQUIPMENT LAND AND BUILDINGS		10,353		75,000	75,000		75,000
Total Spending by Object	2,184,218	2,573,347		4,767,519	4,852,519	85,000	4,852,519
Percent Change from Previous Year		17.8%	-100.0%	0.0%	1.8%	1.8%	0.0%
Financing By Major Object							
GENERAL FUND				1,268,742	1,353,742	85,000	1,353,742
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE				51,252	51,252		51,252
FEES, SALES AND SERVICES	2,035,034	2,146,591		2,667,992	2,667,992		2,667,992
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE	4,313	14,278					
TRANSFERS	751			640,909	640,909		640,909
FUND BALANCES				138,624	138,624		138,624
Total Financing by Object	2,040,098	2,160,869	0	4,767,519	4,852,519	85,000	4,852,519
Percent Change from Previous Year		5.9%	-100.0%	0.0%	1.8%	1.8%	0.0%



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



(Total 17.0 FTEs)

7/30/08

About the Mayor's Office

What We Do (Description of Services)

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.
- Partners with the Saint Paul Public Schools and other education stakeholders to provide quality educational opportunities.
- Works with many public and private partners to ensure a growing economy that expands economic opportunity.
- Responds to resident, visitor and business inquiries on all aspects of City government.
- Works to ensure that all residents, businesses and visitors are safe in Saint Paul.

2007-2008 Accomplishments

The Coleman Administration is very proud of the many accomplishments since 2006. Those accomplishments include:

- Working with the police department to reduce violent crime more than thirteen percent.
- Creating Bridges to Safety – A domestic abuse service center that provides centralized services for victims of domestic violence and their families.
- Working with community partners to raise more than \$18.1 million dollars which will provide more than 1,100 children in Saint Paul with quality childcare and preschool.
- Providing nearly **10,000** rides on the Second Shift Circulator to connect Saint Paul youth with quality recreation and community education opportunities.
- Working to secure state and local funding for Central Corridor and championing planning and development along University Avenue
- Working to ensure a three year extension on the Highland Park Ford Plant
- Building the first LEED-Gold Certified Police Station in Minnesota at the Western District Police Headquarters
- Launching an initiative on Green Manufacturing
- Focusing on creating new opportunities in neighborhoods with fewer resources through the **Invest Saint Paul** initiative.
- Leveraging more than \$25 million of outside funds to assist with early education initiatives, Central Corridor, and Bridges to Safety.
- Showcasing Saint Paul to the world through the Republican National Convention.

Mayors Office

Department/Office Director: **SARA R GREWING**

	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	2009 Council Adopted	Change from Mayor's Proposed	2008 Adopted
Spending By Unit							
001 GENERAL FUND	1,290,850	1,413,156	1,481,120	1,577,488	1,577,488		96,368
050 SPECIAL PROJECTS:GEN GOV ACCTS FUND	323,649	438,672	536,455	2,569,763	2,569,763		2,033,308
Total Spending by Unit	1,614,500	1,851,828	2,017,575	4,147,251	4,147,251	0	2,129,676
Spending By Major Object							
SALARIES	1,157,424	1,285,999	1,410,119	1,481,996	1,481,996		71,877
SERVICES	117,716	159,162	148,143	178,095	178,095		29,952
MATERIALS AND SUPPLIES	16,985	31,953	53,414	58,692	58,692		5,278
EMPLOYER FRINGE BENEFITS	319,687	370,859	398,399	412,398	412,398		13,999
MISC TRANSFER CONTINGENCY ETC	2,688	3,856	7,500	2,016,070	2,016,070		2,008,570
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT							
EQUIPMENT LAND AND BUILDINGS							
Total Spending by Object	1,614,500	1,851,828	2,017,575	4,147,251	4,147,251	0	2,129,676
Percent Change from Previous Year		14.7%	9.0%	105.6%	0.0%	0.0%	105.6%
Financing By Major Object							
GENERAL FUND	1,290,850	1,413,156	1,481,120	1,577,488	1,577,488		96,368
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE	194,531	219,815	245,243	2,325,243	2,325,243		2,080,000
FEEs, SALES AND SERVICES							
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE	162,000	246,000	291,212	244,520	244,520		-46,692
TRANSFERS							
FUND BALANCES							
Total Financing by Object	1,647,381	1,878,971	2,017,575	4,147,251	4,147,251	0	2,129,676
Percent Change from Previous Year		14.1%	7.4%	105.6%	0.0%	0.0%	105.6%

2009 Budget Plan

2009 Priorities

- Provide excellent services to residents that are in line with the Mayor's strategic vision of making Saint Paul the Most Livable City in America.
- **Safe Streets and Safe Homes.** 1) Expand public safety priorities to include effective investments in departments as well as new collaboration with the community and non-traditional city departments. 2) Continue to build a 21st century Fire Department through the synthesis and application of the Fire Audit. 3) Use strategic enforcement and prosecution by focusing on quality of life and nuisance crimes, domestic violence, and drug activity. Engage stakeholders through community policing and prosecution.
- **Better Service at a Better Price.** Work with city departments on applying best practices and finding new cost savings.
- **Ready for School, Ready for Life.** 1) Expand early childhood education and literacy programming to ensure all children enter school ready to learn. 2) Expand on success of circulator program to grow the Mayor's Second Shift initiatives to convene and connect formal and informal learning opportunities during children's out of school time. 3) Partner with stakeholders to provide increased access to post-secondary educational opportunities by better informing and preparing high school students for higher education.
- **Expanding Economic Opportunity.** 1) Expand investment in neighborhood commercial corridors and development of the Central Corridor and Ford Plant Site. 2) Enhance Saint Paul's vibrant downtown and riverfront entertainment, cultural and business district by investing in key development projects such as the Penfield, West Publishing Building and Cleveland Circle. 3) Target economic development dollars to maximize job creation and retention across Saint Paul.
- **Healthy Communities – Healthy Living.** Continue proactive steps to protect air, water and urban landscape through investments in energy savings, expansion of projects like the National Great River Park, and by redefining service delivery in parks, green spaces, bikeways and trails.
- **Quality Infrastructure.** Promote strategic capital investment that maintains and improves our infrastructure citywide through the City's RSVP program.
- **The Soul of Saint Paul.** 1) Continue to promote downtown as a regional music, cultural and creative arts center by redeveloping the Palace Theatre. 2) Use state bonding, new partnerships, and make strategic investments to establishing Saint Paul as the home of authentic and fun sporting activities.

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes 2.5% inflation growth on services and 3% on goods and materials.

Mayor's Recommendation

The recommended 2009 general fund budget of the Mayor's Office is \$1,577,488, which is \$96,368 or 6.5% more than the adopted 2008 budget. The budget reflects staff restructuring achieved by replacing a vacant position which has been restructured to better meet the needs of the office and eliminating another position. It also includes adding back the cost associated with .8 FTEs that were paid from Central Corridor grants dollars in 2008. The special fund budget is 2,569,763 reflecting an increase of \$2,033,308 from the 2008 adopted budget. This majority of this increase is related to a grant received with spending devoted to the Pre-K Allowance initiative.

Council Action

The City Council adopted the Mayor's Office budget and recommendations as proposed by the Mayor.

The 2009 adopted budget is \$1,577,488 in the General Fund and \$2,569,763 in special funds. The FTE count is 14.0 in the General Fund and 3.0 in special funds.

Parks and Recreation

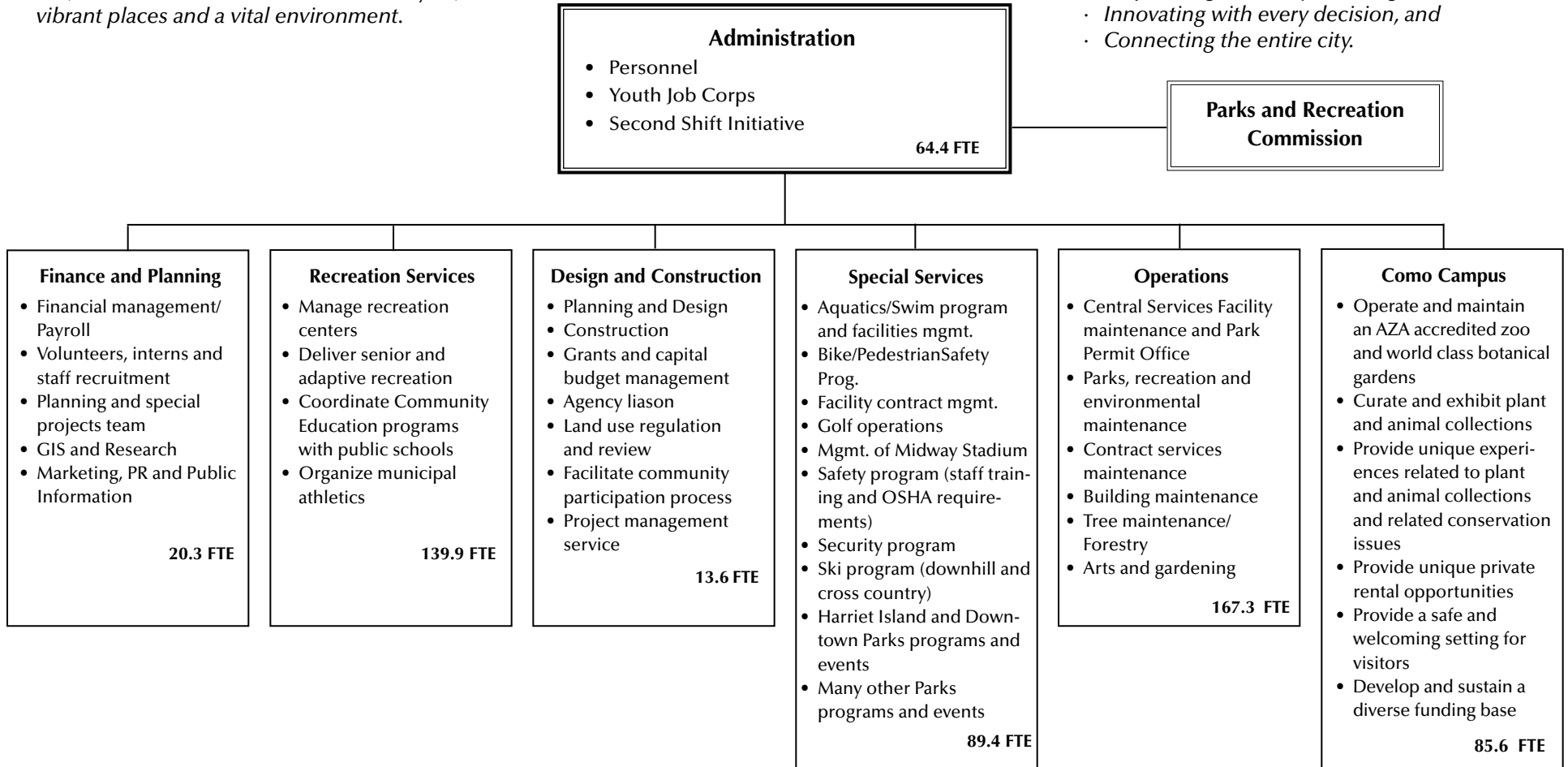
Mission Statement

To help make Saint Paul the most livable city in America, Saint Paul Parks and Recreation will, facilitate the creation of active lifestyles, vibrant places and a vital environment.

Vision Statement

Saint Paul Parks and Recreation will make Saint Paul the most livable city in America by:

- Responding creatively to change
- Innovating with every decision, and
- Connecting the entire city.



(Total 580.7 FTEs)

8/4/08

About the Parks and Recreation Department

What We Do (Description of Services)

Parks and Recreation promises to deliver exceptional service in a cheerful and respectful manner, provide access to quality programs at clean and safe facilities, welcome your suggestions, and respond to your concerns to the best of our ability. We provide the following services:

- Aquatics programs at three pools and one beach.
- Access to four municipal golf courses.
- Ski Programs (downhill, cross country, snowboarding)
- Organized youth and adult sports programs.
- Recreational activities for all ages and abilities(classes, special events, sports programs, etc.).
- Implement and facilitate a wide range of senior citizen activities.
- Maintain, program and support (including security) all Parks and Recreation properties and facilities including facilitating special events.
- Environmental planning and stewardship.
- Planning, consulting, design and construction management services for Parks and Recreation land and facilities.
- Manage and operate the Como Zoo, Marjorie McNeely Conservatory and Como Visitor Center.
- Classes, informal educational opportunities and educational activities related to the plant and animal collections of the zoo and conservatory.
- Unique rental opportunities for weddings, special events and business gatherings.
- Administration, accounting and payroll support all parks services, including pursuit of technological advancements.

Statistical Profile

- Nationally accredited Parks agency and AZA accredited Zoo
- 1.8 million estimated annual Como Campus visitors
- 200,000 estimated visitors to two city pools and beach
- 115 partnering agencies
- 1800 picnic permits and park use permits issued
- 2,135 recreation classes offered

2007-2008 Accomplishments

We are proud of the following accomplishments in 2007-2008

- Completed the Toyota sponsorship agreement, which brought \$300,000 in new revenues and the use of 10 vehicles over the next three years.
- Established the Parks and Recreation Conservancy with the help of a \$150,000 grant from the McKnight Foundation.
- Completed the long term Parks and Recreation Vision Plan.
- Re-graded 20 softball fields, increasing playability and safety.
- Environmental services logged over 14,000 volunteer hours
- Maintained over 4,000 acres of park land and 100 miles of paved off road trails, 38 tot lots, 15 picnic rental facilities, dozens of athletic courts and 3 maintenance facilities.
- Maintained over 130,000 square feet of garden beds, 150 planters and 485 hanging baskets.
- Completed construction and hosted the grand re-opening of Oxford Community Center which includes the Great River Water Park and Jimmy Lee Recreation Center.
- Initiated the Como Polar Bear Odyssey construction.
- Completion of the Raspberry Island renovation.
- Opened Tropical Encounters exhibit at Como Campus.
- Opened the Butterfly Exhibit at Como Campus
- Grand reopening of the Highland Aquatic Center to record numbers.
- Harriet Island had 113 private/corporate events and 42 public events and large festivals.
- Completed a comprehensive external study of golf course operations and maintenance.
- Completed the Recreation Services reorganization.
- Effectively and efficiently responded to a significant wind damage event during August, 2007.

Parks And Recreation

Department/Office Director: **MICHAEL A HAHM**

	2006	2007	2008	2009	2009	Change from	
	2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2008
	Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
Spending By Unit							
001 GENERAL FUND	24,172,294	24,635,610	25,519,501	27,607,971	27,189,480	-418,491	1,669,979
325 P&R SPECIAL SERVICES ENTERP FUND	6,152,135	6,045,185	5,452,895	5,551,526	5,519,239	-32,287	66,344
330 WATERGATE MARINA ENTERP FUND	1,238	2,737	7,550	7,550	7,550		
334 MIDWAY STADIUM	447,044	426,802	434,444	457,349	453,561	-3,788	19,117
361 JAPANESE GARDEN TRUST FUND	617		1,700	1,700	1,700		
365 PARKS & REC SPEC. PROJECTS FUND	1,195,753	1,304,862	1,507,680	1,531,528	1,531,528		23,848
370 PARKS & REC SUPPLY & MAINTENANCE	1,410,870	1,343,795	1,928,867	3,566,022	3,248,362	-317,660	1,319,495
375 STREET TREE MAINTENANCE	2,285,389	2,452,054	2,699,231	2,595,237	2,566,829	-28,408	-132,402
380 COMO CAMPUS	3,338,770	4,769,895	5,377,086	5,588,732	5,567,900	-20,832	190,814
391 SPECIAL RECREATION FUND	2,462,390	2,617,986	1,813,500	2,424,185	2,474,185	50,000	660,685
394 MUNICIPAL ATHLETIC ASSOCIATIONS' FD	89	766	821,257				-821,257
399 YOUTH PROGRAM FUND			25,000	25,000	25,000		
729 PARKS' OPPORTUNITY FUND	53,170	21,488	90,000	218,000	218,000		128,000
742 HILLER & LOIS HOFFMAN MEMORIAL			300	300	300		
860 PARKS & REC GRANT FUND	2,212,266	2,541,601	2,808,488	3,075,297	3,808,403	733,106	999,915
Total Spending by Uni	43,732,024	46,162,780	48,487,499	52,650,397	52,612,037	-38,360	4,124,538
Spending By Major Object							
SALARIES	20,606,622	21,631,571	23,007,246	24,067,211	23,542,472	-524,739	535,226
SERVICES	5,314,372	5,696,739	5,744,190	5,625,368	5,731,368	106,000	-12,822
MATERIALS AND SUPPLIES	6,129,293	6,021,411	5,662,798	6,072,807	6,085,899	13,092	423,101
EMPLOYER FRINGE BENEFITS	6,754,644	7,352,238	7,604,788	8,017,567	7,899,502	-118,065	294,714
MISC TRANSFER CONTINGENCY ETC	1,527,437	1,412,161	2,046,535	4,129,132	3,954,484	-174,648	1,907,949
DEBT	829,785	805,667	612,276	608,459	608,459		-3,817
STREET SEWER BRIDGE ETC IMPROVEMENT	2,003,113	3,035,502	3,422,411	3,360,411	3,360,411		-62,000
EQUIPMENT LAND AND BUILDINGS	551,863	185,934	387,255	769,442	1,429,442	660,000	1,042,187
Total Spending by Object	43,717,129	46,141,223	48,487,499	52,650,397	52,612,037	-38,360	4,124,538
Percent Change from Previous Year		5.5%	5.1%	8.6%	-0.1%	-0.1%	8.5%
Financing By Major Object							
GENERAL FUND	24,172,294	24,635,610	25,519,501	27,607,971	27,189,480	-418,491	1,669,979
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE	1,427,818	2,057,395	2,208,755	2,433,589	3,093,589		884,834
FEES, SALES AND SERVICES	3,886,618	4,321,946	3,937,764	4,335,130	4,335,130		397,366
ENTERPRISE AND UTILITY REVENUES	7,150,013	7,117,143	7,798,171	7,709,593	7,759,593		-38,578
MISCELLANEOUS REVENUE	1,955,146	2,356,357	2,185,607	2,127,769	2,127,769		-57,838
TRANSFERS	5,739,543	6,601,060	6,976,667	7,340,973	7,312,565		335,898
FUND BALANCES			-138,966	1,095,372	793,911		932,877
Total Financing by Object	44,331,432	47,089,511	48,487,499	52,650,397	52,612,037	-38,360	4,124,538
Percent Change from Previous Year		6.2%	3.0%	8.6%	-0.1%	-0.1%	8.5%

2009 Budget Plan

2009 Goals

Promote Active Lifestyles (Mayor's Goals: Communities=Healthy Living, Safe Streets, Safe Homes)

- Ensure Convenient and equitable access to Parks and Recreation Facilities
- Continue to work to complete the Bike and Trail system
- Seek to develop shared use facilities as a first option when contemplating new or replacement facilities
- Improve public safety in our Parks.

Create Vibrant Places (Soul of Saint Paul, Quality Infrastructure)

- Require that the siting, design and funding of Parks, open space and trails be an integral feature of major redevelopment projects.
- Evaluate the importance of food and explore the use of public/private partnerships for enhanced food opportunities.
- Facilitate wireless communication networks
- Ensure attractive, functional and engaging public spaces.
- Analyze the cost benefit of festivals and events and identify methods of making them fiscally sustainable.
- Continue to implement the National Great River Park Plan

Promote a Vital Environment (Communities=Healthy Living, Ready for School, Ready for Life)

- Conduct a natural resource inventory.
- Expand the environmental education program.
- Provide interpretive signage
- Creatively consider storm water impacts and benefits
- Update and implement street and park tree master plan
- Model environmental leadership

Respond Creatively to Change (Quality Infrastructure, Ready for School, Ready for Life)

- Regularly gather customer and resident feedback on needs, satisfaction and trends.
- Establish and maintain a foundation to provide financial and community support for Parks and Recreation.
- Improve access to a wide range of aquatic experiences.
- Meet changing recreation needs

Innovate with Every Decision (Quality Infrastructure)

- Enhance sustainability.
- Renovate and upgrade some low and moderate quality existing facilities.
- Make Park and Recreation facility improvement decisions based on a system wide evaluation of needs.
- Reprogram some low and moderate quality existing facilities.
- Continue to enhance the quality of existing fields.
- Establish and publicize a replacement timeline.
- Create a comprehensive volunteer program.

Connect the Entire City of Saint Paul (Communities=Healthy Living, Quality Infrastructure, Soul of Saint Paul)

- Continue to develop the Grand Rounds Parkway and connect it with the Minneapolis Grand Rounds parkway.
- Strive to locate a new high quality park and recreation space near the proposed Central Corridor LRT line.
- Enhance transit access to parks and recreation.
- Expand awareness of recreation opportunities.
- Continue the use of mobile recreation
- Become the trusted "go to" recreation clearinghouse.
- Undertake a parkway study.

2009 Budget Plan (continued)

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

Mayor's Recommendation

The proposed general fund budget in Parks and Recreation is \$27,607,971, or an 8% increase from the 2008 adopted budget. The total budget is \$52,650,397, which is also an 8% increase over 2008.

Significant changes in the general fund include the addition of 7.0 FTE part-time and full-time staff at the Oxford Community Center complex, which is largely offset by increased revenue generated by the Great River Water Park and \$150,000 for the Como Circulator project, which will leverage \$1.1 million in federal funds over a 3 year period. The budget also includes a one-time investment of \$1.2 million for capital maintenance and to complete the outdoor refrigerated ice rinks and the fields project at the Oxford Community Center. Finally, the Winterskate program and installation costs will be covered by a contribution from the Rivercentre Convention & Visitor's Authority, which will provide relief to the Parks Special Services fund (Fund 325).

Council Actions

The City Council adopted the Parks and Recreation budget and recommendations as proposed by the Mayor and approved the following changes:

- Placed in Mayor's contingency \$425,352 in new funding for salaries and fringes in order to further review the

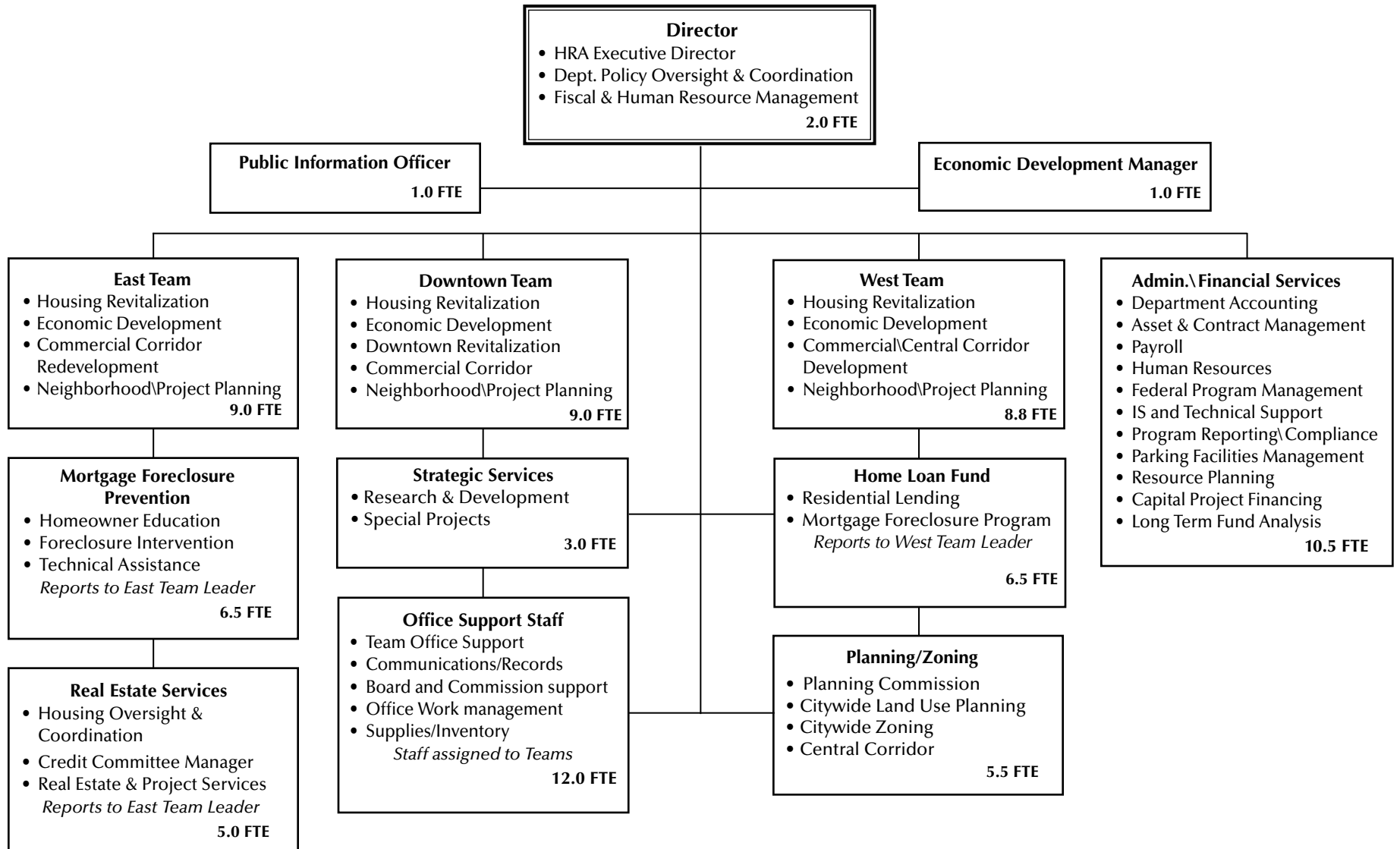
- impact of future revenue reductions on the budget.
- Reduced \$300,000 in transfers originally intended to finance outdoor refrigerated ice rinks (spending was already approved during 2008)
- Reduced energy and worker's compensation spending by a total of \$16,770 in the general fund and \$5,157 in special funds to reflect updated projections.
- Reduced cost of living salary increase for Tri-Council and Machinist employees by \$101,721 in the general fund and \$99,712 in special funds to reflect the negotiated contract (pension benefits increased by a like amount).
- Recognized \$660,000 in spending on vehicles and other capital equipment for the Como Circulator program, which is funded through a federal grant.
- Added \$50,000 for a programming partnership with the YMCA, which will be funded by user fees.
- Reflected \$75,000 in spending to complete the Parks conservancy study, which is funded by a grant received in 2008.

The 2009 adopted budget is \$27,189,480 in the General Fund and \$25,442,557 in special funds.



Planning and Economic Development

To actively create opportunities and encourage investment for the benefit of Saint Paul residents and businesses, which preserve, sustain, and grow the city's diverse neighborhoods.



(Total 79.8 FTEs)

7/30/08

About the Department of Planning and Economic Development

What We Do (Description of Services)

PED's mission is "to actively create opportunities and encourage investment for the benefit of Saint Paul residents and businesses, which preserve, sustain, and grow the city's diverse neighborhoods." We accomplish this by assisting in the production of new, and the rehabilitation and preservation of existing, housing, providing mortgage financing to existing homeowners and new homebuyers, and strategic commercial and economic development investment. These actions are guided by careful neighborhood planning by professional planning staff, community collaboration, and inclusiveness. PED continues to build upon its past accomplishments, while looking forward to help establish Saint Paul as the Most Livable City in America.

- Provides sound administration, oversight, coordination, and fiscal management of the city's HUD programs; the Neighborhood and Cultural Sales Tax programs; and all HRA activities, including bond programs, parking facilities, and public lending.
- Annual budget is in excess of \$80 million dollars.
- Administers a combined City/HRA loan portfolio in excess of 1,300 loans, with a value of \$125 million dollars.
- Annual operations budget is financed without city general funds, and relies primarily on non-city financing, including federal and state programs, land sales, loan repayments and fees for service.
- Staff manage more than 200 agreements with community partners that promote neighborhood input and involvement, and provide direct assistance in housing revitalization, economic development, and crime prevention initiatives.

Statistical Profile

- Administers in excess of \$80 million annually in Federal, State, and local resources.
- 2009 operations budget is \$9.6 million, with 79.6 FTEs.
- Provides management, contracting and oversight for more than 200 neighborhood, community, business and economic development activities.
- We are a public lending institution, providing housing and economic development products, and has a 1,300+ loan portfolio valued at \$122+ million.

2007-2008 Accomplishments

- Late 2007 and 2008 has seen the city's Invest Saint Paul Initiative hit full stride, and PED continues to be at the forefront of the city's efforts. All activities are underway, including: neighborhood focus and visioning sessions; partnerships with DSI and neighborhood groups on removing dilapidated housing; an increased mortgage foreclosure prevention program with a presence in the community libraries; strategic acquisitions of some properties; and cooperative efforts with other city departments to target resources in a thoughtful strategic approach. The goal of ISP is to ensure our neighborhoods are vibrant communities, and to assist those neighborhoods that have suffered from significant disinvestment.
- Major efforts continue on the Central Corridor Initiative as neighborhoods, businesses, the City and all stakeholders move this major undertaking forward. In October, 2007, Mayor Coleman and the City Council adopted the Central Corridor Development Strategy, a vision and set of strategies for how University Avenue, the Capitol area, and Downtown should grow and change over the next 25-30 years. In July, 2008 public hearings were held on the seven draft Stationary Plans. On July 9, 2008, the City Council adopted a resolution approving the Municipal Consent plan with specific programmatic comments for how the City proceeds to help design and implement the LRT project. PED staff continue to lead the coordination of the coordination of the community long-range visioning process, assessing development potential and options, and structuring the multi-year development framework needed for the most important economic development project in the City of Saint Paul.
- While the Ford Motor Company has temporarily postponed closing its Saint Paul manufacturing plant, PED continues to advocate for its operation. In the event the plant does ultimately close, five alternative development scenarios have been prepared by a community task force for analysis, and a fiscal impact model for analyzing city projects has been developed. Further, active partnerships have begun with MN Pollution Control Agency and DEED on Ford project efforts for sustainable redevelopment. As is the case with Central Corridor, PED staff are leading the efforts to bring neighborhood residents, businesses, and all sectors of the community into a meaningful dialogue on the future of the site.
- Minority Business Development and Retention Initiative continues to be successful, including the Socially Responsible Investment Program. A network of community partnerships has been established to increase technical and financial resources for women, minorities, and small businesses. The program and staffing compliment are being moved to the City's new Department of Human Rights and Equal Economic Opportunity.

Planning & Economic Development

Department/Office Director: **CECILE M BEDOR**

	2006	2007	2008	2009	2009	Change from	
	2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2008
	Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
Spending By Unit							
100 COMMUNITY DEVELOPMENT BLOCK GRANT	7,039,879	8,810,019	10,348,000	10,100,000	10,100,000		-248,000
101 NEIGHBORHOOD REVITALIZATION PROG	2,593,269	1,959,999		250,000	250,000		250,000
126 PED OPERATIONS FUND	8,078,139	8,569,472	8,966,585	9,375,343	9,370,043	-5,300	403,458
149 CITY DWTN CAPTL PROJS NOTE REPAY F	910,191	950,313					
Total Spending by Unit	18,621,477	20,289,803	19,314,585	19,725,343	19,720,043	-5,300	405,458
Spending By Major Object							
SALARIES	4,927,878	5,052,659	5,567,845	5,428,717	5,428,717		-139,128
SERVICES	4,046,673	4,075,965	1,238,021	1,470,968	1,470,968		232,947
MATERIALS AND SUPPLIES	54,281	70,922	104,400	73,350	73,350		-31,050
EMPLOYER FRINGE BENEFITS	1,553,301	1,917,904	1,770,408	1,969,759	1,964,459	-5,300	194,051
MISC TRANSFER CONTINGENCY ETC	8,039,344	9,080,859	10,618,911	10,761,549	10,761,549		142,638
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT		75,888					
EQUIPMENT LAND AND BUILDINGS		15,606	15,000	21,000	21,000		6,000
Total Spending by Object	18,621,477	20,289,803	19,314,585	19,725,343	19,720,043	-5,300	405,458
Percent Change from Previous Year		9.0%	-4.8%	2.1%	0.0%	0.0%	2.1%
Financing By Major Object							
GENERAL FUND							
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE	7,215,662	8,616,051	8,348,000	8,100,000	8,100,000		-248,000
FEES, SALES AND SERVICES	8,021,318	8,302,532	8,804,432	9,375,343	9,375,343		570,911
ENTERPRISE AND UTILITY REVENUES	26,145	26,008	2,000,000	2,000,000	2,000,000		
MISCELLANEOUS REVENUE	2,227,149	1,327,498	194,304	250,000	250,000		55,696
TRANSFERS	1,537,270	1,434,435					
FUND BALANCES			-32,151		-5,300		26,851
Total Financing by Object	19,027,544	19,706,524	19,314,585	19,725,343	19,720,043	-5,300	405,458
Percent Change from Previous Year		3.6%	-2.0%	2.1%	0.0%	0.0%	2.1%

2009 Budget Plan

2009 Goals

- Administer the Invest Saint Paul program activities assigned to PED. Focus public, private and neighborhood resources on comprehensive neighborhood revitalization issues, including mortgage foreclosure prevention, removal of blight, single and multi-family rehabilitation, and economic development opportunities on key commercial corridors.
- Continue the development of the Central Corridor Initiative.
- Continue to provide city leadership in the Ford Site Redevelopment plan.
- Focus economic development activities on increasing investment, promoting partnerships, creating jobs, and sustaining the tax base. Implement the Saint Paul Economic Development Plan.
- Integrate city planning efforts with emerging development priorities.
- Ensure that scarce financial resources are utilized on activities which best support the goals of the mayor's Strategic Plan.
- Complete a comprehensive study on the parking issues in St. Paul and provide recommendations to elected officials where necessary to improve coordination, ease of use, and customer satisfaction to our citizens and guests.
- Expand the efforts of the Minority Business Development and Retention Program and Small Business Expansion Programs, and coordinate participation in departmental vendor awards of at least 15% of total development costs.
- Complete professional planning work and deliver the city's 10 Year Comprehensive Plan, and 12 significant planning documents.
- Pursue federal, state and local funding opportunities, and create new intergovernmental partnerships.
- Engage community and business groups, to encourage involvement of all sectors of our community to promote responsible decision making.

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

Mayor's Recommendation

The proposed budget for Planning and Economic Development for 2009 is \$19,725,343 compared to \$19,314,585 in 2008. This is an increase of \$410,758 or 2.1%. The department budget is entirely in special funds, PED receives no direct general fund resources. The department budget is split between the Operations Fund (\$9,375,343), Neighborhood Revitalization Program (\$250,000) and the Community Development Block Grant (\$10,100,000). The Operations Fund budget for 2009 is \$408,758 more than the 2008 adopted budget and the Community Development Block Grant is proposed to be \$248,000 less than the 2008 adopted. The Neighborhood Revitalization Program provides \$250,000 of spending associated with the Central Corridor.

The proposed 2009 PED staff complement is 79.6 FTEs, or 3.0 FTEs less than 2008. This staffing change reflects the movement of 3.0 FTEs from PED to the new Department of Human Rights and Equal Economic Opportunity.

Council Action

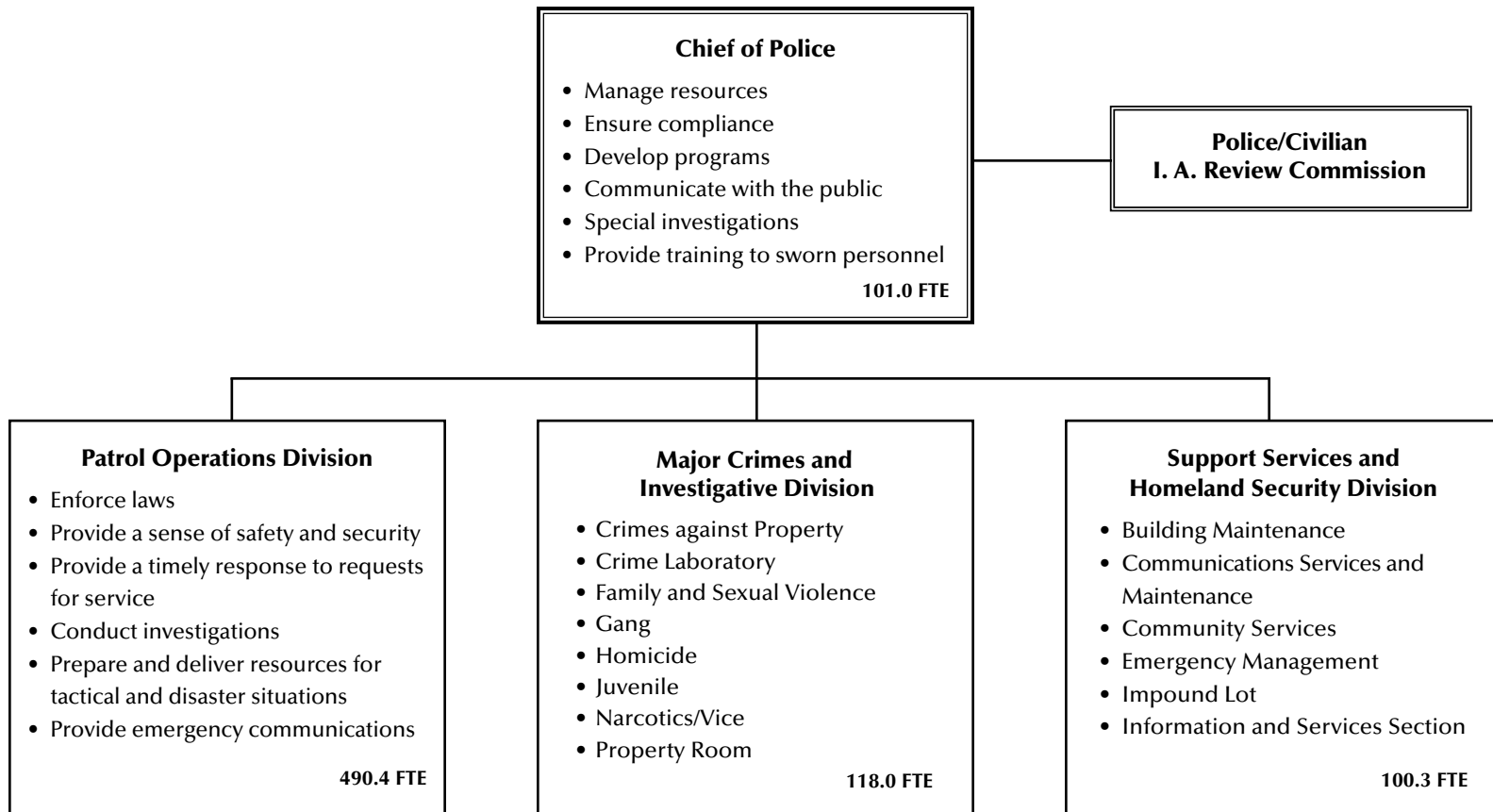
The City Council adopted the Planning and Economic Development budget and recommendations as proposed by the Mayor and approved the following change:

- Removed \$5,300 in planned spending for workers compensation due to revised cost estimates.

The 2009 adopted budget is \$19,720,043 in special funds. The FTE count is 79.8 in special funds.

Saint Paul Police

The Saint Paul Police Department’s mission is to maintain a climate of safety and security throughout the city. The Police Department will effectively manage its resources to deliver quality services within an atmosphere of individual integrity and mutual respect. Emphasis will be placed on: strong community relations, active assessment of citizen needs for police service, and modifying services, as feasible, to meet the needs of each neighborhood.



(Total 809.7 FTEs)

8/6/08

About the Police Department

What We Do (Description of Services)

- Provide initial patrol response to all citizen calls for service, conduct investigations, enforce laws, & instill a sense of safety & security in the city.
- Deliver effective & efficient police patrol & investigative services.
- Prepare & deliver appropriate police special resources to tactical & disaster situations beyond normal police response.
- Coordinate communication & information sharing with all appropriate law enforcement personnel.
- Maintain & strengthen lines of communication with district councils.
- Assist our diverse community in addressing quality of life concerns & preventing crime.
- Manage traffic & crowd control at special events.
- Provide crime prevention education.
- Promote positive community interaction with department.
- Secure & store evidence until returned or disposed.
- Secure & store vehicles which have been removed from city streets & property to preserve public safety & welfare & for purposes of investigation until released or disposed.
- Monitor pawn shops & second hand dealers for compliance to laws.
- Oversee false alarm issues to lower number of false alarms.
- Provide communication services, records management system (RMS) services, professional training, bomb response, & crime analysis to other city, county, & suburban agencies.
- Pursue & administer law enforcement grants.

Statistical Profile

- Population Served 287,151
- 2009 budget includes 630 sworn officers
- Number of full-time sworn employees per 1,000 inhabitants based on 630 sworn full-time positions-2.2
- Ratio of sworn managers to sergeants & officer- 1:21

2007-2008 Accomplishments

- Gang Unit personnel taught Gang Resistance Education & Training (GREAT) to over 250 high-risk students.
- The Family & Sexual Violence Unit received Minnesota Sex Crimes Investigator Association unit of year award in 2007.
- Hosted two twelve-week basic police canine schools.
- Narcotics investigation of downtown bus stops, Operation Shamrock, resulted in nearly 130 felony level charges.
- Installed 800 MHz radio equipment in 250 mobile units.
- Conducted 260 Internet safety presentations reaching over 17,000 people & 950 law enforcement personnel.
- Recovered nearly 100 pounds of illegal narcotics.
- Created a DVD in four languages to recruit new officers as well as set up recruiting booths at local festivals.
- Two police academies in 2007 graduated 59 new officers.
- Opened Western District headquarters November 2007
- In 2007 there was a 7.8% reduction in crime.
- A sergeant received Distinguished Service Award from Office of Justice Programs at 2008 Conference on Crime Victims Continued involvement with Invest Saint Paul Program.
- Each patrol district has now established unique beat officer positions throughout city.
- The Central Corridor Camera System is now operating along the University Avenue corridor located in the Western District & continues to expand into downtown.
- Each patrol district continued with their outreach & community building effort with each of our city's seventeen District Community Councils.
- New West Side substation is operational.
- An employee received the prestigious Sturgeon Award.
- Operation Gridlock completed & reduced unlawful drug activity in downtown.
- The SAGA program began & continues through 2008
- The department will provide a safe venue for the Republican National Convention

Police Department

Department/Office Director: **JOHN M HARRINGTON**

		2006	2007	2008	2009	2009	Change from	
		2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2008
		Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
Spending By Unit								
001	GENERAL FUND	64,721,868	68,574,071	71,425,110	76,155,366	76,256,271	100,905	4,831,161
400	POLICE SERVICES (PENSION ASSETS)	368,686	151,302	110,276	750,326	750,326		640,050
405	CRIME LABORATORY SPECIAL REV FUND	106,428	67,365	69,370	73,891	73,891		4,521
411	EMERGENCY COMMUNICATION CENTER		3,275,626	5,367,900	4,914,510	4,914,510		-453,390
420	PARKING ENFORCEMENT	1,377,933	1,392,211	1,512,901	1,567,557	1,554,855	-12,702	41,954
435	VEHICLE IMPOUNDING: POLICE LOT	2,798,321	3,246,911	3,080,773	3,250,994	3,250,994		170,221
436	POLICE-SPECIAL PROJECTS	6,297,556	6,620,527	12,827,178	9,846,732	11,991,832	2,145,100	-835,346
733	POLICE OFFICERS CLOTHING TRUST FUND	562,216	532,260	588,117	591,168	591,168		3,051
Total Spending by Unit		76,233,009	83,860,274	94,981,625	97,150,544	99,383,847	2,233,303	4,402,222
Spending By Major Object								
	SALARIES	48,142,919	51,047,483	54,695,019	56,816,703	56,326,430	-490,273	1,631,411
	SERVICES	4,966,847	7,928,647	9,649,663	8,595,137	9,038,326	443,189	-611,337
	MATERIALS AND SUPPLIES	3,358,997	4,146,087	3,972,064	4,400,746	4,318,294	-82,452	346,230
	EMPLOYER FRINGE BENEFITS	15,622,696	17,270,091	18,889,506	20,989,380	20,986,915	-2,465	2,097,409
	MISC TRANSFER CONTINGENCY ETC	2,772,542	2,099,108	2,256,534	3,003,259	4,289,733	1,286,474	2,033,199
	DEBT	1,128,141	1,099,283	1,108,684	53,066	53,066		-1,055,618
	STREET SEWER BRIDGE ETC IMPROVEMENT	33,206	32,791	33,453	33,453	33,453		
	EQUIPMENT LAND AND BUILDINGS	206,262	236,785	4,376,702	3,258,800	4,337,630	1,078,830	-39,072
Total Spending by Object		76,231,609	83,860,274	94,981,625	97,150,544	99,383,847	2,233,303	4,402,222
Percent Change from Previous Year			10.0%	13.3%	2.3%	2.3%	2.3%	4.6%
Financing By Major Object								
	GENERAL FUND	64,721,868	68,574,071	71,425,110	76,155,366	76,256,271	100,905	4,831,161
	SPECIAL FUND							
	TAXES							
	LICENSES AND PERMITS	198,434	215,987	284,545	283,345	283,345		-1,200
	INTERGOVERNMENTAL REVENUE	2,643,394	2,886,497	7,691,307	5,611,780	7,476,880		-214,427
	FEES, SALES AND SERVICES	5,041,515	7,701,506	10,726,904	10,487,011	10,557,011		-169,893
	ENTERPRISE AND UTILITY REVENUES	51,905	45,420	52,369	52,369	52,369		
	MISCELLANEOUS REVENUE	712,172	1,270,864	1,135,358	1,167,432	1,377,432		242,074
	TRANSFERS	2,205,840	2,240,701	2,364,953	2,269,678	2,256,976		-107,977
	FUND BALANCES			1,301,079	1,123,563	1,123,563		-177,516
Total Financing by Object		75,575,128	82,935,046	94,981,625	97,150,544	99,383,847	2,233,303	4,402,222
Percent Change from Previous Year			9.7%	14.5%	2.3%	2.3%	2.3%	4.6%

2009 Budget Plan

2009 Goals

- Enhancing police presence on the street by increasing sworn strength. (Safe Streets and Safe Homes)
- Successfully training and equipping our officers. (Safe Streets and Safe Homes - Quality Infrastructure)
- Bring down the department's crime rate for a fourth consecutive year. (Safe Streets and Safe Homes)
- Improving criminal investigations and enhancing customer satisfaction and outreach. (Safe Streets and Safe Homes - Ready for School, Ready for Life)
- Work towards maintaining or reducing overtime costs. (Safe Streets and Safe Homes)
- Continue to pursue grant opportunities. (Safe Streets and Safe Homes - Quality Infrastructure - Ready for School, Ready for Life)
- Work with the Saint Paul Police Foundation to raise funds. (Safe Streets and Safe Homes - Quality Infrastructure - Ready for School, Ready for Life)
- Further reduce domestic violence in our city
- Reduce driving while intoxicated and traffic fatalities
- Reduce gang activity
- Reduce gang activity through the SAGA program
- Reduce drug sale and use
- Reduce prostitution and human trafficking
- Hold a recruit academy that is 40 percent diverse to get to our sworn complement of 630 officers
- Establish a central district presence on Rice Street including a beat office
- Complete Safe City project
- Train and deploy Tazers to patrol officers
- Increase number of drug seizures

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

Mayor's Recommendation

The proposed budget for Police is \$76,155,366 in the general fund and \$20,995,178 in special funds. The general fund budget is \$4,730,256 higher than the 2008 adopted budget, while special fund budgets decreased by \$2,561,337 from 2008, due to expiring grants.

The number of sworn positions is budgeted at 630, up from 616 FTE's in 2008, 602 in 2007 and 586 in 2006. There was a general fund impact to maintain 5.6 sworn FTE's that could no longer be funded through special funds.

Much of the general fund increase is due to inflationary growth in salaries and benefits. The largest non-inflationary increases are from adding new sworn staff (\$1.2 million), purchasing unmarked police cars (\$85,000) and firearms range equipment (\$184,000).

An appropriate amount of savings reflecting turnover or vacancies from senior-to-entry-level officers due to normal retirement patterns will be recognized. Total general fund and special fund FTEs for 2009 are at 809.7, up from 804.8 in 2007. A reduction of 12.0 City FTE's from the now-merged Emergency Communications Center minimizes the department's overall FTE increase.

2009 Budget Explanation (continued)

Council Actions

The City Council adopted the Police Department budget and recommendation as proposed by the Mayor, and approved the following changes:

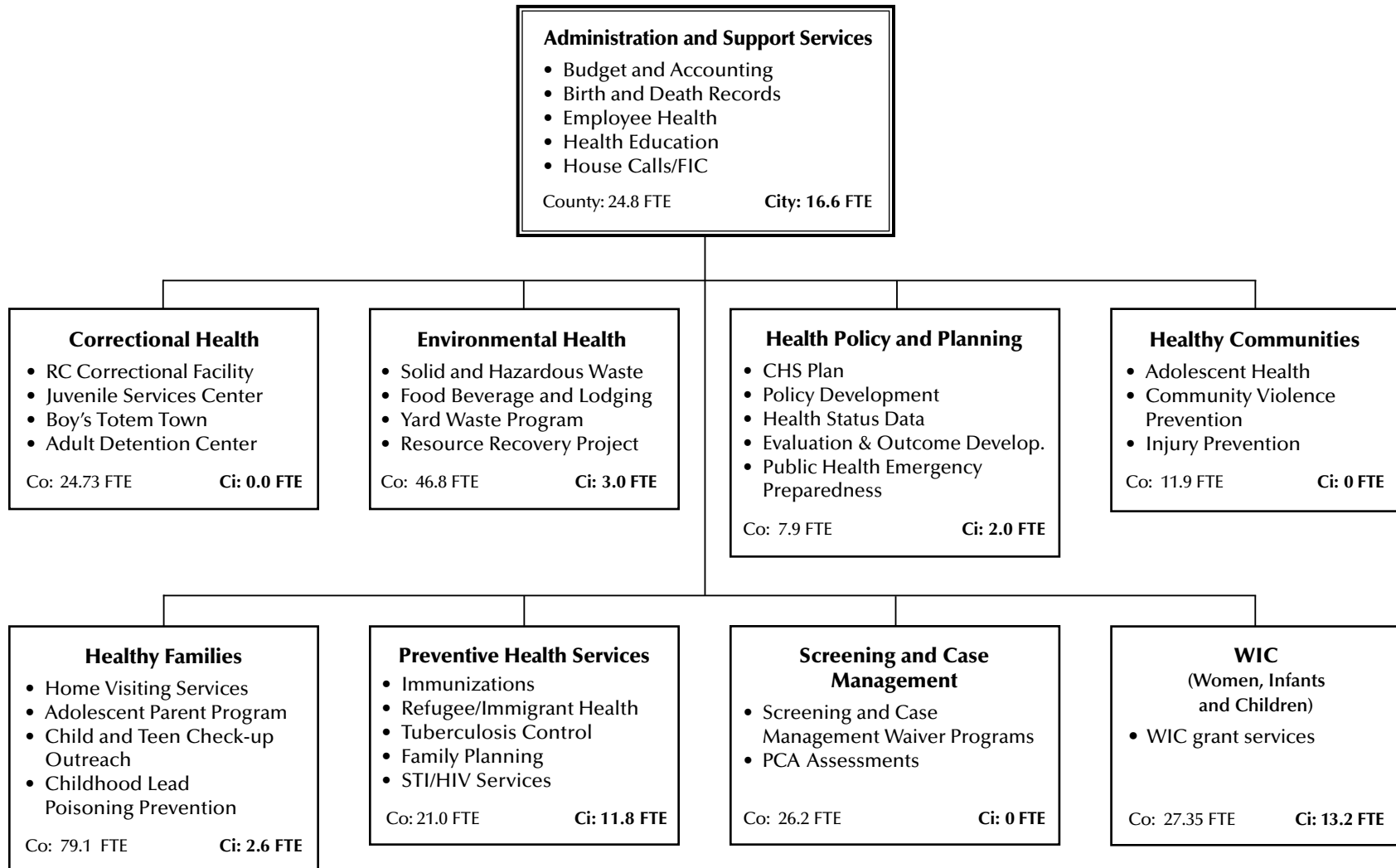
- Added \$120,476 to projected Workers Comp expenses to reflect anticipated trend
- Eliminated \$124,087 increase originally added to budget for increased fuel costs to reflect lowered cost projections
- Added \$105,200 to general fund for personnel and travel costs equal to federal grant to provide security support for the presidential inauguration
- Decreased pension projections for Machinists bargaining unit by \$684
- Added several grants to the department's special funds. These grants provide funding for squad car cameras, radio equipment, homeland security, and task forces to combat human trafficking, drugs, organized crime, and domestic violence. These grants total \$2.1 million.
- Placed \$1,027,538 in new funding for salaries and fringes in Mayor's contingency in order to further review the impact of future revenue reductions on the budget in relationship to the hiring decision.

The 2009 Adopted budget is \$76,256,271 in the general fund and \$23,127,576 in special funds, which includes 809.7 FTEs, with 686.3 in the general fund and 123.4 in special funds.



Saint Paul-Ramsey County Public Health

To improve, protect, and promote the health, the environment, and the well being of people in the community.



(Total 318.98 FTEs)
City = 49.2 County = 269.78

About the Department of Public Health

What We Do (Description of Services)

In 1997, the city's public health function was merged, through a joint powers agreement, with Ramsey County's. The administration of this function now resides with the county. As resignations or retirements of city staff members occur, the positions are filled by the county. As city employees resign or retire, the city budget shows a decline in FTEs and dollars associated with paying their salary and benefits. All salary and benefit costs are reimbursed by Ramsey County, and the county is responsible for the portion of the tax levy that covers these expenses.

Public Health

Department/Office Director: **DIANE C HOLMGREN**

	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	2009 Council Adopted	Change from Mayor's Proposed	2008 Adopted
Spending By Unit							
305 PUBLIC HEALTH SPEC REV FUND	3,707,070	3,789,730	4,236,131	4,115,828	4,115,828		-120,303
Total Spending by Unit	3,707,070	3,789,730	4,236,131	4,115,828	4,115,828	0	-120,303
Spending By Major Object							
SALARIES	2,801,719	2,848,842	3,157,419	3,074,219	3,074,219		-83,200
SERVICES	10,848	11,185	11,295	11,295	11,295		
MATERIALS AND SUPPLIES		225					
EMPLOYER FRINGE BENEFITS	894,502	929,477	1,067,417	1,030,314	1,030,314		-37,103
MISC TRANSFER CONTINGENCY ETC							
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT							
EQUIPMENT LAND AND BUILDINGS							
Total Spending by Object	3,707,070	3,789,730	4,236,131	4,115,828	4,115,828	0	-120,303
Percent Change from Previous Year		2.2%	11.8%	-2.8%	0.0%	0.0%	-2.8%
Financing By Major Object							
GENERAL FUND							
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE							
FEES, SALES AND SERVICES	3,707,073	3,789,730	4,236,131	4,115,828	4,115,828		-120,303
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE							
TRANSFERS							
FUND BALANCES							
Total Financing by Object	3,707,073	3,789,730	4,236,131	4,115,828	4,115,828	0	-120,303
Percent Change from Previous Year		2.2%	11.8%	-2.8%	0.0%	0.0%	-2.8%

2009 Budget Plan

2009 Priorities

Priorities for the provision of public health services are determined by the Community Health Services Advisory Committee. To accomplish its mission, the Saint Paul-Ramsey County Department of Public Health concentrates its efforts in four areas of strategic focus:

- Prevent communicable diseases.
- Promote the health of children, youth and their families.
- Protect the environment and reduce environmental health hazards.
- Reduce chronic disease.

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated 2009 growth in salaries and fringes related to the bargaining process.

Mayor's Recommendations

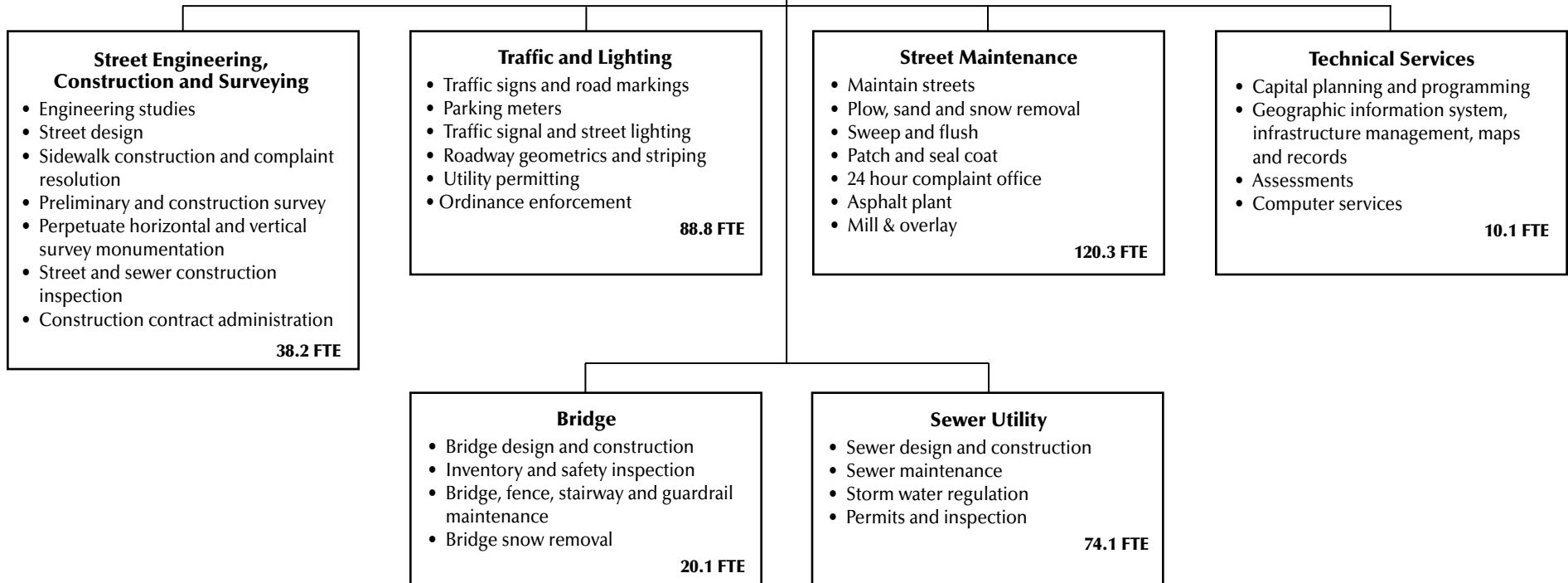
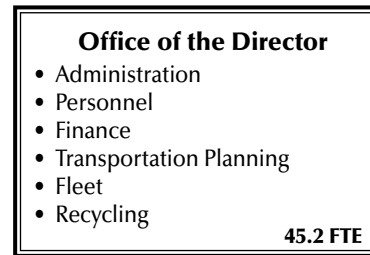
The Public Health proposed budget for 2009 is \$4,115,828, representing a decrease of \$120,303 from the 2008 adopted budget. The 2009 budget was prepared by the Office of Financial Services based on information from the Saint Paul-Ramsey County Health Department. The budget reflects the 49.2 FTEs still on the City's payroll. This is 4.6 FTEs less than 2008. Financing for this fund comes from reimbursements from Ramsey County for the cost of SPRC Health Department employees who are still on the City's payroll.

Council Actions

The Council adopted the Public Health budget as proposed by the Mayor.

Public Works

The Department of Public Works is committed to performing its many services in the most timely, efficient and cost effective manner possible.



(Total 396.8 FTEs)

7/30/08

About the Department of Public Works

What We Do (Description of Services)

Public Works is one of the key departments responsible for maintaining the "face" of the City, and makes sure that:

- Streets are kept clean, plowed & have routine surface maintenance;
- Alleys are maintained to the level customers expect (paved, oiled, dirt);
- Sidewalks are maintained properly for the public;
- Street lights are lit and maintained;
- Traffic signals are functioning safely & maintained;
- Traffic signs are in place & maintained;
- Maintenance equipment is maintained & available for use;
- The Sewer Utility's mission is to provide the service of transporting sanitary wastewater to the regional treatment system. The Utility also collects & transports storm water to the Mississippi River through a separate system of pipes to improve the quality of our storm water discharges.
- The Sewer Utility maintains flood protection levees & pumping facilities & is well prepared to manage floods;
- Engineering services (design, survey, inspection and administration) are provided for street, sewer, traffic, & bridge construction projects.

Statistical Profile

- Sewer Utility Bond Rating maintained by Standard & Poor's of AAA & Aa2 by Moody's Investors Service.
- 851 miles of streets
- 804 miles of sanitary sewers; 450 miles of storm sewers
- 1007 miles of sidewalks
- Over 37,000 street lights
- 471 signalized intersections
- 331 bridges
- 520 fleet rental units (vehicles and other equipment)
- 371 bridges

2007-2008 Accomplishments

Public Works prides itself on being systematic and preventive in maintenance, having accomplished the following:

- Committed to do a management practices self assessment in evaluating how St. Paul Public Works complies with national standards & practices.
- Hired City's first energy coordinator to work with all City departments to reduce a combined \$11 million per year that City spends on electricity, natural gas & motor fuels.
- An E85 fuel site was installed in 2007 & is expected to dispense over 6,000 gallons of E85 fuel in 2008.
- 15 heavy trucks were programmed with idle shutdown systems to automatically stop the engine after 10 minutes of idle time.
- The Public Works Asphalt Plant received the Minnesota Pollution Control Agency Green Star award in March 2008 for environmental regulations & record keeping compliance; the first asphalt plant in the state to receive this award.
- Began major sewer tunnel repair in 2007 with approximately \$3 million in funding.
- Completed three RSVP projects in 2007: Hubbard/Griggs, Griggs/Jefferson, & White Bear/Burns.
- Began four new RSVP projects in 2008: Seventh/Bay, Ivy/Kennard, Ashland/Pascal, and Earl/McLean.
- Established a Safe Routes to School Committee & dedicated more staff time to school safety reviews.
- Secured \$6 million in Federal funding for 2009 & 2010 for City bridge replacements.
- Conducted 108 bridge safety inspections.
- Completed change over of seal coat program from a 8-year cycle to a 10-year cycle.
- Completed change over of the arterial street sweeping program from 13 times per season to 10 times per season.
- Completed the federally funded Como Bikeway project which included 8.5 miles of bicycle facilities.
- Began testing energy efficient LED & induction street lighting.

Public Works

Department/Office Director: **BRUCE E BEESE**

		2006	2007	2008	2009	2009	Change from	
		2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2008
		Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
Spending By Unit								
001	GENERAL FUND	1,537,719	1,505,423	1,677,291	2,015,048	1,765,560	-249,488	88,269
205	PUBLIC WORKS ENGINEERING FUND	6,644,103	6,061,912	8,094,715	8,379,664	8,379,664		284,949
225	RIGHT OF WAY MAINTENANCE FUND	26,219,138	28,550,569	27,223,510	28,396,644	28,476,107	79,463	1,252,597
230	PARKING METER COLLECTION AND FINES	5,552,924	5,379,604	5,755,672	5,298,314	5,289,958	-8,356	-465,714
231	LIGHTING ASSESSMENT DISTRICTS	150,599	166,901	165,209	200,000	200,000		34,791
232	SOLID WASTE & RECYCLING	2,797,389	2,873,843	3,417,244	3,420,561	3,417,583	-2,978	339
233	ENERGY CONSERVATION INVESTMENT			386,989				-386,989
240	TRAFFIC, SIGNAL, & LGHTG MTCE	10,248,513	10,755,820	12,397,909	13,649,108	13,658,375	9,267	1,260,466
245	ASPHALT PLANT INTERNAL SERVICE	2,242,794	2,337,123	3,556,507	3,707,469	3,707,469		150,962
250	PUBLIC WORKS EQUIPMENT SERVICE	5,006,637	6,412,530	6,327,083	6,780,083	6,751,647	-28,436	424,564
255	PUB.WKS.ADMIN & SPPT.SERVICES	6,147,102	6,241,878	9,799,241	3,882,658	3,160,090	-722,568	-6,639,151
260	SEWER UTILITY	44,493,272	42,774,603	60,420,683	64,473,309	60,457,041	-4,016,268	36,358
Total Spending by Uni		111,040,190	113,060,205	139,222,053	140,202,858	135,263,494	-4,939,364	-3,958,559
Spending By Major Object								
	SALARIES	19,761,367	20,866,906	24,803,911	23,582,164	23,532,502	-49,662	-1,271,409
	SERVICES	16,408,060	17,781,882	20,895,027	20,883,316	20,757,069	-126,247	-137,958
	MATERIALS AND SUPPLIES	11,582,770	13,780,340	14,170,913	17,018,791	17,010,459	-8,332	2,839,546
	EMPLOYER FRINGE BENEFITS	8,496,768	9,650,663	9,657,513	9,199,988	9,179,420	-20,568	-478,093
	MISC TRANSFER CONTINGENCY ETC	42,661,709	39,933,889	59,395,711	60,441,615	56,687,060	-3,754,555	-2,708,651
	DEBT	9,376,319	8,378,898	6,809,839	6,017,756	5,037,756	-980,000	-1,772,083
	STREET SEWER BRIDGE ETC IMPROVEMENT	4,930						
	EQUIPMENT LAND AND BUILDINGS	2,748,268	2,667,626	3,489,139	3,059,228	3,059,228		-429,911
Total Spending by Object		111,040,190	113,060,205	139,222,053	140,202,858	135,263,494	-4,939,364	-3,958,559
Percent Change from Previous Year			1.8%	23.1%	0.7%	-3.5%	-3.5%	-2.8%
Financing By Major Object								
	GENERAL FUND	1,537,719	1,505,423	1,677,291	2,015,048	1,765,560	-249,488	88,269
	SPECIAL FUND							
	TAXES							
	LICENSES AND PERMITS	1,127,242	1,072,975	1,268,000	1,218,000	1,218,000		-50,000
	INTERGOVERNMENTAL REVENUE	9,462,813	8,366,367	9,130,860	9,402,689	9,182,226		51,366
	FEES, SALES AND SERVICES	61,400,570	64,344,657	70,137,479	75,413,431	75,376,639		5,239,160
	ENTERPRISE AND UTILITY REVENUES	34,223	39,132	20,000	20,000	20,000		
	MISCELLANEOUS REVENUE	27,752,044	24,785,216	38,897,786	42,077,858	40,446,650		1,548,864
	TRANSFERS	5,268,818	3,591,055	4,218,703	4,353,097	4,257,477		38,774
	FUND BALANCES			13,871,934	5,702,735	2,996,942		-10,874,992
Total Financing by Object		106,583,429	103,704,825	139,222,053	140,202,858	135,263,494	-4,939,364	-3,958,559
Percent Change from Previous Year			-2.7%	34.2%	0.7%	-3.5%	-3.5%	-2.8%

2009 Budget Plan

2009 Goals

- Fiscal responsibility - finding appropriate compromise between service, cost and structural balance.
- Continue to work with Public Art Saint Paul to include creative elements in the department's work.
- Begin a pavement management system for St. Paul.
- Complete planned portions of the 2009 Residential Street Vitality Program projects, including one Invest St. Paul area project.
- Work with Eureka Recycling to implement curbside collection of household organics.
- Begin self-study of the department through the American Public Works Association (APWA) Management Practices Program.
- Continue evaluating particularly strenuous job duties to explore ways to minimize or eliminate work related injury.
- Hold the 3rd annual all employee conference that will build department esprit de corps through training, motivation and shared experience.
- Improve communication with the public and media to help the public understand the work that is done, what to expect, and who to call when they have concerns.
- Improve utilization of computer maintenance management system to improve management of pavement markings, traffic signs, traffic signals and street lighting infrastructure assets and to develop a long term funding plan for maintenance of these facilities.
- Continue to investigate energy efficient street lighting with the eventual goal of reducing electricity use/costs and maintenance costs.
- Investigate implementation of high-tech parking meters.
- Implement installation of federally funded Marshall Avenue, Como Avenue and Highland Parkway Non Motorized Transportation Pilot Program bike projects. This is part of ongoing goal to increase bike facilities in St. Paul.

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

Mayor's Recommendation

The proposed general fund budget is \$2,015,048, an increase of \$337,757 from the adopted 2008 budget. Included in this increase was \$65,336 for a new Bicycle Coordinator.

Special fund budgets total \$138,187,810, which is an increase of approximately \$1,030,000.

The Mayor's proposal includes the following rate increases:

Sanitary Sewer:	10%
Storm Sewer:	12.5%
ROW Maintenance:	12 % non-downtown/15% downtown
Recycling Charges	11%

Due to the proposal to transfer Real Estate from the department, special fund expenditures were reduced by \$5,916,583. Therefore, special fund expenditures for the remainder of the department increased by approximately \$6.9 million.

Significant special fund expenditure increases include: \$1,787,911 increase in the payment to Met Council Environmental Services for sanitary sewage treatment; \$1 million increase in WPA repayment; \$655,000 for a 2008 bond payment; \$1.3 million total for improvements to the stormwater sewer system, \$1.1 million for Street Lighting Construction projects; \$375,000 in motor fuel and \$463,000 in salt.

2009 Budget Explanation (continued)

Council Actions

The City Council adopted the Public Works Department budget and recommendation as proposed by the Mayor, and approved the following changes:

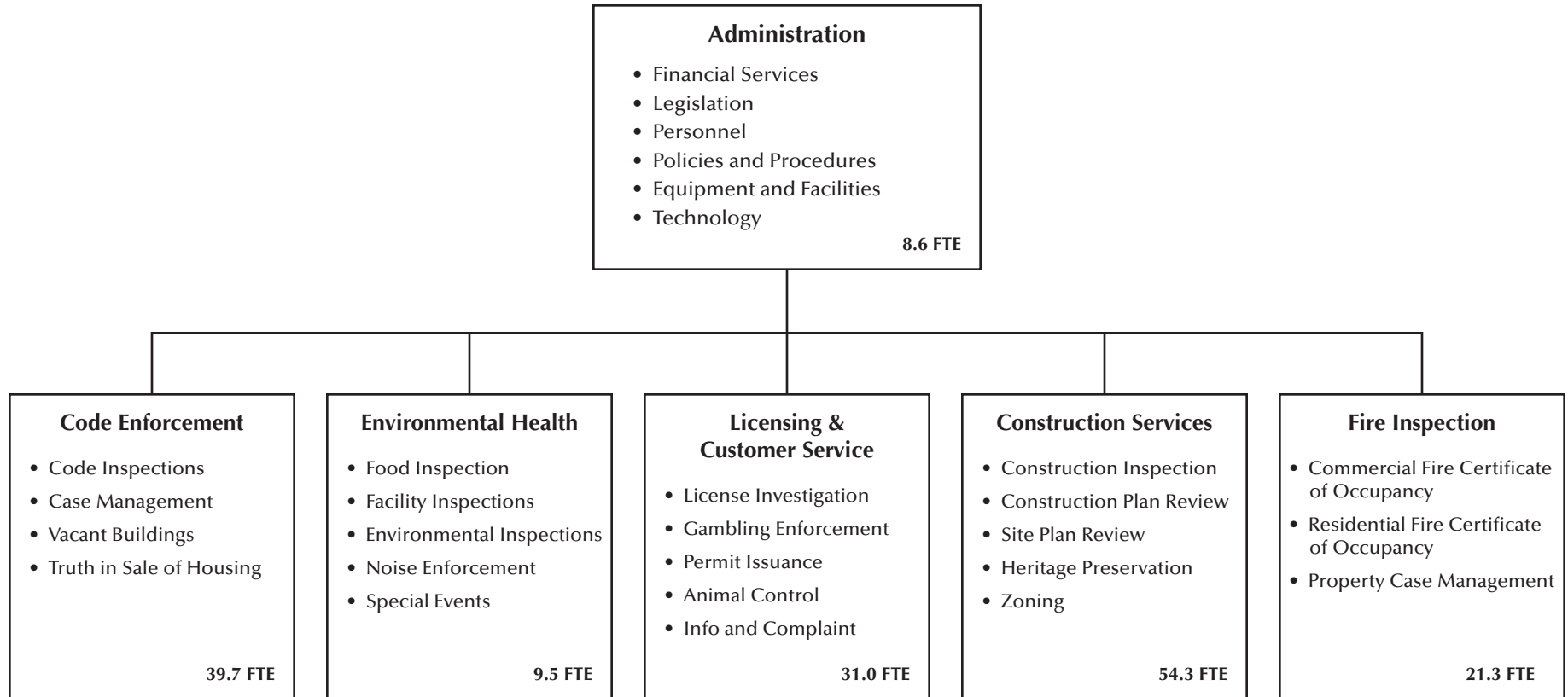
- Eliminated \$250,137 transfer previously budgeted for Real Estate division after it was transferred to Financial Service. A different funding source was used.
- Eliminated \$3.9 million in transfers originally planned to fund capital upgrades for City Hall and the City Hall Annex; an alternative funding source was found.
- Reduced debt payment for 2009 bond sale by \$325,000 based on payment schedule
- Eliminated debt payment for 2009 bond sale of \$655,000 which was accounted for elsewhere
- Increased Workers Comp projected expenses by \$233,000 to reflect anticipated trend
- Decreased pension projections for Tri-Council and Machinists bargaining units by \$237,000
- Increased Transfer to Capital projects by \$150,000 for Stormwater Quality Improvement Program
- Increased transfer to Safety and Inspections by \$27,000 for Public Works' portion of shared Water Resource Coordinator position
- Placed \$65,336 in new funding for salaries and fringes in Mayor's contingency in order to further review the impact of future revenue reductions on the budget in relationship to the hiring decision.

The 2009 Adopted budget is \$1,765,560 in the general fund and \$133,497,934 in special funds, 396.8 FTEs, with 12.8 in the general fund and 384.0 in special funds. This budget reflects a decrease of 34.8 FTEs from the 2008 Adopted Budget.



Safety and Inspections

To preserve and improve the quality of life in Saint Paul by protecting and promoting public health and safety for all



(Total 164.4 FTEs)

About the Department of Safety and Inspections (DSI)

What We Do (Description of Services)

The Department of Safety and Inspections is a proactive, multi-disciplinary organization that builds and maintains a livable Saint Paul community through strong leadership, creative partnerships, teamwork, and effective regulatory strategies. The department brings together most of the typical municipal inspection and enforcement functions including:

- Animal control
- Construction Permits (building, electrical, plumbing)
- Code Enforcement (housing maintenance requirements)
- Environmental Health (inspections of restaurants, health clubs, swimming pools, pollution complaints etc.)
- Construction plan review for new structures and renovations
- Project facilitation
- Site plan review (large developments)
- Zoning enforcement and Board of Zoning Appeals
- Heritage preservation
- Truth in Sale of Housing Program
- Vacant building administration
- Information and complaint referral
- One stop center (single point of contact) for all licensing, permit, and zoning questions

Statistical Profile

- Issued 27,564 construction permits
- Issued 6,930 on-line permits, a 11% increase over 2006
- Impounded 1,223 dangerous or potentially dangerous dogs
- Conducted 10,607 Certificate of Occupancy Inspections
- Received & referred 17,046 complaints in 2007
- Initiated 240 adverse license actions for license violations
- Processed 97 full site plan reviews

2007-2008 Accomplishments

- Completed reorganization of the Information and Complaint function to improve referrals and response times.
- Revamped the graffiti abatement program to remove graffiti in 48 hours from private property and 72 hours from public property.
- Planned and prepared for licensing and permitting of the Republican National Convention and associated vendors and activities such as sound variances and special advertising signs.
- Implemented a complete revamping of license fees based on the size of establishments to treat the various sized establishments more equitably.
- Automated the "Problem Property" program and changed the focus to behavior related complaints.
- Implemented a comprehensive review and adjustment in license and permit fees.
- Obtained substantial additional funding for the Vacant Building Program and continued to manage the 2,000 vacant buildings in the City.
- Completed a comprehensive downtown real estate search and obtained funding and approval for a 10 year lease for space to house the whole department at 375 Jackson.
- Completed work on the heritage preservation chapter of the City's comprehensive plan.
- Completed a comprehensive strategic plan with specific performance measures and predicted outcomes that relate the department's budget.
- Obtained approval for special state legislation to allow the City to assess the cost of fire certificate of occupancy inspections and vacant building monitoring on the property taxes of owners who do not pay their bills on time.
- Assumed responsibility for managing the downtown skyway system and initiated a number of improvements including painting, new signage, and uniform hours of operation.
- Implemented a proactive restaurant inspection program using administrative penalties to obtain compliance.

Safety & Inspections

Department/Office Director: **ROBERT W KESSLER**

	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	2009 Council Adopted	Change from Mayor's Proposed 2008 Adopted	
Spending By Unit							
001 GENERAL FUND	4,185,299	5,558,990	5,136,146	6,326,778	6,955,635	628,857	1,819,489
040 PROPERTY CODE ENFORCEMENT	723,253	891,548	1,096,521	1,851,138	1,851,138		754,617
167 CHARITABLE GAMBLING ENFORCEMENT	248,686	137,190	104,906	103,058	103,058		-1,848
320 LICENSE INSPECTIONS & ENV PROTECTIO	10,890,025	10,926,344	12,930,412	12,013,817	10,978,919	-1,034,898	-1,951,493
736 FIRE PROTECTION CLOTHING		6,685	8,522	10,900	10,900		2,378
Total Spending by Uni	16,047,263	17,520,757	19,276,507	20,305,691	19,899,650	-406,041	623,143
Spending By Major Object							
SALARIES	8,163,507	9,626,934	10,724,262	10,667,573	10,458,990	-208,583	-265,272
SERVICES	2,967,395	3,430,800	3,642,593	4,384,194	4,280,053	-104,141	637,460
MATERIALS AND SUPPLIES	291,556	278,424	344,401	291,041	291,041		-53,360
EMPLOYER FRINGE BENEFITS	3,061,152	3,621,707	3,769,616	3,763,422	3,670,105	-93,317	-99,511
MISC TRANSFER CONTINGENCY ETC	1,511,764	547,318	790,306	1,182,132	1,182,132		391,826
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT			5,329	5,329	5,329		
EQUIPMENT LAND AND BUILDINGS	51,888	15,574	0	12,000	12,000		12,000
Total Spending by Object	16,047,263	17,520,757	19,276,507	20,305,691	19,899,650	-406,041	623,143
Percent Change from Previous Year		9.2%	10.0%	5.3%	-2.0%	-2.0%	3.2%
Financing By Major Object							
GENERAL FUND	4,185,299	5,558,990	5,136,146	6,326,778	6,955,635	628,857	1,819,489
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS	8,702,762	8,582,803	10,215,057	9,761,353	9,127,386		-1,087,671
INTERGOVERNMENTAL REVENUE							
FEES, SALES AND SERVICES	2,038,171	2,125,685	2,761,138	2,248,998	1,971,040		-790,098
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE	47,181	48,484	230,000	239,000	239,000		9,000
TRANSFERS	525,282	453,695	361,522	1,248,900	1,276,816		915,294
FUND BALANCES			572,644	480,662	329,773		-242,871
Total Financing by Object	15,498,695	16,769,657	19,276,507	20,305,691	19,899,650	-406,041	623,143
Percent Change from Previous Year		8.2%	14.9%	5.3%	-2.0%	-2.0%	3.2%

2009 Budget Plan

2009 Goals

- The vision for the Department is "to be the leader in creating the safest, healthiest, most livable and vibrant City in America".
- Focus on the Mayor's "Invest Saint Paul" initiative and create strong partnerships with the 17 District Councils.
- Continue to direct resources and attention on the Vacant Building Program
- Fire Safety inspections and the expansion of Fire Certificate of Occupancy Program for all category
- Obtain approval of the Heritage Preservation Chapter of the Comprehensive Plan
- Promote sustainable urban living through a number of new regulatory approaches in solid waste management, building construction, and environmental regulation

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

Mayor's Recommendation

The net proposed budget in DSI is \$20,305,691, or a 5% increase from the 2008 adopted budget. The budget includes a significant shift in resources from the license and permit function to the code inspection function. The budget for the license and permit special fund is proposed to decrease by over \$900,000 due to a significant anticipated decrease in building permit revenue related to the economy-driven slowdown in building construction. Additional resources and some license and permit costs are shifted to code inspection to help address the significant increase in vacant and foreclosed property in the City, as well as to support the new fire certificate of occupancy program for one and two unit rentals. A net of 2.3 FTEs are added to the budget, including two fire aides and clerical support.

New revenue sources in the general fund include an additional \$920,000 expected from the vacant building monitoring and code compliance inspection fee increases that were adopted by City Council. Proposed fee increases in the License and Permit fund include a 5% across the board increase for business licenses and a 10% across the board increase for building permits, which is expected to generate approximately \$800,000 in increased revenue.

2009 Budget Plan (continued)

2009 Budget Explanation (continued)

Council Actions

The City Council adopted the Safety & Inspections budget and recommendations as proposed by the Mayor and approved the following changes:

General Fund

- Increased vacant building monitoring and code compliance revenue by \$684,361 to reflect new fees adopted by City Council during 2008.
- Reduced business license revenue by \$41,400 to reflect a reduction in the Mayor's proposed fee increase from 5% to 3.5%.
- Absorbed staff shifts from the License and Permit special fund, totaling \$626,365 and 7.0 FTE.
- Adjusted worker's compensation and energy spending by \$2,492 to reflect updated projections.

Special Funds

- Reduced building permit and plan review revenue by an additional \$1,011,925 to reflect updated revenue projections. This decrease is in addition to the \$1,426,131 reduced in the Mayor's proposed budget.
- Increased revenue for adverse actions on business licenses by \$100,000.
- Reduced the planned use of fund balance by \$150,889.
- Added \$27,916 in revenue to reflect a transfer from Public Works to fund their share of a water resource coordinator position.
- Eliminated 4 vacant positions with a total savings of \$287,792
- Shifted 7.0 FTE to the general fund to focus on vacant building issues, which reduced spending by \$634,936.

- Reduced central service overhead spending by \$55,803 to reflect position reductions.
- Reduced travel and training spending by \$59,000.
- Reduced worker's compensation spending by \$25,367 to reflect updated projections.
- Added \$28,000 to fund a heritage preservation study of vacant buildings.

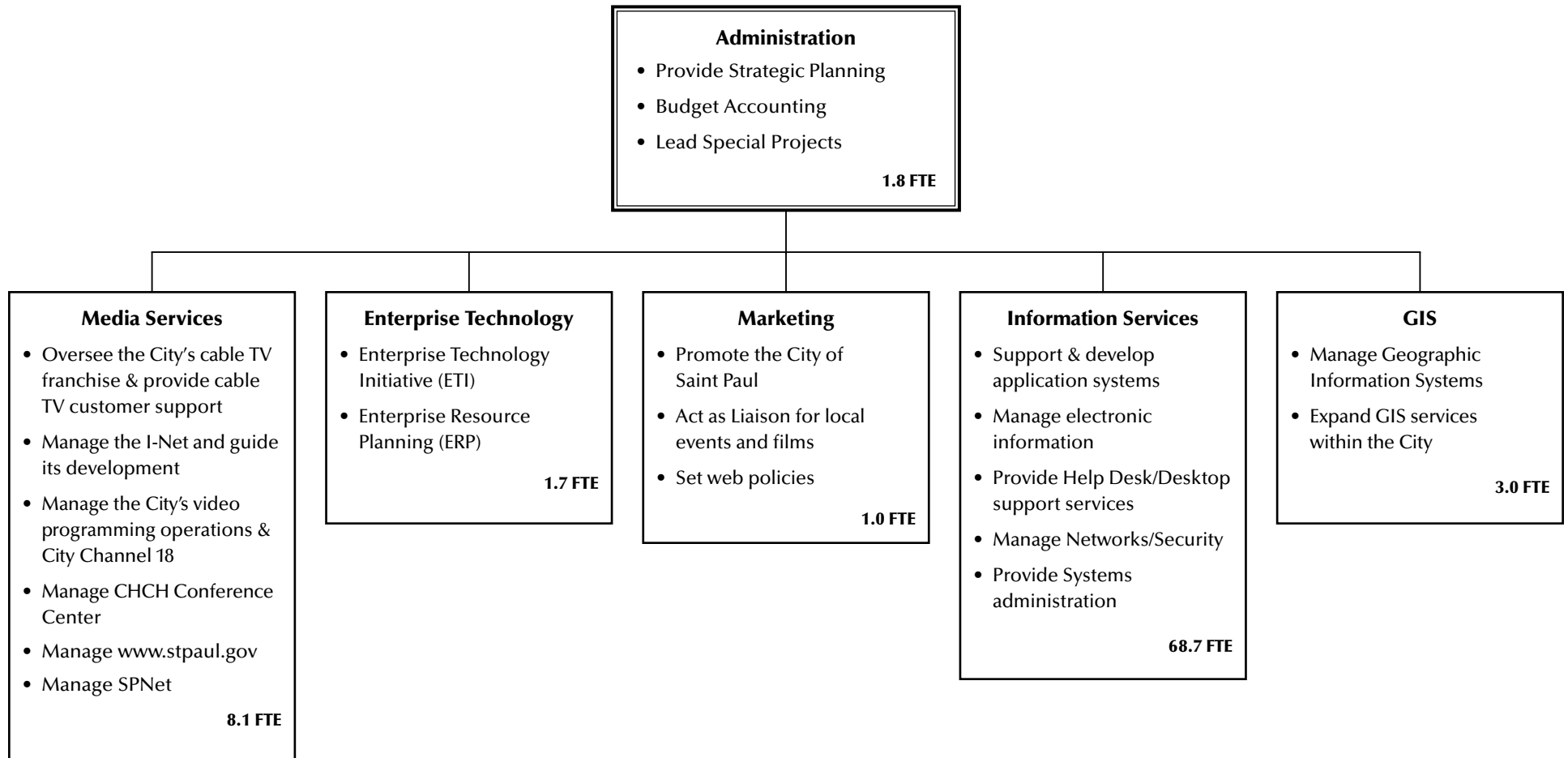
The 2009 adopted budget is \$6,995,635 in the General Fund and \$12,944,015 in special funds.



Office of Technology and Communications

The mission of the Office of Technology and Communications is to provide our internal and external partners with the right information when and where they need it through:

- *Multiple information delivery channels*
- *High value content*
- *Effective partnerships*
- *Stable and efficient infrastructure*
- *Business process improvement*



(Total 84.3 FTE)

8/4/08

About the Office of Technology & Communications

What We Do (Description of Services)

Work in partnership with City departments to identify and implement cost effective technology solutions to support business needs and objectives.

- Plan, develop and maintain a Citywide technology infrastructure that is accessible, secure, effective and reliable.
- Manage the City's internal and external web sites.
- Research and monitor technology trends and identify applicability to the City's operations and strategic goals.
- Administer the cable franchise and serve as the City's liaison in resolving customer service issues as appropriate.
- Develop the City's video communications by producing cable programs, public service announcements and educational videos.
- Broadcast City and County meetings on cable and the web.
- Promote the City of St. Paul as a destination of choice to live, work, and visit.
- Act as the primary liaison for film crews and special events for assistance with permits, licenses, locations, and promotions.
- Coordinate Geographic Information System (GIS) activities throughout the City.
- Provide technology support to entities outside the City: Ramsey County Emergency Communication Center, 6 Fire Departments, 6 Police Departments and the Ramsey County Sheriff's Department.

Statistical Profile

- 25,528 Help Desk requests were processed
- 252 hours of public meetings were televised/webstreamed
- 700 conference room reservations & 394 video set ups (38% increase) managed
- Over 270 miles of Institutional Network (I-Net) infrastructure managed
- 13,204,923 page views for www.StPaul.gov
- 2,004,928 unique visits to www.StPaul.gov

2007-2008 Accomplishments

The Office of Technology and Communications is proud of the following accomplishments:

- Redesigned www.StPaul.gov and implemented a web content management tool.
- PC Replacement: 412 PCs returned, 479 PCs installed.
- Activated the Computer Aided Dispatch Disaster Recovery site in Arden Hills to support the new consolidated 911 center.
- Upgraded additional City Hall and City Hall Annex conference rooms to wireless technology.
- Consolidation of 4 data centers into 2, enabling better disaster recovery and reduced power usage.
- Internal network upgrades to gigabit speeds in numerous locations.
- Email Archive and Retrieval System implemented.
- Network security audit performed and remediation plan implemented.
- Published "The Broadband Advisory Committee Report on the Future of Broadband in Saint Paul".
- Received six national and state awards for Media Services' video and web programming.
- Began providing webstreaming services to Ramsey County for Board meetings.
- The City produced, for the first time, for City Channel 18 and the City's website, live election results of the Saint Paul City Council and Saint Paul School Board Elections.
- Participated in the physical consolidation of the Saint Paul and Ramsey County Emergency Communication Centers.
- Implemented online reservation system for City Hall conference center.
- Formed the Public Safety Technology Group to support Fire, Police, Emergency Medical Emergency Management and the RC ECC.
- Developed award winning Property Tax education site.

Technology And Communications

Department/Office Director: **ANDREA T CASSELTON**

	2006 2nd Prior Exp. & Enc.	2007 Last Year Exp. & Enc.	2008 Adopted	2009 Mayor's Proposed	2009 Council Adopted	Change from Mayor's Proposed 2008 Adopted		
Spending By Unit								
001 GENERAL FUND	7,158,635	7,811,883	8,634,989	9,052,505	9,052,505		417,516	
164 INFO SERVICES INTERNAL SERVICES FND			495,329	619,464	495,329	-124,135		
166 MEDIA SERVICES SPEC REV FUND	2,683,859	2,598,024	2,304,721	2,753,720	3,069,220	315,500	764,499	
626 CITY-WIDE DATA PROCESSING	148,406	151,913	170,816	179,924	179,924		9,108	
930 C.I.B. - PUBLIC WORKS	605,904							
Total Spending by Uni	10,596,804	10,561,821	11,605,855	12,605,613	12,796,978	191,365	1,191,123	
Spending By Major Object								
SALARIES	4,392,970	4,963,298	5,331,265	5,767,080	5,668,590	-98,490	337,325	
SERVICES	1,601,209	1,606,262	2,106,342	2,417,864	2,364,532	-53,332	258,190	
MATERIALS AND SUPPLIES	486,994	472,029	356,640	375,845	355,657	-20,188	-983	
EMPLOYER FRINGE BENEFITS	1,360,479	1,576,452	1,662,064	1,780,064	1,748,978	-31,086	86,914	
MISC TRANSFER CONTINGENCY ETC	2,583,541	1,936,410	1,656,444	2,020,311	2,519,556	499,245	863,112	
DEBT								
STREET SEWER BRIDGE ETC IMPROVEMENT								
EQUIPMENT LAND AND BUILDINGS	171,613	7,371	493,100	244,449	139,665	-104,784	-353,435	
Total Spending by Object	10,596,804	10,561,821	11,605,855	12,605,613	12,796,978	191,365	1,191,123	
Percent Change from Previous Year		-0.3%	9.9%	8.6%	1.5%	1.5%	10.3%	
Financing By Major Object								
GENERAL FUND	7,158,635	7,811,883	8,634,989	9,052,505	9,052,505		417,516	
SPECIAL FUND								
TAXES	1,938,046	2,046,481	2,100,000	2,184,500	2,184,500		84,500	
LICENSES AND PERMITS								
INTERGOVERNMENTAL REVENUE								
FEES, SALES AND SERVICES	254,116	273,621	300,537	465,879	341,744		41,207	
ENTERPRISE AND UTILITY REVENUES								
MISCELLANEOUS REVENUE	379,929	269,631	570,329	902,729	937,229		366,900	
TRANSFERS								
FUND BALANCES					281,000		281,000	
Total Financing by Object	9,730,726	10,401,616	11,605,855	12,605,613	12,796,978	191,365	1,191,123	
Percent Change from Previous Year		6.9%	11.6%	8.6%	1.5%	1.5%	10.3%	

2009 Budget Plan

2009 Goals

- Begin implementation of an enterprise project to re-engineer common City processes and install an integrated HR/Payroll/Finance system (ERP).
- Implement a more structured Portfolio Management System to align IT investments with City business needs and leverage IT investments to their fullest benefit.
- Continue to develop Business Analyst capacity within OTC.
- Implement LanDesk utility software to better manage desktop service, power consumption, licensing and security.
- Create a strategy for a desktop software replacement solution for 2010 that would reduce the overall cost of City licensing.
- Create a long-term networking strategy to ensure network capacity meets increased demands.
- Redesign SPNet to better service the information needs of City staff and create a City-wide document management strategy.
- Increase the quality and availability of GIS data and ensure that City employees know how to take advantage of GIS data and tools.
- Continue ongoing effort to upgrade and improve basic common technology infrastructure by upgrading back-up systems.
- Increase traffic to www.StPaul.gov and Channel 18 through use of web cams (e.g. City Hall and Como Zoo).
- Continue planning for the upgrade and replacement of the City's I-Net.
- Move video production to all-digital format, eliminating the need for tapes.
- Continue PC replacement program.

2009 Budget Explanation

Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes related to the employee contract bargaining process. It also includes inflation on services and materials.

Mayor's Recommendations

The Office of Technology and Communication's 2009 proposed General Fund budget is \$9,052,505, which is a \$417,516 (4.8%) increase over the 2008 adopted budget. The budget growth is due to several factors. First, a Geographic Information System (GIS) position was transferred from the Parks and Recreation Department into OTC in order to consolidate the City's GIS services. Second, due to increasing demand for specialized information services, OTC added a Support Specialist III, which will be paid for through specialized service fee revenue. Finally, the Public Works department has reenrolled in OTC's PC replacement program creating additional PC lease costs.

The proposed special fund budget for 2009 is \$3,553,108, which is a \$417,516 increase over the 2008 adopted budget. The special fund budget includes media services, information services, and city-wide data processing. Changes in OTC's special fund budget include: a \$112,398 increase in permanent cable franchise fee revenue transferred to the General Fund; Audio/Visual upgrades to the Council hearing room; a \$245,000 contribution of PEG anniversary grant revenue to the St. Paul Neighborhood Network (SPNN); the purchase of LanDesk Suite for \$101,949 to better manage the City's PCs; and \$517,515 for the creation of a core team to begin work on implementing an Enterprise Resource Planning (ERP) system.

2009 Budget Explanation (continued)

Council Actions

The City Council adopted the Office of Technology and Communications budget and recommendations as proposed by the Mayor and approved the following changes:

- Placed \$59,745 in new funding for salaries and fringes in Mayor's contingency in order to further review the impact of future LGA reductions on the budget in relationship to the hiring decision.
- Increased Media Services' transfer to the General Fund by \$439,500, through one-time use of fund balance and ongoing revenue shifts within Media Services.
- Eliminated fourth quarter funding for Enterprise Resource Planning (ERP) system personnel, pending further Council review.

The 2009 adopted budget is \$9,052,505 in the General Fund and \$3,744,473 in special funds. The FTE count is 74.5 in the General Fund and 8.9 in special funds.



Appendix

Council Action Adopting the City Property Tax Levy

Council File # 08-1377
Green Sheet # 3065045

RESOLUTION CITY OF SAINT PAUL, MINNESOTA

31

Presented By: Kathy Hart

1 WHEREAS, the Mayor, pursuant to the City Charter has proposed and recommended the 2009 budgets for the City of Saint Paul, and
2
3
4 WHEREAS, the proposed 2009 General and General Debt Service budgets have been reviewed and approved or adjusted by the City
5 Council, and
6
7 WHEREAS, the City is required under Laws of Minnesota 2002, Chapter 390, Sec. 37, to levy a tax at the Library Board's request, which
8 the Library Board has made, and
9
10 WHEREAS, the property tax levy needed to finance those budgets, including special levies for debt service, public safety personnel, vacant
11 properties and PERA rate increases with allowance for shrinkage, have been determined, and
12
13 WHEREAS, the Port Authority of the City of Saint Paul requested a property tax levy to finance economic development budgets under laws
14 of Minnesota, Chapters 469.053 subd 4, and 6,
15
16 NOW THEREFORE BE IT RESOLVED, the City Council in anticipation of adopting the General Fund, General Debt Service, and Library
17 Agency budgets for the fiscal year 2009, and in accordance with section 11.04 of the City Charter, does hereby levy taxes on all taxable
18 property within the Saint Paul corporate limits, to be collected in the amounts set forth below, and
19
20 BE IT FURTHER RESOLVED, the City Council requests the City Clerk to forward this resolution to the Ramsey County Department of
21 Property Records and Revenue in accordance with the applicable provisions of the City Charter and other laws, and
22
23 BE IT FINALLY RESOLVED, the City Council requests the Office of Financial Services to complete and forward any state forms required
24 identifying these adopted levies and corresponding special levies;

Description	Tax Levy Payable in 2008	Tax Levy Payable in 2009	% Change
City levy for city operations and shrinkage	57,398,942	60,196,831	4.87%
City levy for Debt Service and shrinkage	8,173,446	10,865,320	32.93%
City levy for Library Agency operations and shrinkage	<u>14,958,449</u>	<u>16,080,113</u>	7.50%
City Levy for City Government	80,530,837	87,142,264	8.21%
City levy for Port Authority levy per Mn. Stat. 469.053	<u>2,112,000</u>	<u>2,112,000</u>	0.00%
Total Levy	82,642,837	89,254,264	8.00%

	Yeas	Nays	Absent
Bostram	✓		
Carter	✓		
Harris	✓		
Helgen	✓		
Lantry	✓		
Stark	✓		
Thune	✓		

Requested by Department of:

Financial Services

By: [Signature]

Approval Recommended by Director of Financial Services

By: [Signature]

Form Approved by City Attorney:

By: [Signature]

Approved by Mayor for Submission to Council:

By: [Signature]

Adopted by Council: Date 12/17/2008

Adoption Certified by Council Secretary:

By: [Signature]

Approved by Mayor: Date 12/19/08

By: [Signature]

Council Action Adopting the City Budget (page 1)

Council Action Adopting the City Budget (page 2)

Council File # 08-1378
Green Sheet # 3065041

RESOLUTION
CITY OF SAINT PAUL, MINNESOTA

32

Presented By: Kathy Ostby

Referred To: _____ Date _____

1 WHEREAS, the Mayor has proposed budgets for the City of Saint Paul for the fiscal year beginning January 1, 2009, in accordance with
2 the City Charter and Chapter 56 of the Administrative Code; and
3
4 WHEREAS, the City Council, after publication of the notice in the newspaper on December 4, 2008, participated in a public hearing on
5 December 11, 2008, on the Mayor's Proposed 2009 budgets, as required by the City Charter and applicable state and Federal laws; and
6
7 WHEREAS, the Council has revised the Mayor's proposed budgets as herein set forth; now therefore be it
8
9 RESOLVED, that in accordance with the procedures and requirements set forth in the City Charter and other laws applicable thereto,
10 the Council of the City of Saint Paul does hereby adopt the 2009 budgets as proposed by the Mayor with such monetary changes, additions,
11 and deletions as are hereby adopted and which, along with total budgets, are set forth on the attachments to this resolution; and be it
12
13 FURTHER RESOLVED, that the expenditures in dollars as may be made by the several offices, departments, bureaus, and agencies of
14 city government during the fiscal year 2009 shall be, and are hereby approved, and adoption of these budgets shall constitute
15 appropriations of the money amounts as set at the department budget total in the General Fund budget, the project total in the Capital
16 Improvements budget, and the fund budget total in all other cases.
17
18 FURTHER RESOLVED, that the estimated financing set forth in the 2009 adopted budgets is hereby approved; and be it
19
20 FURTHER RESOLVED, that the Five Year Capital Program for 2009-2013 is hereby approved; and be it
21
22 FURTHER RESOLVED, that the adoption of the 2009 budget for the Community Development Block Grant Fund (100) is a multi-year
23 budget based on estimates for a grant which has a fiscal period that differs from the City's normal budget year (January 1 through
24 December 31); the authority to implement this adopted multi-year budget commences only at the beginning of the grant period,
25 and shall extend beyond December 31, 2009, through the end of the grant period and; during the year when the grant is accepted
26 by the City Council, the budget will be amended to match the actual grant amount for the entire multi-year period; and be it
27
28 FURTHER RESOLVED, that the City Clerk is directed to publish the 2009 budget pursuant to Minnesota Statutes section
29 471.6965 in the format prescribed by the Office of the State Auditor; and be it
30
31 FINALLY RESOLVED, that the Director of Financial Services is hereby authorized to prepare the final 2009 Budgets in accordance
32 with the actions taken herein and to equalize, balance or set the final department revenue sources and department appropriations as
33 necessary.

	Yeas	Nays	Absent
Bostrom	✓		
Carter	✓		
Harris	✓		
Helgen	✓		
Lantry	✓		
Stark	✓		
Thune	✓		

Requested by Department of: _____

Office of the Mayor, Financial Services

By: Margaret Kelly, Director, Financial Services MK

Approval Recommended by Director of Financial Services

By: [Signature]

Form Approved by City Attorney:

By: [Signature]

Approved by Mayor for Submission to Council:

By: [Signature]

Adopted by Council: Date 12/17/2008

Adoption Certified by Council Secretary:

By: [Signature]

Approved by Mayor: Date 12/19/08

By: [Signature]

Prepared by the Saint Paul Office of Financial Services (G:\Shared\Budget\2009\Council\Resolution City Budget-09.xls 12/9/07)

2009 Budget Balancing Status
General Fund
Resolution Attachment

CF: 08-1378

Mayor's Proposed Budget...	Spending	Financing
General Fund	196,524,610	196,524,610
Mayor's Budget Total	196,524,610	196,524,610
Gap: Excess / (Shortfall)		0
Technical Changes to the Mayor's Budget...		
Non Department Financing	Xcel Franchise adjustment	-
Non Department Financing	District Energy Franchise adjustment	90,103
Non Department Financing	District Cooling franchise adjustment	28,894
Non Department Financing	Energy Park franchise adjustment	8,109
Non Department Financing	Empire Builder franchise adjustment	3,543
Non Department Financing	Interest Earnings adjustment	(350,000)
Non Department Financing	Hotel Motel Tax adjustment	(500,000)
Non Department Financing	ISP interest earnings adjustment transfer (and adjust coding)	(50,000)
Fire	Paramedic revenues	500,000
General Government Accounts	Police Pension Aid	(351,803)
General Government Accounts	Fire Pension Aid	(211,896)
General Government Accounts	Police-Fire Disability Aid	25,000
All Departments	Worker's Compensation adjustments	61,154
General Government Accounts	Tri-council/Machinist pension offset	(103,607)
Parks	Spread energy inflation to appropriate line items	Budget Neutral
Parks	Remove transfer to CIB for refrigerated ice rinks (transaction occurred in 2008)	(300,000) (300,000)
Police	Spread energy inflation to appropriate line items	Budget Neutral
Police	Increase Worker's Comp budget per Risk Management	10,236
Police	Reduce expenditures in general fund to offset Workers Comp increase	(10,236)
Public Works	Eliminate transfer to Real Estate from PW general fund (double-counted in proposed)	(250,137)
All Departments	Motor Fuel savings (per contract)	(159,000)
Non Department Financing	Transfer released sales tax interest from MN Events District	63,640
Budget After Technical Changes	195,773,020	195,951,400
Gap: Excess / (Shortfall)		178,380
Policy Changes Proposed by the Mayor...		
Safety & Inspections	Increase vacant building monitoring revenue - Technical Adjustment	634,381
Safety & Inspections	Increase code compliance revenue - Technical Adjustment	50,000
Safety & Inspections	Staff shifts (7.0 FTE) from fund 320 to address vacant building needs	626,365
Non-Department Revenues	Central Service Cost transfer (net reduction of 11.0 special fund FTE in DSI)	(55,803)
HREEO	Staffing and operating costs for 2010 census	85,000
Budget After Policy Changes	196,484,385	196,579,958
Gap: Excess / (Shortfall)		95,573

Council Action Adopting the City Budget (page 3)

Council Action Adopting the City Budget (page 4)

CF: 08-1378

General Fund

Council Changes to the Proposed Budget

Non Department Financing	Swap tax financing for LGA with Library (increase general fund LGA financing)	770,000	
Non Department Financing	Swap tax financing for LGA with Library (decrease general fund property tax financing)	(770,000)	
DSI	Increase business license fees by 3.5%, rather than 5%	(41,400)	
Non Department Financing	Transfer cable fund balance to general fund - one time	320,000	
Non Department Financing	Increase cable franchise fee transfer through annual PEG shift - on going	34,500	
Non Department Financing	Increase cable fund transfer through PEG anniversary grant shift, eliminate hearing room project cost	85,000	
Non Department Financing	2008 Cultural STAR interest over budget, requires YE resolution adjustment	6,200	
General Govt Accts	Transfer from special fund 050, place in Council contingency	408,781	408,781
Council	Council aide salaries	11,200	
Council	Remove budget authority for National Urban Fellow	(30,000)	
General Govt Accts	Place full amount of Urban Fellow position in Council contingency (\$51,000)	51,000	
Council	Remove general fund portion of COPF from Council budget	(187,487)	
General Govt Accts	Place general fund portion of COPF in Council contingency	187,487	
Non Department Financing	Excess TIF from MN Events District		138,000
Financial Services	Place funding for City Wide Grants Manager in Mayoral Contingency (\$105,332)		Budget Neutral
Financial Services	Place funding for Financial Operations Manager in Mayoral Contingency (\$145,376)		Budget Neutral
Fire	Place funding for 1.6 additional fire fighters in Mayoral Contingency (\$114,518)		Budget Neutral
Fire	Place funding for overtime for 115 daily staffing in Mayoral Contingency (\$735,115)		Budget Neutral
HIREEO	Place funding for Census staff in Mayoral Contingency (\$85,000)		Budget Neutral
Parks	Place funding for additional staff at Oxford in Mayoral Contingency (\$317,001)		Budget Neutral
Harks	Place funding for 0.2 FTE of a zoo keeper in Mayoral Contingency (\$14,677)		Budget Neutral
Police	Place funding for 14 new police officers in Mayoral Contingency (\$967,232)		Budget Neutral
Police	Place funding for multiple police promotions in Mayoral Contingency (\$60,306)		Budget Neutral
Public Works	Place funding for Pedestrian Bike coordinator in Mayoral Contingency (\$65,336)		Budget Neutral
OTC	Place funding for IS System Support Specialist III in Mayoral Contingency (\$59,745)		Budget Neutral
General Govt Accts	Place remaining available financing in Council contingency	605,673	

Budget After Council Changes 197,531,039 197,531,039

Gap: Excess / (Shortfall) 0

2009 Budget Balancing Status Special Funds and Debt

CF: 08-1378

	Spending	Financing
Mayor's Proposed Budget...		
Special Funds	257,635,945	257,635,945
Debt Service Funds	59,333,547	59,333,547
Mayor's Budget Total	316,969,492	316,969,492

Gap: Excess / (Shortfall) 0

Technical Changes to the Mayor's Budget...

	Spending	Financing	
Debt	Fund 963: Reduce debt service interest due to reduction in sizing of bond sale	(56,400)	(56,400)
Fire	Carry forward unspent balance from 2008 UASI grant	41,625	41,625
Fire	Carry forward unspent balance from 2007 UASI grant	562,086	562,086
Fire	Carry forward unspent balance from 2007 Citizen Corp Grant	10,250	10,250
Fire	Carry forward unspent balance from 2007 Homeland Security Grant	14,641	14,641
Fire	Carry forward unspent balance from 2007 Firefighters Assistance Grant	491,155	491,155
Fire	Worker's Comp Adjustments-increased revenue to equal increase	2,083	
Fire	Increase revenue projection to cover Workers Comp increase		2,083
OTC	Reduce spending and reflect contribution to fund balance for Council Chambers work	(29,500)	(29,500)
OTC	Move PC lease costs from 31121 to 31125		Budget Neutral
OTC	Move services spending out of PEG activity to reflect revenue assumptions		Budget Neutral
OTC	Carry over unspent balance of 2008 PEG grant	25,000	25,000
OTC	ERP - Remove 4th quarter of core team	(219,215)	(219,215)
OTC	ERP - Add 1st 3 quarters of project director	93,947	93,947
PED	Worker's Comp Adjustments	(5,300)	(5,300)
Police	Fund 420: Adjust energy line items		Budget Neutral
Police	Fund 420: Cut 0299 to equal transfer from PW	(12,702)	(12,702)
Police	New grant-cameras in squads	467,650	467,650
Police	New grant-radio equipment	561,180	561,180
Police	Increased donation from SP Police Foundation	200,000	200,000
Police	New grant-Fed \$ to allow SP officers to help w/security for Obama inauguration	250,000	250,000
Police	New grant-state \$ for squad car cameras	50,000	50,000
Police	New grant-Justice Assistance (fed \$)	139,617	139,617
Police	Last of Secure our Schools grant	228,000	228,000
Police	New grant-grant to complete domestic violence framework network	400,000	400,000
Police	Continuation of homeland security grant	100,000	100,000
Police	Continuation of homeland security grant	134,898	134,898
Police	New grant-human trafficking	250,000	250,000
Police	IRS reimbursement for task force expenses	30,000	30,000
Public Works	Sewer bond payment	(655,000)	(655,000)
Public Works	Correct Transfer in from ROW to traffic		Budget Neutral
Public Works	Correct Fine revenue total in Fund 230 to match assumption in Gen Gov't accounts		Budget Neutral
Public Works	Cut \$722,588 for CHA upgrades-funded by debt instead	(722,588)	(722,588)
Public Works	Move spending among ROW rate classifications to better align budget w/likely spending		Budget Neutral
Public Works	Cut \$2.5 million Sewer loans for CHA work-funded by internal loan	(2,500,000)	(2,500,000)
Public Works	Increase Transfer from Sewer to Capital Projects for Stormwater Quality Improvements	150,000	150,000
Public Works	Increase Transfer to DSI to help pay for Shared Water Resource Coordinator	27,916	27,916
Public Works	MSA revenue decrease		(308,290)
Public Works	Trunk Highway Aid		48,458
Public Works	Recognize more assessment revenue (2006), one-time funding		135,527
Public Works	Recognize more assessment revenue (2009)		
Public Works	Worker's Comp adjustments	233,065	
Public Works	Tri-Council/Machinist Pension adjustments-ROW and Traffic	(261,017)	
Public Works	Reduce services and materials to balance remainder of Workers Comp increase	(11,353)	
Public Works	Tri-Council/Machinist Pension adjustments-Asphalt Plant		Budget Neutral
Public Works	Move transfers to other funds from Admin activity; created new activities to more easily track costs		Budget Neutral
Public Works	Reduce Sewer bond sale to reflect adjusted plan		(1,000,000)
Public Works	Increase use of Sewer fund balance-plan to use unrestricted fund balance on projects where possible		675,000
Public Works	Reduced interest payment budgeted for 09 Sewer Bonds	(30,000)	
Public Works	Eliminated principal payment for 2009 Sewer Bonds, will only owe interest in 2009	(295,000)	
Parks	Worker's Comp adjustments	(5,157)	(5,157)
Parks	Tri-Council/Machinist Pension adjustments	(101,605)	(101,605)
Parks	Purchase of Como Circulator vehicles (federal grant plus 2008 appropriation)	660,000	660,000
Parks	YMCA partnership programming funded by user fees	50,000	
Parks	Return transfer to general fund - Outdoor Rinks project completed in 2008	(300,000)	(300,000)
Parks	Parks conservancy study - grant from McKnight received in 2008 for 2009 expenses	75,000	75,000

Budget After Technical Changes 317,012,788 317,012,788

Gap: Excess / (Shortfall) 0

Council Action Adopting the City Budget (page 5)

Special Funds and Debt		CF: 08-1378	
Policy Changes Proposed by the Mayor...			
Safety & Inspections	Increase transfer from Public Works for Water Resource Coordinator	27,918	
Safety & Inspections	Building Permit revenue adjustments	(733,867)	
Safety & Inspections	Plan Review revenue adjustments	(277,958)	
Safety & Inspections	Adverse action (business license) revenue adjustments	100,000	
Safety & Inspections	Worker's Comp adjustments	(25,367)	
Safety & Inspections	Heritage preservation consultant to evaluate vacant historic structures	28,000	
Safety & Inspections	Shift staff to general fund to address vacant building needs	(628,365)	
Safety & Inspections	Eliminate 4.0 FTE vacant positions (2.0 Plan Examiner, Plumbing Insp, Acct. Tech)	(296,363)	
Safety & Inspections	Use of fund balance adjustment in fund 320		(150,889)
Safety & Inspections	Eliminate travel and training budget (one-time)	(59,000)	
Safety & Inspections	Eliminate use of fund balance in fund 320		(55,803)
Safety & Inspections	Reduce transfer for central services (11 FTE reduction)	(55,803)	
Financial Services/Non-Dept	Adjust central service revenues and transfer to the general fund		(55,803)
Budget After Policy Changes		<u>315,922,087</u>	<u>315,922,087</u>
Gap: Excess / (Shortfall)		0	

Council Action Adopting the City Budget (page 6)

Special Funds and Debt		CF: 08-1378	
Council Changes to the Proposed Budget...			
OFS	Transfer fund balance from fund 50 to Council contingency	408,781	408,781
Technology	Increase transfer to general fund	439,500	439,500
Technology	Reduce PEG spending, to shift flexible revenue to general fund (34,500 ongoing, 85,000 one-time)	(119,500)	(119,500)
Public Works	Eliminate portion of Storm Sewer Transfer that was to come from fund balance		(199,771)
Public Works	Eliminate ROW planned contribution to Fund Balance-need revenue now to help fund operations		35,007
Public Works	Adjust rates in all classes to reduce subsidy provided by some classes-results in small rev. increase		19,000
Public Works	Add use of Fund Balance in ROW to balance with spending after eliminating 199.7k of the Storm Sewer Transfer		145,754
Public Works	Decrease in Recycling charge revenue adjustment to SCORE grant		(113,772)
Public Works	Adjusted Contribution to Net Assets		2,827
Public Works	Decrease in program expenditures	(365,978)	107,967
Public Works	Reduced revenue sharing w/Eureka results in increased expenditures	440,000	
Public Works	Eliminated proposed clean organics education costs	(78,000)	
HREEO	Place funding for 0.5 FTE of Graphic Artist into Mayoral Contingency (\$25,726)		Budget Neutral
Parks	Place funding for 1.6 Parks summary abatement Parks Workers into Mayoral Contingency (\$93,674)		Budget Neutral
Budget After Council Changes		<u>316,647,890</u>	<u>316,647,890</u>
Gap: Excess / (Shortfall)		0	

Council Action Adopting the City Budget (page 7)

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2009 Budget Balancing Status
Capital Improvement Budget

	Spending	Financing
Mayor's Proposed Budget...		
Capital Improvement Budget	99,983,000	99,983,000
Mayor's Budget Total	99,983,000	99,983,000
Gap: Excess / (Shortfall)	0	
Technical Changes to the Mayor's Budget...		
Parks Special Fund	600,000	600,000
Transfer from Parks for Oxford Field expenditure		
Street Impr. Bonds	(1,300,000)	(1,300,000)
Bond Sale change from 12.5 million to 11.2 million		
ISP Interest Earnings	(32,000)	(32,000)
Reduce interest earnings for Parks capital maintenance		
Sidewalk Reconstruction Prog.	50,000	50,000
Increase assessment financing and associated spending		
Public Safety Bonds	1,320,000	1,320,000
Increase bond proceeds and associated spending to reflect planned bond sale		
Sewer Bonds	1,410,000	1,410,000
Increase bond proceeds and associated spending to reflect planned bond sale		
Neighborhood STAR	2,100,000	2,100,000
Increase Neighborhood STAR spending; funded with unspent 2008 reserves		
Budget After Technical Changes	104,131,000	104,131,000
Gap: Excess / (Shortfall)	0	
Policy Changes Proposed by the Mayor...		
Budget After Policy Changes	104,131,000	104,131,000
Gap: Excess / (Shortfall)	0	

Council Action Adopting the City Budget (page 8)

CF: 08-1378

Capital Improvement Budget

Council Changes to the Proposed Budget...

ERP	Remove planned capital note sale for ERP from capital budget	(15,300,000)	(15,300,000)
Budget After Council Changes		88,831,000	88,831,000
Gap: Excess / (Shortfall)		0	

Glossary

Activity: An activity is a subunit of a fund. Each fund contains one or more activities, a specific and distinguishable budgetary unit of work or service. Activities are detailed levels of budget spending authority created to accomplish the approved objectives of the fund.

Activity Manager: Each activity manager shares in the authorities and responsibilities of the fund manager outlined below. In addition, each activity manager's responsibilities include attaining the performance objectives assigned to their activity, approving spending payments and directing the day-to-day operations of their activity.

Activity Number: A five (5)-digit number which uniquely identifies the activity. The first digit indicates the fund type, while the second digit indicates the department.

Fund type:

- 0 General Fund
- 1 Internal Service Funds
- 2 Enterprise Funds
- 3 Special Revenue Funds
- 4 Special Assessment Funds
- 5 Trust and Agency Funds
- 6 Permanent Improvement Revolving Funds
- 7, 9 Bond Funds (includes Capital Improvement Bond Funds)
- 8 Debt Service Funds

Department:

- 1 City Council
- 2 Safety and Inspections
- 3 Executive Administration (includes: Affirmative Action, Financial Services, Human Resources, Human Rights, Labor Relations, and Mayor's Office)
- 4 City Attorney
- 6 Technology and Communications
- 7 Public Works
- 8 Parks and Recreation
- 9 Police Department
- 10 Fire and Safety Services
- 11 Libraries
- 12 Public Health
- 13 Planning and Economic Development
- 15 Water Department
- 16 Human Rights and Equal Economic Opportunity
- 19 Debt Service

For example, Risk Watch (35115) is a special revenue fund activity in the Department of Fire and Safety Services. Similarly, Director's Office (02000) is a general fund activity in the Public Works Department. See *Fund Number*.

Allocation: A portion of a lump-sum appropriation which is designated for expenditure by specific organizational units or for special purposes. See *Appropriation*.

Appropriation: An expenditure authorized by the city council for a specified amount and time.

Assessed Valuation: The value that is established for real estate or other property by a government for use as a basis for levying property taxes.

Bond: A written promise to pay a specific sum of money (called the principal amount or face value) at a specified future date (called the maturity date) along with periodic interest at a specified rate.

Budget Document: The written record of the comprehensive financial plan the mayor presents to the city council for review, revision if deemed appropriate, and adoption.

Capital Allocation: Assignment of available capital (dollars) to specific uses.

Capital Expenditure: Actual spending of capital (dollars) for capital improvement projects.

Capital Improvement: The purchase or construction of durable/fixed assets. Examples include streets, bridges, parks or buildings.

Capital Improvement Budget (CIB): A plan for capital expenditures (physical development of the city) to be incurred each year, over a fixed number of years, in order to meet capital needs arising from the long-term work program.

Capital Outlay: Equipment, machinery, vehicles or furniture items included in the operating budget. See *Capital Improvement Budget*.

Capital Projects Fund: A fund established to account for all financial resources used for the construction or acquisition of major capital facilities, except those financed by special assessment, proprietary or fiduciary funds.

CIB: Acronym for capital improvement budget.

CMMS: Acronym for Computerized Maintenance Management System.

Debt Service Fund: A fund established to account for the financial resources used for the payment of long-term general obligation debt principal, interest, and related costs.

Division: An organizational subunit of a department in the general fund. Each department has one or more divisions, which are responsible for one or more activities.

ERP: Acronym for Enterprise Resource Planning, a document and information management system.

ETI: Acronym for Enterprise Technology Initiative. This is an activity in the Technology department in which spending and financing for city-wide technology improvements are budgeted.

Glossary – Continued

Encumbrances: Legal commitment of appropriated funds (in the form of purchase orders or contracts) to purchase goods or services to be delivered or performed at a future date. They cease to be encumbrances when paid or when the actual liability is created.

Enterprise Fund: A fund established to account for city operations that are financed and operated in a manner similar to private business enterprises. The intent is that the costs (expenses, including depreciation) of providing goods and services on a continuing basis be financed or recovered primarily through user charges.

Expenditures: Total charges incurred, whether paid or unpaid, including the provision for retirement of debt not reported as a liability of the fund from which it will be retired, and capital outlays (for governmental funds and fiduciary funds, except non-expendable trust funds)*Expenses.* Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which benefit the current fiscal period (for proprietary funds and non-expendable trust funds). See *Expenditures*.

FMS or FM-80: Reference to the City of Saint Paul's financial management computer system.

FORCE: Acronym for focusing our resources on community empowerment. This is a unit within the Police Department dedicated to combat problems, at the neighborhood level, of street level narcotics, problem properties and disruptive behavior.

Fiduciary Fund: A fund established to account for resources held for the benefit of parties outside the government.

Financing Plan: Identifies sources of revenues that support the spending plan.

Full Time Equivalent (FTE): A personnel position which is financed for the equivalent of 80 hours per pay period, for 26.1 pay periods (a typical year), or 2,088 hours in a year. This is roughly equivalent to 40 hours per week for 52 weeks. For example, a .5 FTE would represent 20 hours per week for 52 weeks, or 40 hours per week for 26 weeks. A 1.0 FTE is a general reference to a position normally working for a year.

Fund: Each individual fund is a separate accounting entity having its own assets, liabilities, revenues and expenditures or expenses. City financial resources are allocated to, and accounted for, in individual funds based on legal, donor, or administrative restrictions or requirements. The individual funds are organized by fund type. See *Fund Type*.

Fund Balance: An equity account reflecting the excess of accumulated assets over accumulated liabilities and reserves (monies set aside for specific purposes).

Fund Manager: Fund managers are accountable to and receive authority from their department director and division manager, and ultimately from the mayor, the city council, and city residents/taxpayers. Each fund manager is responsible for correctly preparing and submitting the portion of the city's financial plan that is provided by their fund. This includes a properly completed budget request consisting of performance, spending and financing plans. Fund managers are responsible for monitoring the collection of receipts, authorizing spending payments, cash flow planning, and service delivery in accordance with the adopted plan. Fund managers are also responsible for forecasting significant performance, spending or financing variances, determining their cause, creating a solution, and reporting such information to their department director and the director of the office of financial services. See *Performance Plan*, *Spending Plan*, and *Financing Plan*.

Fund Number: A three-digit number which uniquely identifies the fund. For example, the general fund is fund number 001, parks and recreation grant fund is 860 and the fire clothing trust fund is 736. There is no significance to the sequence of numbers. See *Activity Number*.

Fund Type: A classification of funds by similar purpose. The fund types are: governmental (general, special revenue, debt service, capital project, special assessment), proprietary (enterprise, internal service), and fiduciary (trust and agency funds). Although the city hall annex operating fund and the public works engineering fund are separate funds, they are the same fund type (internal service). See each fund type for its definition. Also see *Fund*.

GIS: Acronym for geographic based information systems.

General Fund: The fund used to account for all financial resources not specifically earmarked for other purposes. The general fund is the primary operating fund for the City of Saint Paul.

Governmental Funds: All funds other than fiduciary and proprietary funds. Includes the general fund, special revenue funds, capital projects funds, debt service funds and special assessment funds. The measurement focus is on spending or financial flow rather than on net income. See *Fiduciary Funds* and *Proprietary Funds*.

Internal Service Fund: A fund established to account for the financing of goods or services provided by one city department to other city departments, divisions or funds on a cost-reimbursement basis.

LGA: Acronym for local government aid. See *State Aids*.

LLEBG: Acronym for local law enforcement block grant, which is a federal grant program.

MSA: Acronym for municipal state aids. See *State Aids*.

Object Code. A four-digit code assigned to a specific type of receipt or expenditure. A major object code is a grouping of expenditures or receipts on the

Glossary – Continued

basis of the types of goods or services purchased or rendered. For example, personal services, materials, supplies, and equipment are major object codes.

Operating Budget: The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating Transfer In/Out: Interfund transfers are legally authorized transfers between a fund receiving revenue and a fund where resources are expended.

PED: Acronym for the planning and economic development department.

Performance Plan: A fund manager's estimate of the service level desired by the mayor, city council, and residents of the city. Includes mission statement, objectives and performance indicators.

Permanent Fund: A fund established to account for the custody and administration of assets held in a trust capacity. The assets held in a trust fund must be spent or invested in accordance with the conditions of the trust. Expendable trust funds are similar to governmental funds in that the measurement focus is on spending or financial flow rather than on net income. Non-expendable trust funds are similar to proprietary funds, with the measurement focus on determination of net income. See *Agency Fund* and *Fiduciary Fund*.

PIR: Acronym for public improvement revolving (fund).

Proprietary Funds: Any fund which attempts to determine net income. Measurement focus is on cost of services similar to private sector for-profit organizations. This category includes enterprise and internal service funds.

Recoverable Expenditure: An expenditure made for, or on behalf of, another governmental unit, fund, or department, private individual, firm, or corporation which will, subsequently, be recovered in cash or its equivalent.

Retained Earnings: An equity account reflecting the accumulated earnings of an enterprise or internal service fund which are not reserved for any specific purpose.

Special Assessment: Charges which the local government collects from property owners to pay for specific services or capital improvement projects such as streets, sewers, etc., which benefit a particular piece of real estate.

Special Revenue Fund: A fund established to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, and capital projects) that are legally restricted to expenditures for specified functions or activities.

Spending Plan: Provides a unit or subunit of an organization with spending authority to pay for the resources required to effectively accomplish the performance plan.

STAR: Acronym for sales tax revitalization program. This is also referred to sometimes as cultural sales tax revenue.

State Aids: The following are the major types of intergovernmental revenues received by the City of Saint Paul from the State of Minnesota:

Local Government Aid (LGA): Begun in 1971, this program was designed to provide indirect property tax relief through the redistribution of income tax and sales tax revenues collected at the state level to local units of government. The amount of funding received by local units of government is based on a distribution formula determined by the Minnesota State Legislature. The distribution formula is based on "need" as well as "capacity". The 2001 State Legislature rolled the Homestead and Agricultural Credit Aid into Local Government Aid.

Market Value Homestead Credit (MVHC). The MVHC program reduces the property tax owed on a homestead property by 0.4% of the homestead's market value, up to a maximum per property of \$304. The maximum credit of \$304 occurs at a market value of \$76,000. For homesteads with market values over \$76,000, the credit is reduced by 0.09% of the excess market value. Homesteads with market value of \$413,778 and higher do not receive any credit. On each homeowner's property tax bill, the market value homestead credit is allocated to the local taxing districts according to the share of the total tax rate that each taxing district represents.

Municipal State Aids (MSA). This program is financed by motor vehicle related taxes collected at the state level. The state gasoline tax is the largest revenue source and the dollars collected are constitutionally dedicated for expenses related to MSA routes. The revenues are redistributed back to municipalities of 5,000 or more residents to be used for construction and maintenance of their MSA designated routes.

Tax Increment District: A tax increment district is a designated geographical area where a city is undertaking redevelopment or development activity. Any increase in assessed valuation due to new development activity is captured by the district. Property taxes levied against those captured values are used to finance the public improvement costs incurred to induce the private development activity. Public improvement costs can be financed by issuing bonds or by a pay-as-you-go plan.

City of Saint Paul Budget Documents: General Description

The Mayor must propose to the City Council, by August 15 of each year, a complete financial plan for the next calendar year. After considering the Mayor's recommendations, the City Council must adopt the annual budget by December 20. The annual financial plan for the City of Saint Paul is composed of spending, financing and performance plans for three types of budgets: operating, debt service and capital improvements.

Operating Budget: The annual operating budget is a twelve-month financial plan that provides for the delivery of City services; support and planning for service delivery; routine maintenance; minor remodeling and repairs of existing structures; acquisition of vehicles, mobile, mechanical and office equipment; and other items having an estimated useful life of less than three years. The primary financing sources for the operating budget are property taxes, state aids, dedicated revenues, user charges and grants.

The operating budget accounts for financial resources through various funds. The general fund, which is the largest of the City's operating funds, supports basic City services such as public safety and recreation. Other operating funds, commonly referred to as special funds, include internal service funds, enterprise funds, special assessment funds, special revenue funds, trust and agency funds. The modified accrual basis of accounting is used to budget and account for financial resources in the majority of City funds. Under this method, expenditures generally are recognized when incurred and revenues are recognized when they become both measurable and available. Internal service and enterprise funds use the accrual basis of accounting, however, where expenses are recognized when incurred and revenues are recognized when earned.

Debt Service Budget: The annual debt service budget provides for the payment of interest and principal on short- and long-term general obligation debt. It also includes reserves for a part of the following year's debt service. Primary financing sources for debt service budgets are property taxes, transfers from other funds, interest earnings and dedicated revenues such as tax increments, special assessments to benefited properties and utility user fees. Debt service for revenue bonds is usually budgeted in a special fund budget.

Capital Improvement Budget and Five Year Program: The annual capital improvement budget and program include appropriations for all projects having an estimated useful life in excess of three years (other than the acquisition of office or mechanical equipment, or minor remodeling or repairs of existing structures). Projects are financed with general obligation or revenue bonds, aids, grants and special revenues received by the City for capital improvements, and all monies appropriated in the general fund and special fund budgets for capital projects. The capital improvement budget does not finance vehicles or mobile equipment.

Although the capital improvement budget and program are adopted annually, project selection and prioritization occurs on a biennial basis. A special citizen committee reviews project proposals submitted by civic organizations, neighborhood groups and City departments, and then develops project recommendations that serve as the basis for the Mayor's proposed capital budget. When the biennial budget is adopted by the City, the first year becomes law, while the second year serves as a guide for the following year's appropriations. The program covers a five-year period and sets forth the estimated schedule, details, projected costs and revenue sources of specific projects by year. The capital improvement budget and program are also part of a ten-year program developed by the City's planning commission to plan for the physical development or redevelopment of City-owned land, buildings and other improvements, as well as to induce the private development of housing and business facilities. Budget appropriations are multi-year in nature and remain until a project is either completed or canceled.

A resolution was passed in 2003 establishing a separate library board; therefore, the library budget is published by the Library Agency as a separate document and is no longer included in this publication.

Budget Structure

Budgets are requested and approved at the activity level. Activities are aggregated into divisions in the general and special operating funds. Funds and divisions are then aggregated into departments or offices. Departments manage operating (general fund and special funds) budgets, debt service budgets and capital improvement budgets. Overall management of the general operating fund is the responsibility of the Director of the Office of Financial Services.