



The Most Livable
City in America

CITY OF SAINT PAUL, MINNESOTA
MAYOR CHRISTOPHER B. COLEMAN

2014 ADOPTED BUDGET

Photo and Design Credits

The cover image highlights one of St. Paul's most anticipated events: the Red Bull Crashed Ice World Championship. In 2013, the event drew 115,000 spectators to watch the toughest, fastest ice cross downhill racers go head-to-head through a downhill course full of mind-and-body-bending jumps, turns and slides – all against the backdrop of the historic Cathedral of Saint Paul.

Photo Credits:

Red Bull Crashed Ice. Photo by Ben Garvin; courtesy of St. Paul Pioneer Press ©.

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City of Saint Paul
2014 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.

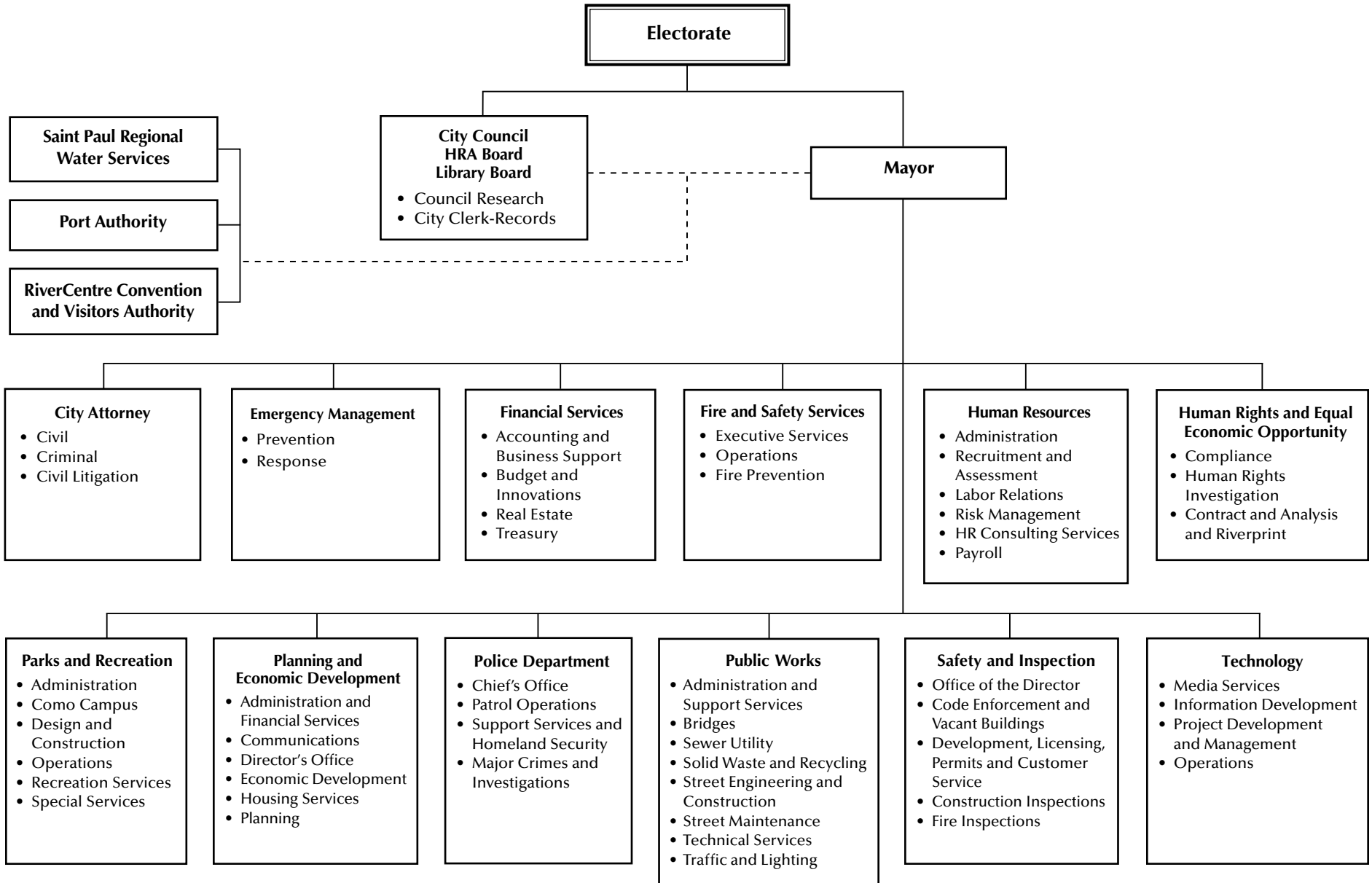
Elected Officials			Appointed Officials		
Office	Name	Term Expires	Department/Office	Director’s Name	Term Expires
Mayor	Christopher B. Coleman	01-01-2018	City Attorney	Sara Grewing	*
			City Clerk	Shari Moore	*
Council members:			Emergency Management	Rick Larkin	*
Ward 1	Dai Thao	01-01-2016	Financial Services	Todd Hurley	*
Ward 2	Dave Thune	01-01-2016	Fire and Safety Services	Tim Butler	2019
Ward 3	Chris Tolbert	01-01-2016	Human Rights and Equal		
Ward 4	Russ Stark	01-01-2016	Economic Opportunity	Jessica Kingston	*
Ward 5	Amy Brendmoen	01-01-2016	Human Resources	Angie Nalezny	*
Ward 6	Daniel Bostrom	01-01-2016	Mayor – Deputy Mayor	Paul Williams	*
Ward 7	Kathy Lantry	01-01-2016	Mayor – Chief of Staff	Erin Dady	*
			Parks and Recreation	Michael Hahm	*
			Planning and Econ. Dev	Cecile Bedor	*
			Police	Thomas Smith	2016
			Public Libraries	Katherine Hadley	*
			Public Works	Rich Lallier	*
			Safety and Inspection	Ricardo Cervantes	*
			Technology	Angie Nalezny (<i>Acting</i>)	*
			Regional Water Services	Steve Schneider	**

* Serves at pleasure of the Mayor

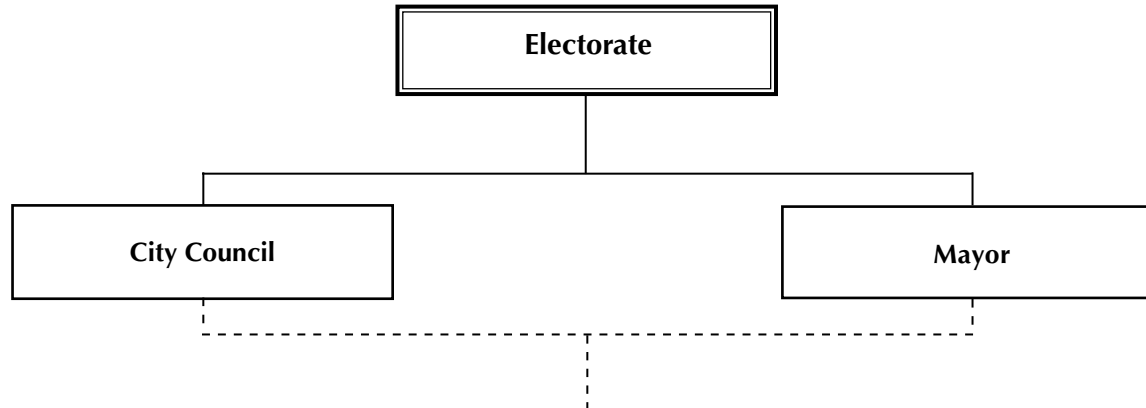
** Serves at pleasure of the Board of Water Commissioners

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 • Board of Water Commissioners • Board of Zoning Appeals • Business Review Council (BRC) • Capitol Area Architectural Planning Board • Capitol Region Watershed District • City-County Workforce Investment Board • City of Saint Paul Labor-Management Safety Committee • Community Action Partnership • Cultural Capital Investment Program (Cultural STAR Board) • District Energy Board of Directors • Food and Nutrition Commission | <ul style="list-style-type: none"> • Heritage Preservation Commission • Long-range Capital Improvement Budget (CIB) Committee of Saint Paul • Mayor's Advisory Committee For People With Disabilities • Minnesota Landmarks Board • Mississippi Water Management Organizations • Neighborhood Sales Tax Revitalization (STAR Program) • Our Fair Carousel Board • Police Civilian Review Commission • Ramsey County/City of Saint Paul Homeless Advisory Board • Ramsey County League of Local Government • Saint Paul Civil Service Commission | <ul style="list-style-type: none"> • Saint Paul Human Rights Commission • Saint Paul Neighborhood Network (SPNN) • 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 • Saint Paul-Ramsey County Health Services Advisory Committee • Thinc.GreenMSP Steering Committee • Transportation Committee • Truth in Sale of Housing Board of Evaluators |
|---|--|---|

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

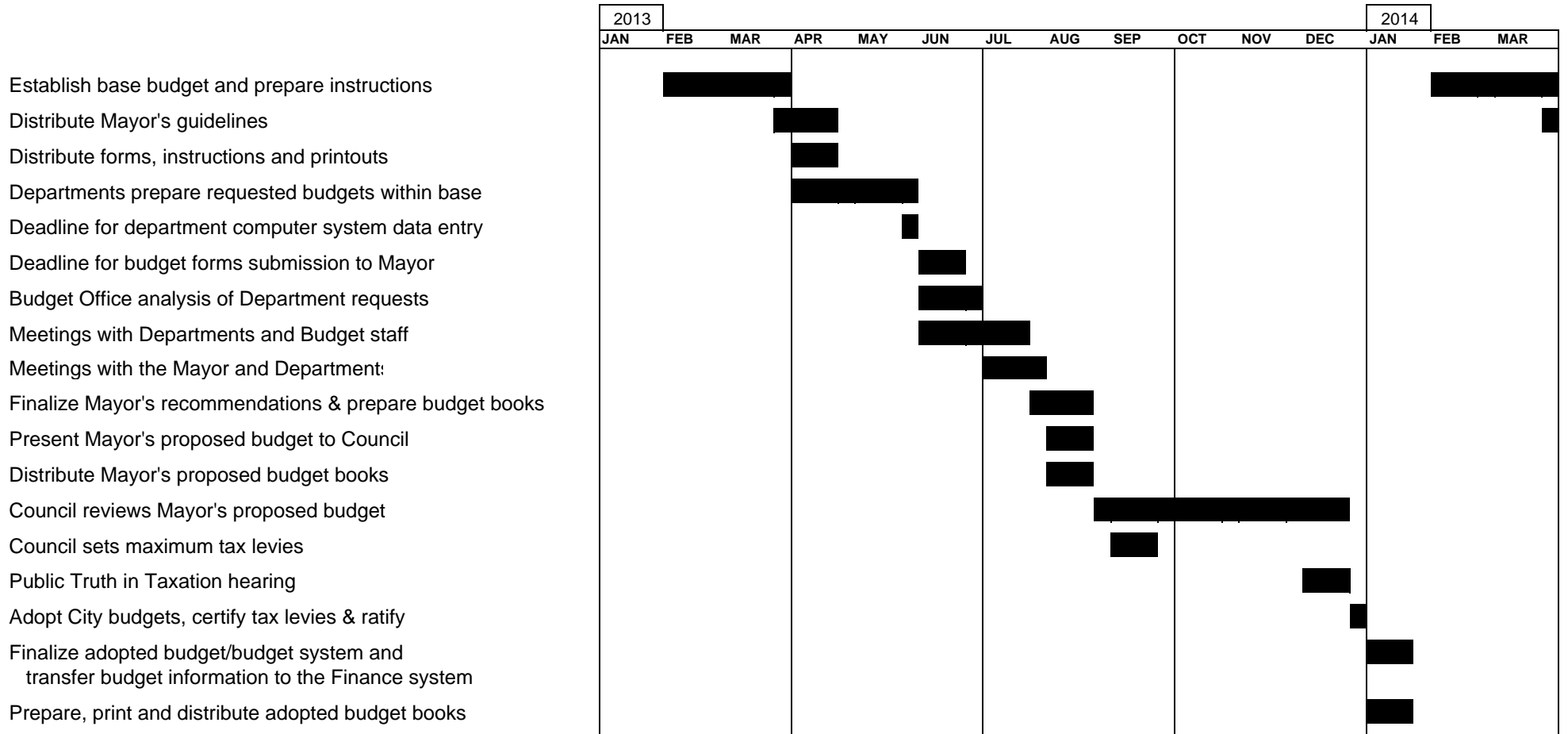
The budget staff finalizes the Mayor’s recommendations and produces the Mayor’s proposed budget. The Mayor then submits the recommended budget to the City Council by August 15, as required by the City Charter.

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 budget and property tax public hearings will be held. State law requires the City to hold a meeting to give residents the opportunity to comment on the information in their notices. 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



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 25 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 Mayor’s proposed budget. 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 651-266-8000. Our Web site is www.stpaul.gov. 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.

- ❖ Comprehensive Annual Financial Report (CAFR)
Tami Jansen at 651-266-8835
- ❖ General Obligation Debt Overlapping on the Saint Paul Tax Base: Debt report from 2007 to 2011 and projected from 2012 to 2016
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 Cindy Dupont at 651-265-4916

City and Library Agency Composite Summary

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.

**Property Tax Levy and State Aid: City, Library Agency and Port Authority Combined
2013 Adopted vs. 2014 Adopted**

Property Tax Levy*

	<u>2013 Adopted</u>	<u>2014 Adopted**</u>	<u>Amount Change</u>	<u>Pct. Change</u>	<u>Pct of City 13 Total</u>	<u>Pct of City 14 Total</u>
City of Saint Paul						
General Fund	72,077,597	71,329,211	(748,386)	-1.0%	72.5%	71.8%
General Debt Service	10,050,902	11,949,160	1,898,258	18.9%	10.1%	12.0%
Saint Paul Public Library Agency	17,267,653	16,117,781	(1,149,872)	-6.7%	17.4%	16.2%
Total (City and Library combined)	99,396,152	99,396,152	-	0.0%	100.0%	100.0%
Port Authority	1,811,700	1,811,700	-	0.0%		
Overall Levy (City, Library & Port)	101,207,852	101,207,852	-	0.0%		

* 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.

**Library Agency debt is now housed within the City's debt service fund for better management and administration

Local Government Aid Financing

	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Amount Change</u>	<u>Pct. Change</u>	<u>Pct. of 13 Total</u>	<u>Pct. of 14 Total</u>
City of Saint Paul						
General Fund	50,320,488	60,422,233	10,101,745	20.1%	100.0%	100.0%
General Debt Service	-	-	-	N.A.	0.0%	0.0%
Saint Paul Public Library Agency*	-	-	-	N.A.	0.0%	0.0%
Total (City and Library combined)	50,320,488	60,422,233	10,101,745	20.1%	100.0%	100.0%

* As of 2010, no LGA is allocated as a revenue source to the Saint Paul Public Library Agency.

Composite Summary - Total Budget

City of Saint Paul: All Funds			
Composite Plan	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
City General Fund	208,939,851	221,987,242	231,063,796
Library General Fund (a)	15,640,595	15,802,962	15,989,838
General Fund Subtotal:	<u>224,580,445</u>	<u>237,790,204</u>	<u>247,053,634</u>
City Special Funds	290,403,280	272,006,626	270,999,391
Library Special Funds (a)	1,768,247	1,931,902	1,830,622
Special Fund Subtotal:	<u>292,171,526</u>	<u>273,938,529</u>	<u>272,830,013</u>
City Debt Service Funds	57,839,387	58,054,638	56,125,541
Library Debt Service Funds (a)	895,050	1,350,800	0
Debt Service Subtotal:	<u>58,734,437</u>	<u>59,405,438</u>	<u>56,125,541</u>
Total:	<u><u>575,486,408</u></u>	<u><u>571,134,171</u></u>	<u><u>576,009,187</u></u>
Less Transfers	(78,136,434)	(49,009,901)	(45,868,049)
Less Subsequent Year Debt	0	(13,616,500)	(15,185,950)
Net Spending Total:	<u><u>497,349,975</u></u>	<u><u>508,507,770</u></u>	<u><u>514,955,188</u></u>
City Capital Improvements	67,036,965	36,208,000	46,697,000
Library Capital Improvements (a)	0	2,000,000	13,550,000
Capital Improvements Subtotal:	<u>67,036,965</u>	<u>38,208,000</u>	<u>60,247,000</u>
<p>(a) Saint Paul Library became independent (the Library Agency) effective in 2004 and is no longer a part of the City of Saint Paul's operating and debt service budgets. Information is included here in the Composite Summary section for reference. The Saint Paul Public Library also publishes its own budget book each year.</p>			

Composite Summary - Workforce

City of Saint Paul and Saint Paul Public Library Agency Full Time Equivalents (FTEs)			
Department	2012 Adopted Budget	2013 Adopted Budget	2014 Adopted Budget
Attorney	63.5	64.3	64.3
Council	28.5	28.5	28.5
Debt Service Fund	3.5	1.9	1.9
Emergency Management	5.8	7.4	8.0
Financial Services	38.4	48.0	45.1
Fire and Safety Services	471.0	471.0	470.0
General Government Accounts	2.2	2.2	2.2
StP-RC Health	40.3	38.4	38.4
HREEO	32.5	33.1	29.0
Human Resources	28.7	27.9	36.8
Library Agency	164.1	166.0	167.0
Mayor's Office	15.0	14.0	14.0
Parks and Recreation	553.4	569.7	577.7
Planning and Economic Development	68.3	68.2	70.1
Police	777.8	776.8	781.8
Public Works	385.4	385.4	383.9
Safety and Inspection	137.6	141.6	136.0
Office of Technology	80.7	72.7	74.5
Total	<u>2,896.6</u>	<u>2,916.9</u>	<u>2,929.1</u>
Total City and Library General Fund	<u>1,914.4</u>	<u>1,969.9</u>	<u>2,016.5</u>
Total City and Library Special Fund	<u>982.2</u>	<u>947.1</u>	<u>912.6</u>

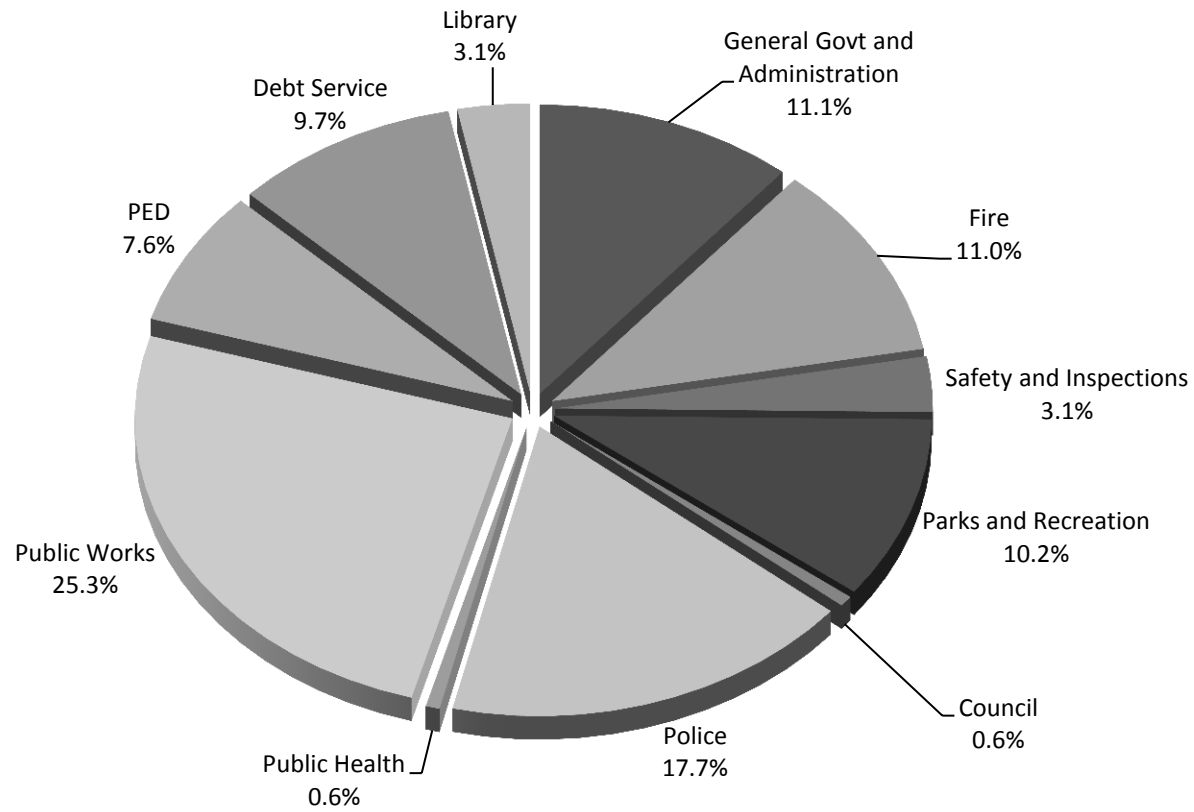
Composite Spending - By Department

2014 Adopted Budget (By Department and Fund Type)					
Department	General Funds	Special Funds	Debt Service	Total All Budgets	Capital Budget
Attorney	7,472,013	1,084,101		8,556,114	
Council	3,066,538			3,066,538	
Debt Service			56,125,541	56,125,541	
Emergency Management	377,907	1,243,525		1,621,432	
Financial Services	3,408,780	12,559,802		15,968,582	
Fire and Safety Services	56,483,309	7,005,255		63,488,564	2,079,000
General Government Accounts	9,993,332	2,465,658		12,458,990	2,332,000
StP-RC Health		3,492,903		3,492,903	
HREEO	1,812,058	2,337,158		4,149,216	
Human Resources	4,298,583	3,662,748		7,961,331	
Libraries (a)	15,989,838	1,830,622		17,820,460	13,550,000
Mayor's Office	1,448,183	493,646		1,941,829	
Parks and Recreation	27,181,240	31,501,686		58,682,926	4,430,000
Planning and Economic Development		43,808,151		43,808,151	3,600,000
Police	84,450,267	17,349,584		101,799,851	
Public Works	2,407,019	143,216,443		145,623,463	33,856,000
Safety and Inspection	17,573,318	515,113		18,088,431	400,000
Technology	11,091,247	263,620		11,354,867	
Total	<u>247,053,634</u>	<u>272,830,013</u>	<u>56,125,541</u>	<u>576,009,187</u>	<u>60,247,000</u>

(a) Saint Paul Library became independent (the Library Agency) effective in 2004 and is no longer a part of the City of Saint Paul's operating and debt service budgets. Information is included here in the Composite Summary section for reference. The Saint Paul Public Library also publishes its own budget book each year.

Composite Spending - By Department

2014 Adopted Budget



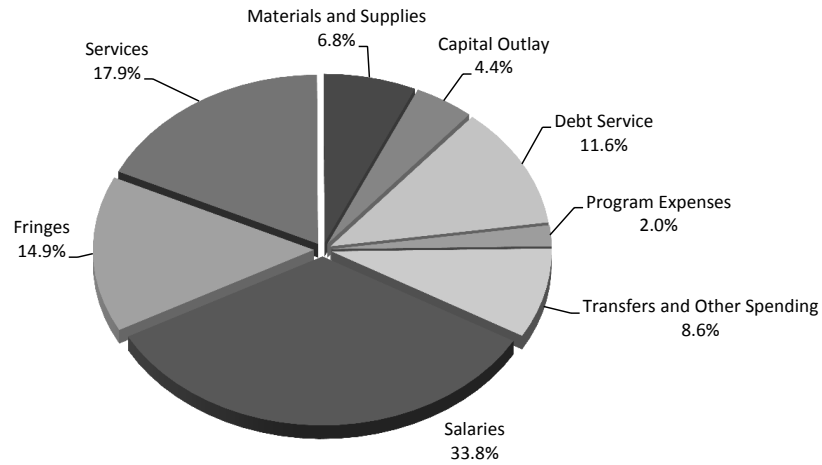
Composite Summary - Spending and Financing

Adopted Spending Summary (2014 Spending by Major Account)					
Object	City and Library General Fund	City and Library Special Funds	City and Library Debt Service	City and Library Total	City and Library Capital Budget
Salaries	140,276,428	54,644,838	147,609	195,068,875	
Fringes	59,379,045	26,498,933	55,243	85,933,221	
Services	30,018,514	72,996,462	156,578	103,171,555	
Materials and Supplies	11,281,863	27,623,989	18,170	38,924,022	
Capital Outlay	960,672	24,136,069		25,096,741	60,247,000
Debt Service	538,978	10,272,802	55,747,940	66,559,720	
Program Expenses	811,267	10,613,272		11,424,539	
Transfers and Other Spending	3,786,866	46,043,649		49,830,515	
TOTAL	247,053,634	272,830,013	56,125,541	576,009,187	60,247,000

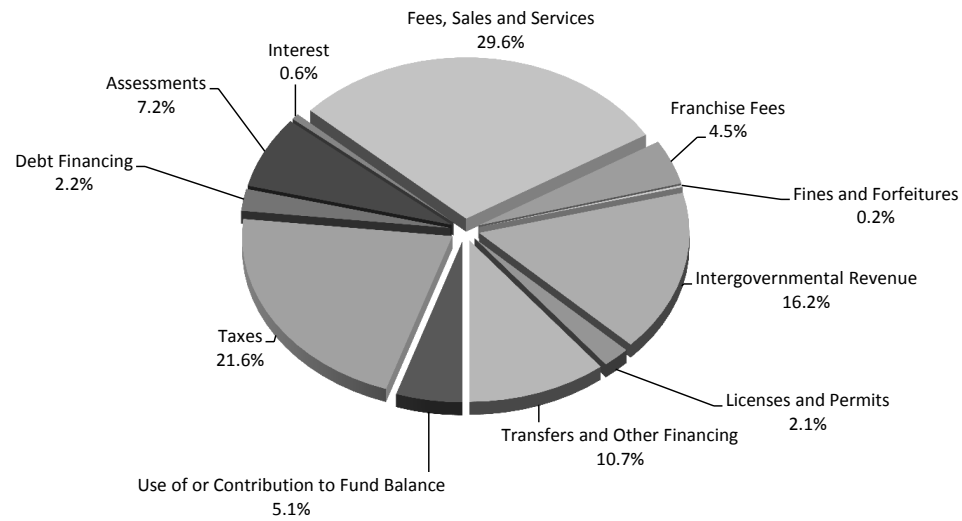
Adopted Financing Summary (2014 Revenue By Source)					
Source	City and Library General Fund	City and Library Special Funds	City and Library Debt Service	City and Library Total	City and Library Capital Budget
Use of or Contribution to Fund Balance		14,194,800	15,238,089	29,432,889	
Taxes	90,055,092	18,149,176	15,934,090	124,138,357	
Assessments		40,206,425	1,406,634	41,613,059	518,000
Fees, Sales and Services	39,315,861	130,920,905	50,000	170,286,766	
Franchise Fees	25,705,771	31,000		25,736,771	
Fines and Forfeitures	67,000	1,078,147		1,145,147	
Intergovernmental Revenue	71,528,116	21,083,469	628,210	93,239,795	18,046,000
Debt Financing		12,572,991	328,068	12,901,059	33,852,000
Interest	2,065,034	1,207,581	645,000	3,917,615	
Licenses and Permits	10,118,206	1,844,000		11,962,206	
Transfers and Other Financing	8,198,554	31,541,519	21,895,450	61,635,523	7,831,000
TOTAL	247,053,634	272,830,013	56,125,541	576,009,187	60,247,000

Summary - Spending and Financing

2014 Adopted Spending By Major Object



2014 Adopted Revenue By Source





City General Fund

General Fund – 2014 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, finance 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 2014 spending and financing plan.

Financing Highlights

The major financing sources for this fund are:

- ❖ Property Taxes – 30.3%
- ❖ Local Government Aid – 26.1%
- ❖ Franchise fees – 10.9%
- ❖ Other revenues, aids, and user fees – 32.7%

Certified Local Government Aid (LGA): The amount of Local Government Aid has been lower and less predictable since state aid cuts that began in 2003. However, during the 2013 legislative session, the legislature increased LGA financing for Saint Paul to \$60.4 million, which represents a \$10.1 million increase from the 2013 certified amount. While it's the first increase since 2009, it is still nearly \$16 million less than the amount certified in 2003, and over \$50 million less than the 2003 certified amount after adjusting for inflation.

Property Tax Levy: Financing for the adopted budget includes no new property tax resources. The total adopted levy remains at \$101.2 million. 72% of the levy will finance General Fund operations and 16% is for the Library Agency. The remainder is used for City debt service or is levied on behalf of the St. Paul Port Authority.

City Franchise Fees: Estimated 2014 financing remains stable with small increases in Xcel, cable and District Energy deferred fees.

Paramedic Fees: The adopted budget for 2014 is basically flat compared to 2013. The 2013 budget included a significant increase after several years of flat-to-declining revenue. Improved collections and an improved agreement with Blue Cross/Blue Shield are offsetting a continued shift to Medicare/Medicaid runs, which are reimbursed at a lower rate. A new Federal intergovernmental reimbursement, which was approved during the 2013 legislative session, is expected to provide an additional \$900,000 in paramedic revenue in 2014.

Budget Issues and Challenges

Rate of Spending Growth: Saint Paul's General Fund budget as adopted will increase by \$9.1 million, or 3.9% relative to 2013 (3.7% when combined with the Library Agency). Cost drivers in the budget are associated with increased inflationary costs, as well as the planned expiration of public safety grants, the opening of the Payne/Maryland library/recreation center and increased pension and workers' compensation costs approved during the 2013 State legislative session.

Current Service Level Adjustments: Current service level adjustments are indicated throughout this document in the summary sections for each department. Current service level changes include adjustments in spending and revenue that maintain a department's ability to continue the same operations as the previous year. These include most inflationary adjustments, such as increased costs for health insurance, cost-of-living salary adjustments, inflationary increases for non-personnel expenses, and workers' compensation changes.

General Fund – 2014 Adopted Budget

Property Tax Base: Saint Paul has a local property tax base that largely consists of residential properties, including both owner-occupied and rental units. In total 50% of the City's total local property tax levy (excluding fiscal disparities) falls on residential property. This is due to a variety of reasons, some longstanding and others more recent. Historically, as the home to many tax-exempt educational, medical, and state government institutions, nearly 30% of the city's property has been exempted entirely from paying city property taxes.

State Budget Instability and Unpredictability of LGA: Local Government Aid is a significant revenue source for the City's General Fund, accounting for 26.1% of General Fund revenues (24.5% when combined with the Library Agency). While the total share of the city budget dependent on state payments has dropped significantly since 2003, the future of state Local Government Aid (LGA) remains a key variable in the City's ability to provide basic services. Since late 2008, the State unallotted or otherwise reduced LGA by more than \$45 million over a four year period, which caused a series of budget challenges and the reduction of important City services. The LGA increase approved during the 2013 legislative session is a good step toward renewing a more balanced and predictable state/local fiscal relationship, which will help make local budget planning and service delivery more predictable for the citizens of Saint Paul.

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 and maintain the integrity of the City's finances. The largest General Fund expense is employee wages and benefits – 81% of all General Fund spending is for personnel costs. The City continues to work hard to find ways to prudently and responsibly manage these costs in order to maintain service delivery levels and maintain the integrity of the City's finances.

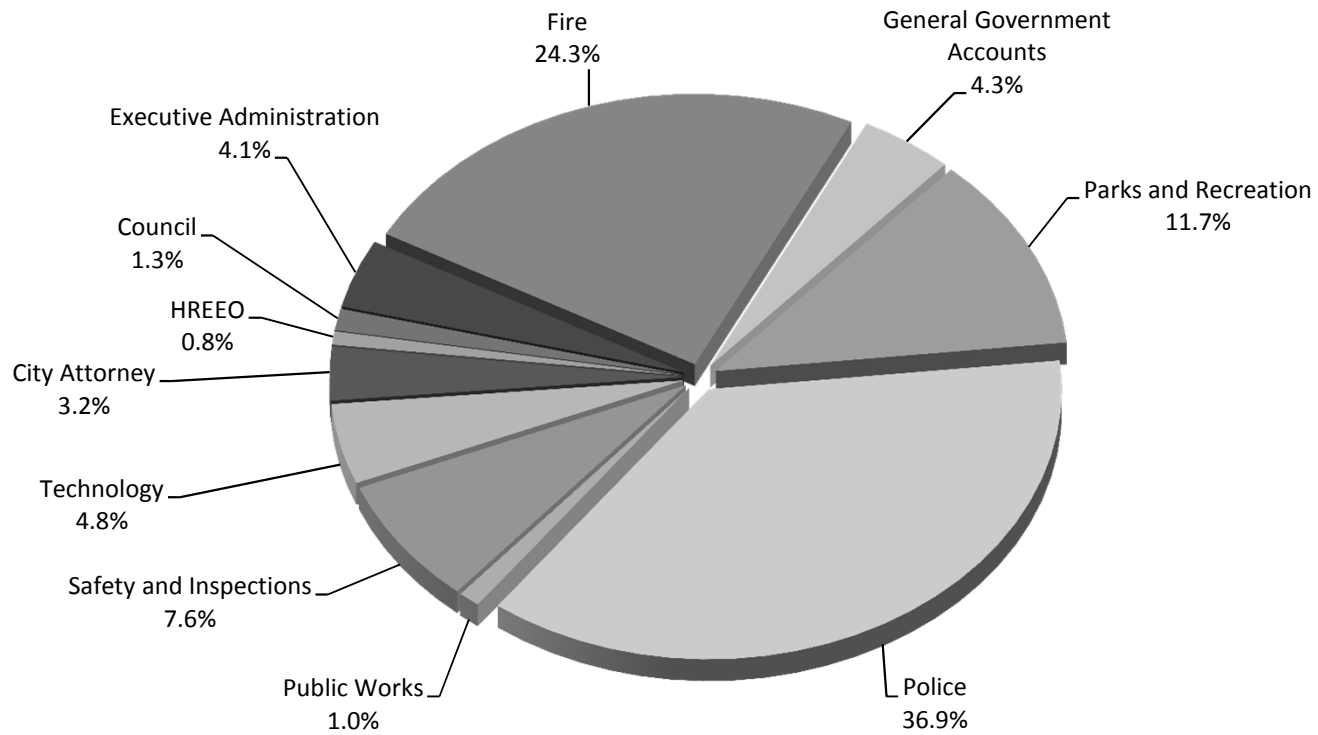
Maintaining Adequate Financial Reserves: From 1994 - 2005, the City spent from its General Fund balance to finance a share of the annual operating budget, which decreased the fund balance from its peak of 31% of subsequent year spending in 1998 to just under 15% in 2005. In 2006, the City enacted a fund balance policy mandating that the General Fund's balance be at least 15% of combined General Fund and Library operating spending. Despite significant mid-year reductions of LGA in 2008, 2009, 2010 and 2011, the City continues to successfully manage fund balance consistent with the adopted policy, including solving a 2011 mid-year budget deficit of over \$15 million without dipping into fund balance. The 2014 adopted budget maintains compliance with the fund balance policy, while continuing to utilize financial management best practices by maintaining structural balance without relying on use of fund balance or other one-time resources to fund ongoing spending commitments.

General Fund Budget

General Fund Spending (By Department)			
Department/Office	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
City Attorney	6,892,345	7,142,715	7,472,013
Council	2,871,442	3,037,495	3,066,538
Emergency Management	249,676	247,182	377,907
Financial Services	1,862,840	3,346,822	3,408,780
Fire and Safety Services	52,892,714	55,127,262	56,483,309
General Government Accounts	7,491,396	9,270,494	9,993,332
HREEO	1,321,313	1,606,998	1,812,058
Human Resources	3,106,206	3,214,078	4,298,583
Mayor's Office	1,329,208	1,389,381	1,448,183
Parks and Recreation	26,782,915	26,154,783	27,181,240
Police	76,885,520	80,101,437	84,450,267
Public Works	1,987,847	2,376,547	2,407,019
Safety and Inspection	15,481,310	17,723,326	17,573,318
Technology	9,785,119	11,248,721	11,091,247
Total	<u>208,939,851</u>	<u>221,987,242</u>	<u>231,063,796</u>

General Fund Budget

2014 Adopted Spending by Department



General Fund Budget

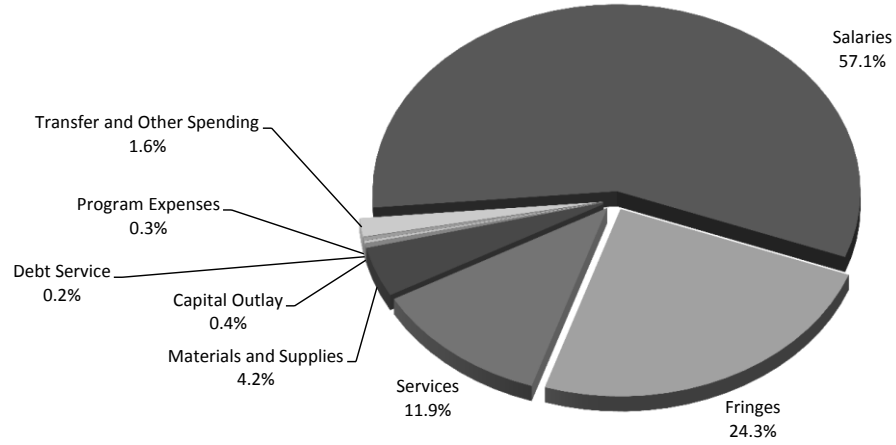
General Fund Spending (By Major Account)			
	2012	2013	2014
Object	Actual	Adopted Budget	Adopted Budget
Salaries	120,121,938	126,874,293	131,991,536
Fringes	49,647,602	52,228,597	56,073,264
Services	24,253,057	26,524,256	27,417,891
Materials and Supplies	9,939,438	10,065,891	9,776,799
Capital Outlay	630,733	588,672	850,672
Debt Service	74,325	541,934	538,978
Program Expenses	862,354	811,267	811,267
Transfer and Other Spending	3,410,404	4,352,333	3,603,389
Total	<u>208,939,851</u>	<u>221,987,242</u>	<u>231,063,796</u>

General Fund Financing (Revenue By Source)			
	2012	2013	2014
Source	Actual	Adopted Budget	Adopted Budget
Use of/(Contribution to) Fund Balance	0	0	0
Taxes	73,550,777	75,037,457	74,240,254
Fees, Sales and Services (a)	36,814,691	40,509,699	39,315,861
Franchise Fees	24,988,045	25,251,131	25,705,771
Fines and Forfeitures	53,196	67,000	67,000
Intergovernmental Revenue	60,067,122	60,409,369	71,528,116
Interest	3,019,042	2,215,034	2,065,034
License and Permits	10,316,144	9,974,694	10,118,206
Debt Financing	0	0	0
Transfers and Other Financing (a)	6,537,255	8,522,858	8,023,554
Total	<u>215,346,271</u>	<u>221,987,242</u>	<u>231,063,796</u>

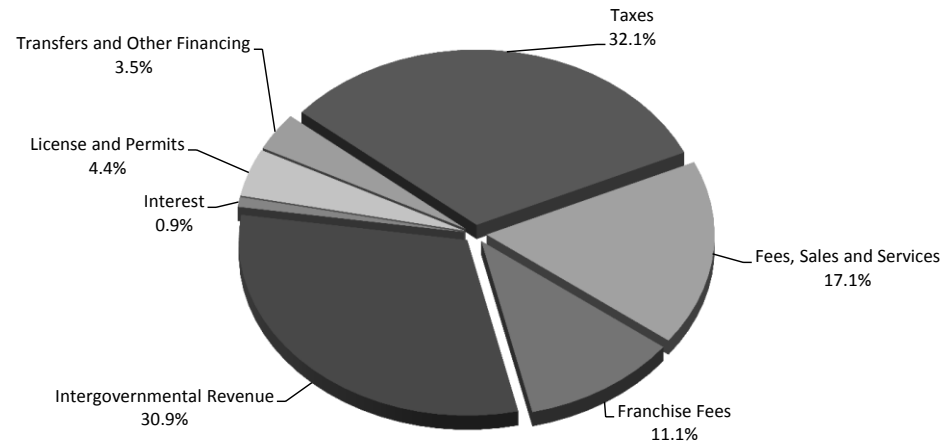
(a) Beginning with the 2013 Adopted budget, central service revenue was reclassified to services; in previous years, it was budgeted in transfers. This change was made to better comply with GASB reporting standards regarding transfer revenues.

General Fund Budget

2014 Adopted Spending By Major Object



2014 Adopted Revenue By Source





City Special Funds

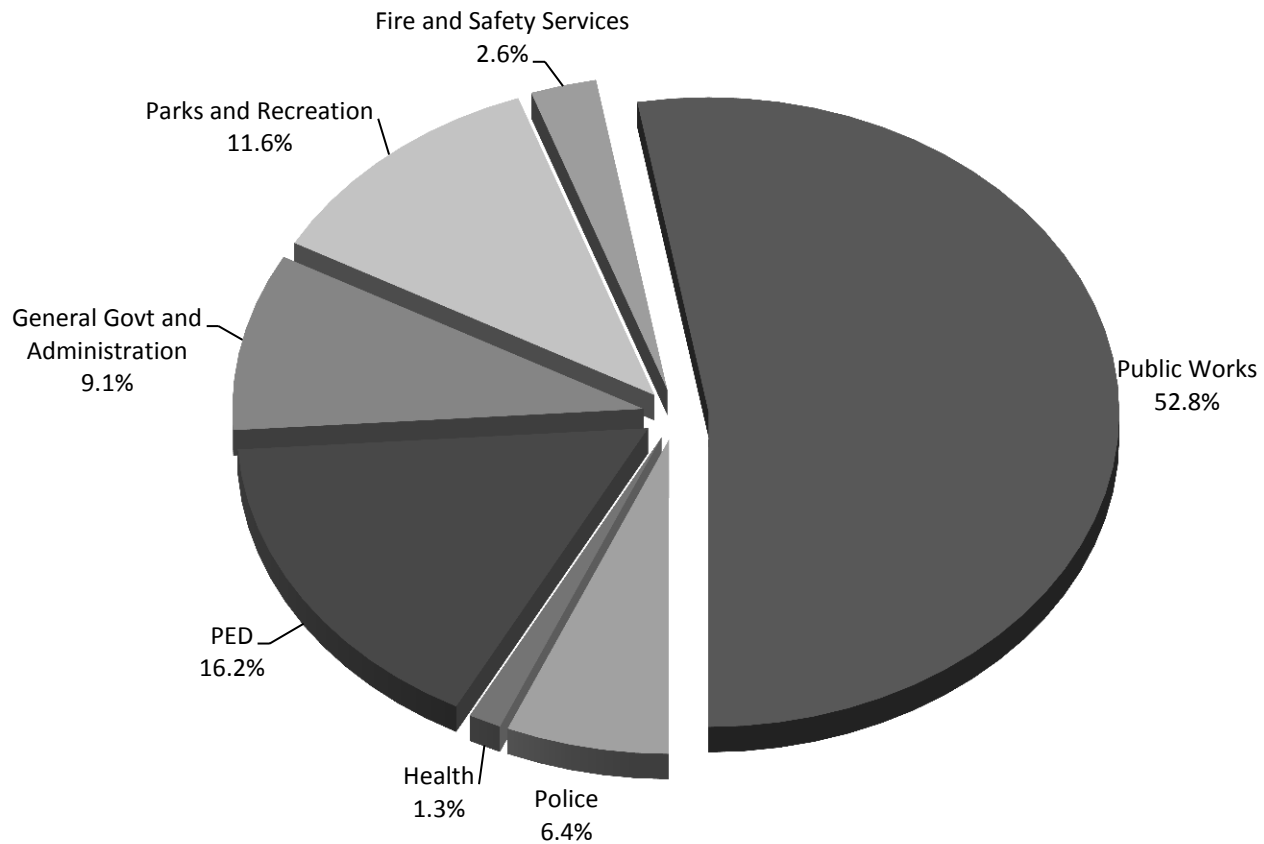
Special Fund Budgets

Special Fund Spending (By Department)			
Department	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Attorney	1,056,611	1,103,017	1,084,101
Council	0	0	0
Emergency Management	1,848,702	3,264,042	1,243,525
Financial Services Office	11,523,620	12,042,705	12,559,802
Fire and Safety Services	5,899,752	6,566,724	7,005,255
General Government Accounts	0	530,422	2,465,658
StP-RC Health	3,351,494	3,417,285	3,492,903
HREEO	3,089,258	3,746,524	2,337,158
Human Resources	2,465,589	4,081,300	3,662,748
Mayor's Office	1,182,658	492,567	493,646
Parks and Recreation	28,832,021	31,041,871	31,501,686
Planning and Economic Development	79,393,294	41,927,015	43,808,151
Police	16,496,592	18,626,436	17,349,584
Public Works	130,939,179	144,548,107	143,216,443
Safety and Inspection	856,423	515,114	515,113
Office of Technology	3,468,086	103,500	263,620
Total	<u>290,403,280</u>	<u>272,006,626</u>	<u>270,999,391</u>

Special fund budgets are designed to track revenues and expenditures for specific designated purposes. Special fund budgets are not supported by property taxes. Rather, special fund spending is supported by user fees, assessments and grants, which are typically 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

2014 Adopted Budget



General Government and Administration includes the City Attorney's Office, Emergency Management, Financial Services, General Government Accounts, HREEO, Human Resources, Mayor's Office, Safety and Inspection, and Technology.

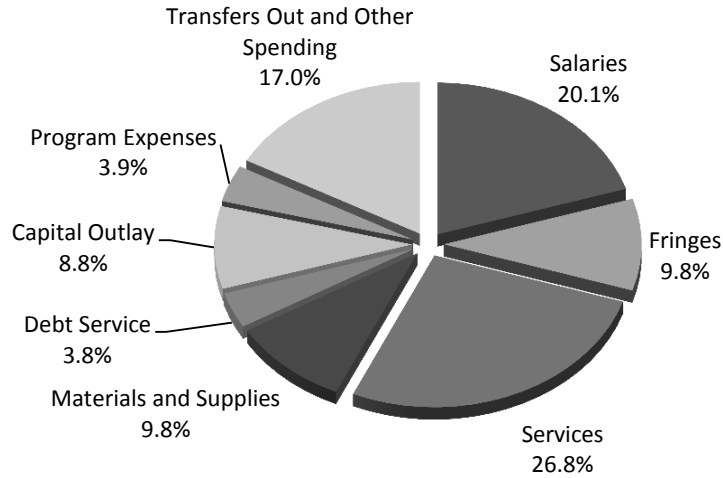
Special Fund Budgets

Special Fund Spending (By Major Account)			
Object	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Salaries	53,720,379	56,272,383	54,605,850
Fringes	25,769,166	27,791,986	26,491,007
Services	69,085,216	67,775,974	72,654,399
Materials and Supplies	22,896,566	28,092,425	26,432,343
Debt Service	3,649,245	9,600,439	10,272,802
Capital Outlay	11,154,360	22,898,873	23,886,069
Program Expenses	22,637,180	10,177,427	10,613,272
Transfers Out and Other Spending	<u>81,491,169</u>	<u>49,397,120</u>	<u>46,043,649</u>
Total	290,403,280	272,006,626	270,999,391

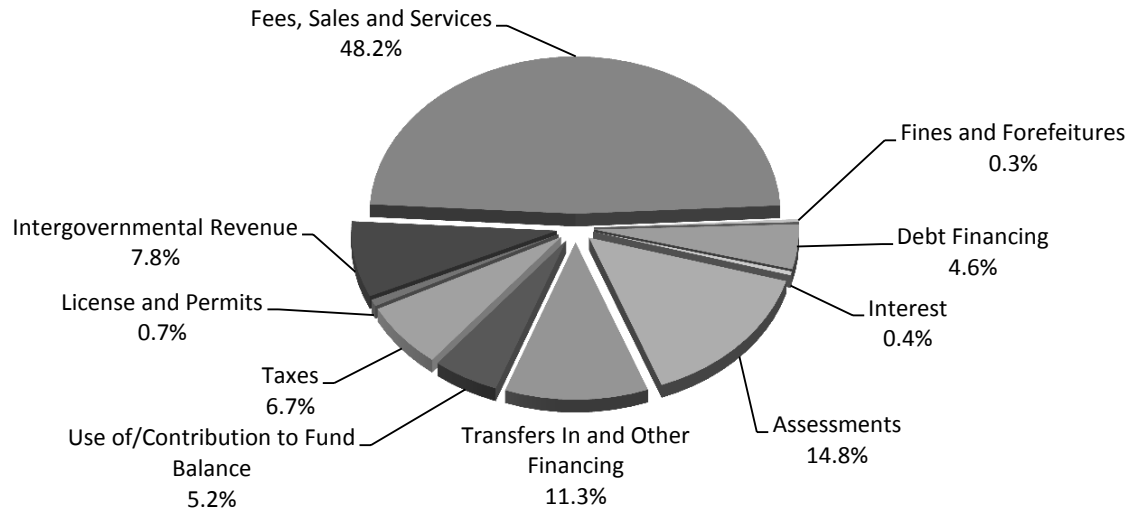
Special Fund Financing (Revenue By Source)			
Source	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Use of/Contribution to Fund Balance	0	16,152,183	14,043,898
Taxes	17,613,283	17,183,176	18,180,177
License and Permits	1,799,606	1,853,000	1,844,000
Intergovernmental Revenue	43,986,962	24,811,948	20,895,460
Fees, Sales and Services	121,246,299	125,045,600	130,812,151
Fines and Forfeitures	755,863	684,792	760,798
Debt Financing	4,109,105	13,302,639	12,572,992
Interest	2,154,329	1,502,871	1,187,565
Assessments	36,373,775	37,646,597	40,206,425
Transfers In and Other Financing	<u>43,733,287</u>	<u>33,823,820</u>	<u>30,495,926</u>
Total	271,772,509	272,006,626	270,999,391

Special Fund Budgets

2014 Spending By Major Object



2014 Revenue By Source





City Debt Service

Debt Service Funds

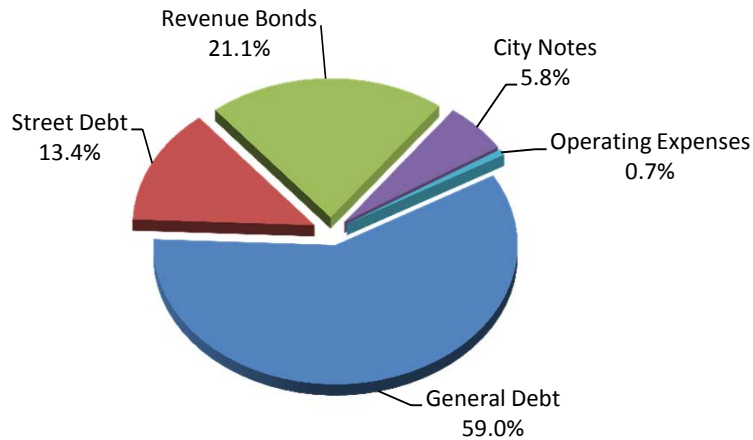
Debt Service Spending (By Major Account)			
	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Object			
Salaries	208,709	140,731	147,609
Fringes	86,109	55,847	55,243
Services	103,377	157,150	156,578
Materials and Supplies	19,379	18,170	18,170
Debt Service	44,899,843	57,682,740	55,747,940
Transfers and Other Spending	12,521,970	0	0
Total	<u>57,839,387</u>	<u>58,054,638</u>	<u>56,125,541</u>

Debt Service Financing (Revenue By Source)			
	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Source			
Use of Fund Balance	0	13,269,967	15,238,089
Taxes	9,523,392	13,130,055	15,934,090
Assessments	3,483,727	3,391,116	1,406,634
Fees, Sales and Services	131,201	50,000	50,000
Intergovernmental Revenue	693,353	683,846	628,210
Interest	1,204,707	645,000	645,000
Debt Financing	100,000	309,950	328,068
Transfers and Other Financing	38,119,778	26,574,705	21,895,450
Total	<u>53,256,157</u>	<u>58,054,638</u>	<u>56,125,541</u>

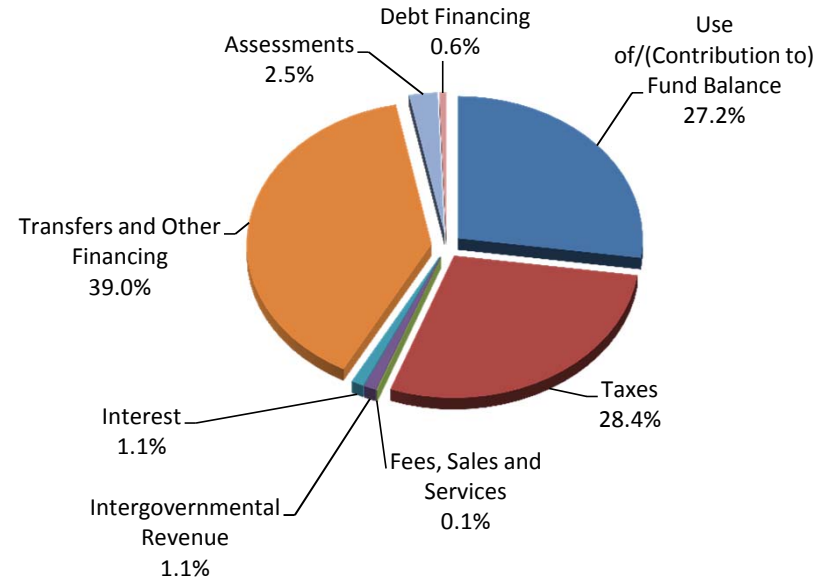
The city's general debt service budget provides for the principal and interest payments on its general obligation bond issues. The budget consists of two sets of appropriations: 1) an amount needed to meet the budget year debt service obligations, and 2) an amount needed to meet the obligations of the 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.

Debt Service Funds

2014 Spending by Major Category



2014 Financing by Major Source



Allocation of Outstanding General Obligation Debt by Type

As of December 31, 2013

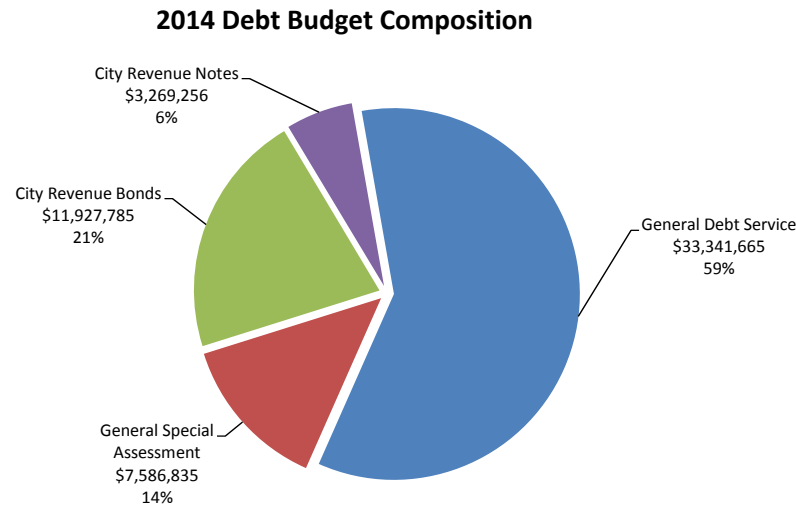
General Obligation Debt

General Obligation Tax Levy	\$ 109,473,917
General Obligation Levy (Library)	13,880,000
General Obligation Special	81,025,000
General Obligation Tax Increment	38,000,000
General Obligation Utility Revenue	8,496,413
	\$ 250,875,330

2014 Adopted Budget Debt Service

Department Description:

The Debt Section of the Office of Financial Services sells City debt instruments at the lowest possible cost, manages existing City's debt, researches and implements alternative financing scenarios for major capital projects to ensure savings and manages all facets of the bond sale and post-sale compliance process. Staff works with other City personnel to ensure elected officials are aware of all options for financing various projects, including the costs and benefits associated with each.



- Total City Debt Budget: \$56,125,541
- Total FTEs: 1.90
- AAA bond rating from Standard & Poor's
- "Very Strong" financial management rating from Standard & Poor's.
- Aa1 with stable outlook bond rating from Moody's
- 74% of general obligation debt is retired in 10 years; nearly 100% in 20 years.

Department Goals

- Develop and implement financing alternatives for the City
- Sell City debt instruments at the lowest borrowing cost
- Ensure accurate and timely post-sale debt portfolio management

Recent Accomplishments

- City maintained its AAA bond rating from Standard and Poor's and Aa1 by Moody's – during a challenging economy when credit downgrades were prevalent.
- Saint Paul is one of only 215 municipalities nationally with a AAA bond rating.
- OFS manages a \$532 million debt portfolio consisting of City General Obligation and City Revenue bonds.
- Successfully sold Sewer Revenue, Water, and General Obligation bonds with record low interest rates (\$55.7 million in FY13 to-date), utilizing various financing tools.
- Accurately paid existing debt on time and in full.
- Complied with ongoing disclosure and arbitrage requirements.

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: DEBT SERVICES

Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
3100	CITY DEBT	65,112,396	57,839,387	58,054,638	56,125,541	(1,929,098)
TOTAL SPENDING BY FUND		65,112,396	57,839,387	58,054,638	56,125,541	(1,929,098)
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	343,212	294,818	196,579	202,852	6,274
	SERVICES	156,281	103,377	157,150	156,578	(572)
	MATERIALS AND SUPPLIES	8,289	19,379	18,170	18,170	
	CAPITAL OUTLAY					
	PROGRAM EXPENSE					
	DEBT SERVICE	51,043,667	44,899,843	57,682,740	55,747,940	(1,934,800)
	TRANSFER OUT AND OTHER SPEND	13,560,947	12,521,970			
TOTAL SPENDING BY MAJOR ACCOUNT		65,112,396	57,839,387	58,054,638	56,125,541	(1,929,098)
<u>Financing by Major Account</u>						
DEBT FUND REVENUES						
	BUDGET ADJUSTMENTS			13,269,967	15,238,089	1,968,122
	TAXES	9,787,732	9,523,392	13,130,055	15,934,090	2,804,035
	LICENSE AND PERMIT					
	INTERGOVERNMENTAL REVENUE	700,289	693,353	683,846	628,210	(55,636)
	FEES SALES AND SERVICES	176,750	131,201	50,000	50,000	
	ASSESSMENTS	3,383,210	3,483,727	3,391,116	1,406,634	(1,984,482)
	INTEREST EARNINGS	2,262,252	1,204,707	645,000	645,000	
	DEBT FINANCING	9,479,516	100,000	309,950	328,068	18,118
	TRANSFERS IN OTHER FINANCING	37,680,776	38,119,778	26,574,705	21,895,450	(4,679,255)
TOTAL FINANCING BY MAJOR ACCOUNT		63,470,526	53,256,157	58,054,638	56,125,541	(1,929,097)



Major City General Fund Revenues

Property Taxes

Property tax revenues account for about 35% of general revenues. 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 taxes are 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.

St. Paul Taxable Market Value	
Payable in 2012	\$18,163,450,800
Payable in 2013	\$17,069,596,300
Payable in 2014	\$17,131,576,300

St. Paul Tax Capacity	
Payable in 2012	\$226,059,848
Payable in 2013	\$213,623,497
Payable in 2014	\$214,307,913

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 change, the size of the tax base also changes proportionately. 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. A higher class rate will result in a relatively higher share of tax capacity. Based on the class rate structure, one dollar of commercial/industrial property value has a greater relative tax capacity than one dollar of residential property value.

Minnesota Property Tax Class Rates <i>Payable in 2014</i>	
Property Type	Class Rate
Residential Homestead	
Up to \$500,000	1.00%
Over \$500,000	1.25%
Apartments (4 or more units)	1.25%
Commercial/Industrial	
Up to \$150,000	1.50%
Over \$150,000	2.00%

Property Taxes

2014 Adopted Budget and Levy

The 2014 adopted City levy is \$101,207,852 which is unchanged from 2013. Of the adopted levy, \$99.4 million will fund city activities. \$71.3 million will go to the City's general fund, \$12 million for 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 adopted 2014 levy is \$1.8 million.

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 2014:

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 2014, a home with a taxable value of \$130,500 had a total property tax bill of \$1,897.34.

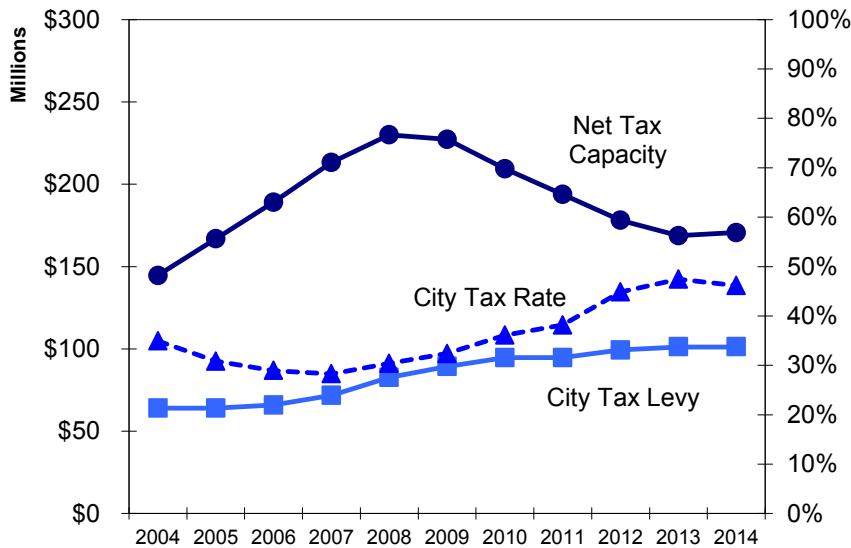
Approximately 25.5% of the total property tax payment for taxes payable in 2014 pays for City services – \$485 in this example.

For this particular home, the property tax payment of \$485 to the City would include the following amounts for key city services:

- \$143 per year for police services
- \$96 per year for fire and emergency medical services
- \$46 per year to operate and maintain the parks and recreation system
- \$27 per year to operate and buy materials for the Saint Paul Public Libraries
- \$57 per year for capital debt service—the cost of building new park and library facilities, playgrounds, and street construction

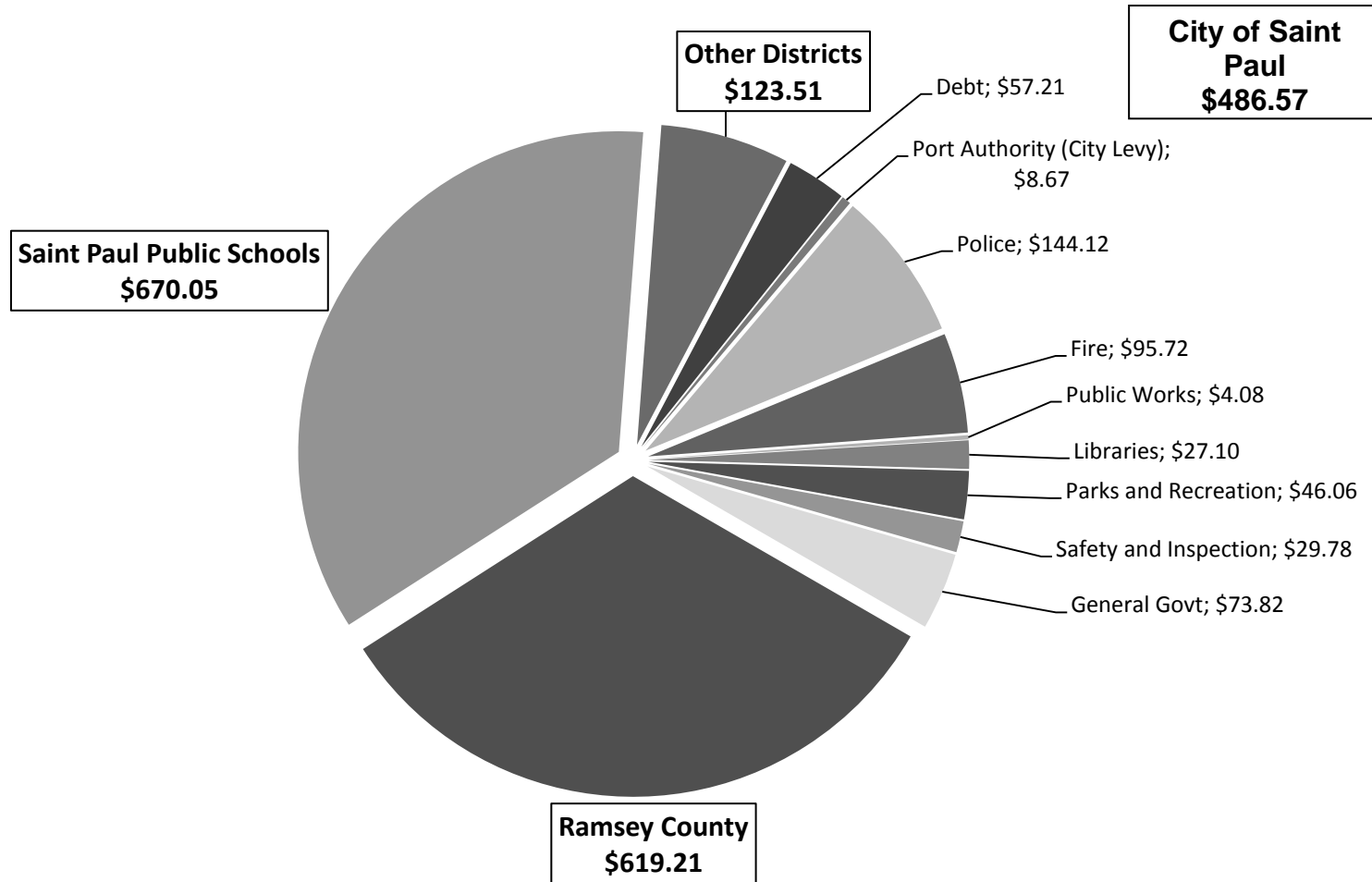
Property taxes cover only a small part of the total cost of services. In total, property taxes supply only about 17% of the City's total revenue and cover about 35% of the combined City and Library General Fund budgets. In comparison, the City's total adopted 2014 property tax levy for all city purposes—approximately \$99.4 million—is less than the \$101.8 million operating budget of the Police Department.

City of St. Paul Property Tax Levy, Tax Rates and Net Tax Capacity, 2004-2014



Estimated 2014 Saint Paul Property Taxes

2014 TNT Tax Rates Applied to a Typical Home Valued at \$130,500

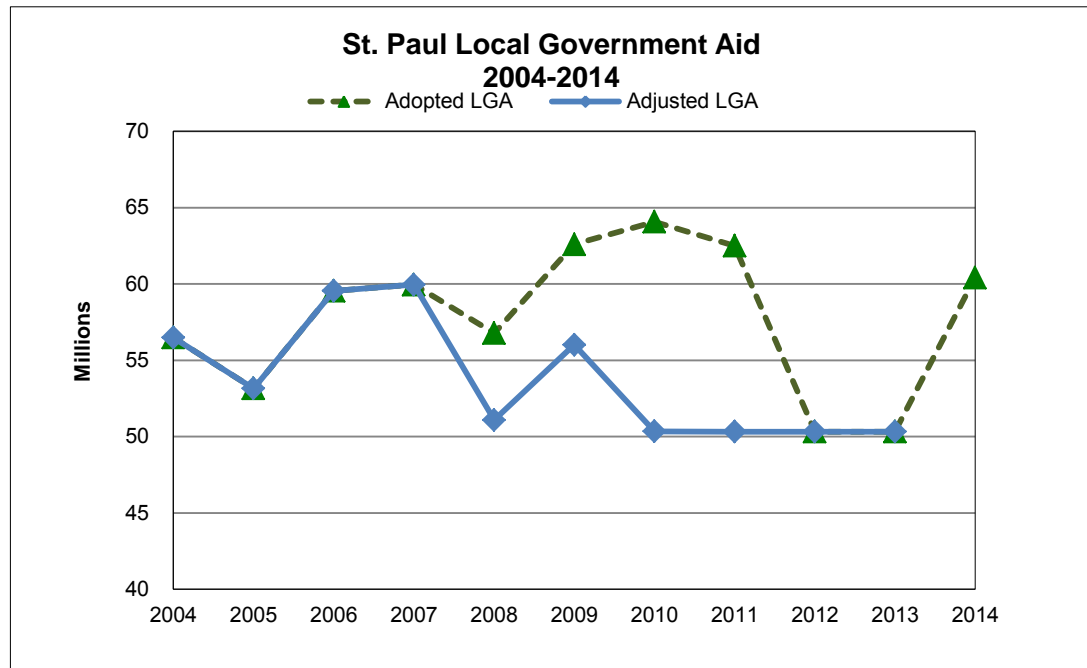


Local Government Aid (LGA)

Local Government Aid was initiated in 1971 as part of the “Minnesota Miracle”, and was 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 annually based on inflationary growth. In 2003, the Governor and Legislature approved changes to the funding formula and levels that greatly limited St. Paul’s LGA. LGA has continued to remain a volatile revenue source since 2003 and has been reduced midyear in 2008, 2009, 2010 and 2011. Actual LGA funding received by the City remained flat for three consecutive years from 2011 to 2013. In 2014, the City is expected to receive a \$10,101,745 increase in LGA which was adopted by the State Legislature during the 2013 legislative session.

St. Paul Local Government Aid 2004-2014		
	LGA Funding	Change
2004	56,488,168	
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	-10.0%
2009	62,600,018	22.5%
2009*	56,013,366	-10.5%
2010	64,079,116	14.4%
2010**	50,345,488	-21.4%
2011	62,505,032	24.2%
2011*	50,320,488	-19.5%
2012	50,320,488	0.0%
2013	50,320,488	0.0%
2014	60,422,233	20.1%



*Adjusted LGA revenues

** In 2010 and 2011, the City's state aid was also reduced by a cut in Market Value Homestead Credit.

Franchise Fees

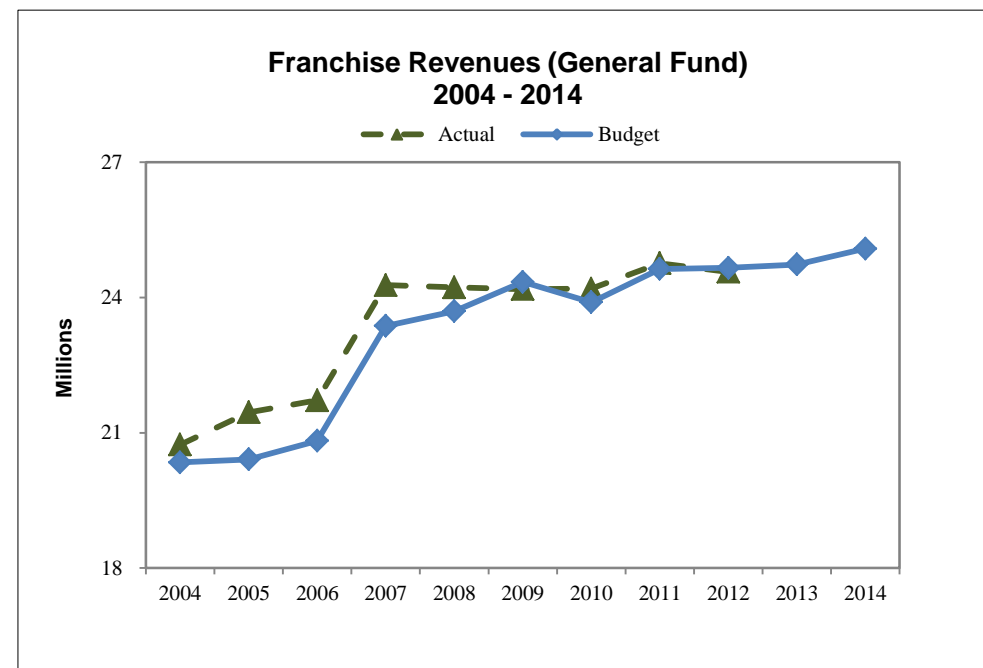
Utilities pay the City of St. Paul a fee for use of City streets and right-of-ways in delivering services to the citizens and businesses of St. Paul. This fee represents usage charges for City-owned assets that utilities may use or disrupt in the process of constructing, installing, and maintaining their 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. Most of this revenue goes to the General Fund, but some franchise revenue supports debt service or specific City programs.

St. Paul Franchise Agreements for 2014:

- **Xcel Energy** supplies natural gas and electrical service to St. Paul homes and businesses.
- **Comcast** provides cable television to St. Paul homes and businesses.
- **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.
- **Empire Builder** is the heating and cooling utility serving the Empire Builder development north of downtown St. Paul.

	Budget	Actual
2004	20,340,603	20,734,091
2005	20,410,511	21,453,093
2006	20,819,867	21,719,071
2007	23,368,043	24,274,128
2008	23,695,500	24,224,292
2009	24,342,799	24,184,937
2010	23,893,730	24,195,778
2011	24,629,518	24,758,457
2012	24,654,518	24,568,433
2013 Adopted	24,729,518	N/A
2014 Adopted	25,079,518	N/A

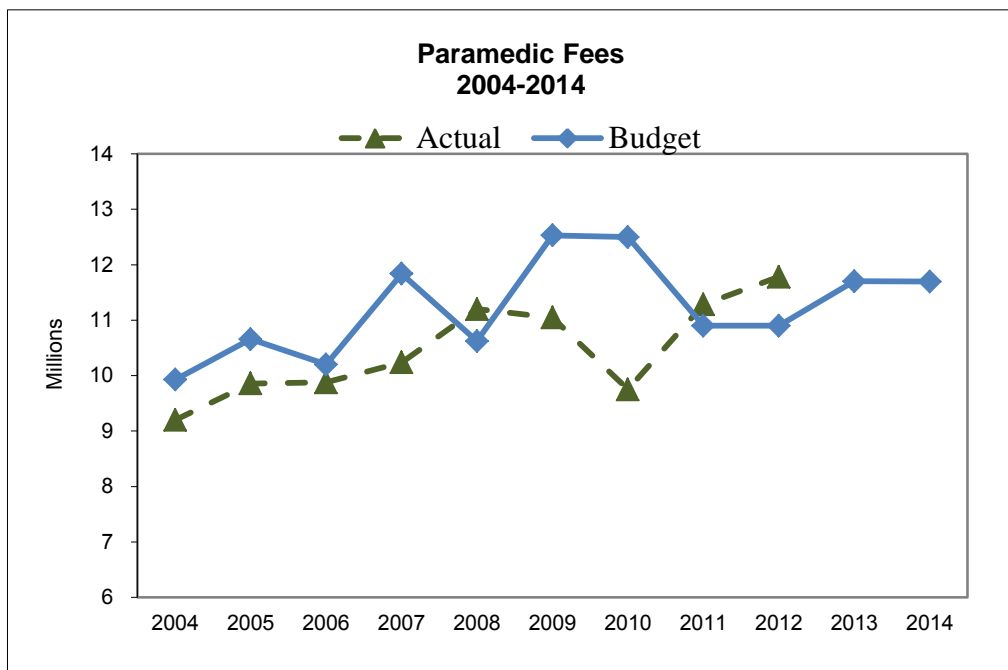


Paramedic Fees

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.

St. Paul is one of the few paramedic services not charging additional fees for high-level Advanced Life Support (ALS-2) services, including assisted breathing and other crucial life support functions. St. Paul also has one of the Metro area's lowest treatment fees for individuals who are treated and released at the scene of an incident.

Paramedic fees support the General Fund, which also supports the majority of spending on Fire and Safety Services.



	Budget	Actual
2004	9,926,767	9,200,000
2005	10,655,407	9,856,956
2006	10,200,000	9,876,413
2007	11,835,896	10,236,954
2008	10,621,856	11,199,523
2009	12,530,936	11,045,682
2010	12,498,551	9,750,006
2011	10,900,000	11,284,205
2012	10,900,000	11,782,655
2013 Adopted	11,700,000	N/A
2014 Adopted	11,694,962	N/A

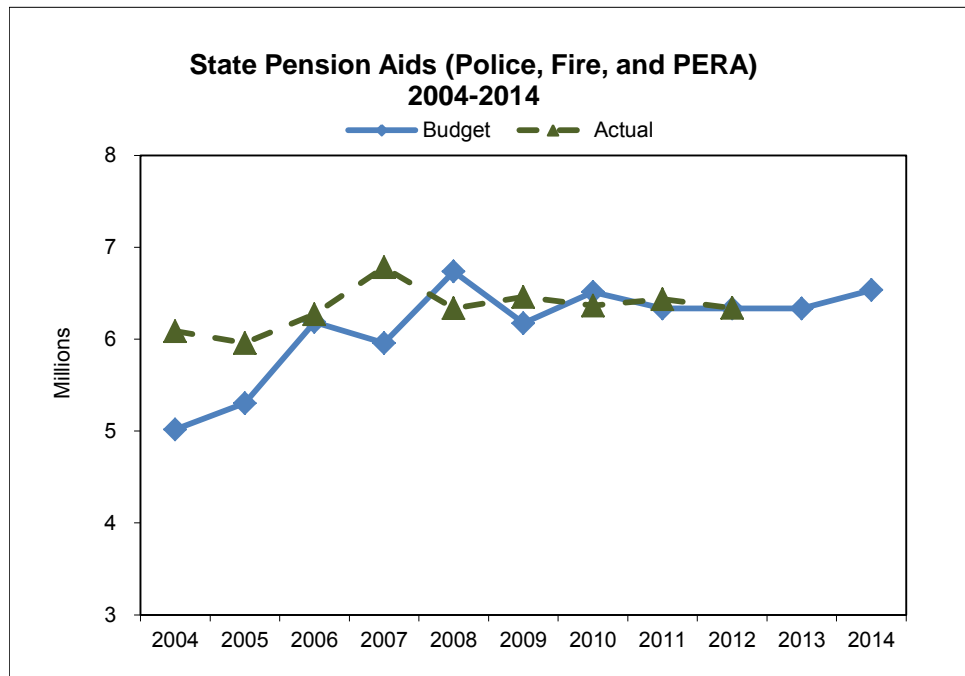
State Pension Aids

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 supplement police and fire pension contributions. 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

Only fire and auto insurance premiums are used to calculate pension aid.

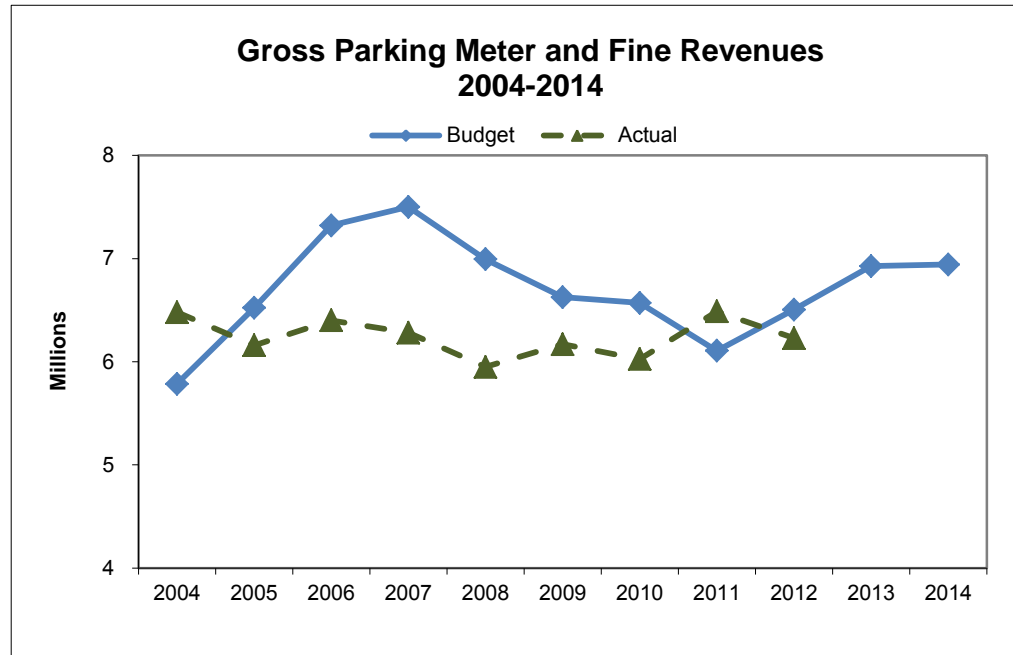
State aid is also given to support PERA, the pension fund that includes non-public safety City employees. The vast majority (91%) of state pension aid goes to support Police and Fire pensions. In 2014, pension aids are budgeted to increase slightly to about \$6.5 million.



	Budget	Actual
2004	5,017,512	6,086,374
2005	5,303,198	5,957,264
2006	6,186,094	6,270,624
2007	5,957,264	6,780,409
2008	6,736,230	6,335,966
2009	6,172,731	6,459,128
2010	6,512,576	6,364,824
2011	6,333,132	6,433,722
2012	6,333,132	6,338,457
2013 Adopted	6,333,132	N/A
2014 Adopted	6,533,134	N/A

Parking Meters and Fines

Parking meters and fine includes revenues from parking meter collections, fines from parking and traffic enforcement, as well as fees collected through the City's continuance for dismissal program. The City operates over 1,000 metered parking spaces 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. 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 1/3rd of the revenue to cover costs, and the remainder is transferred to the City.



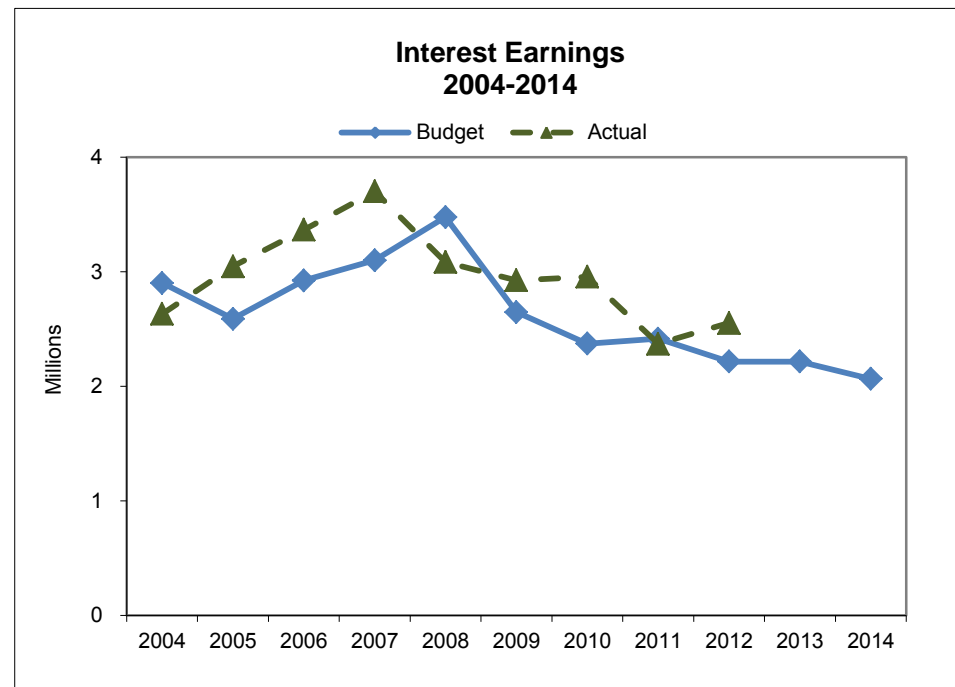
	Budget	Actual
2004	5,785,858	6,480,546
2005	6,521,985	6,159,045
2006	7,320,747	6,401,298
2007	7,501,542	6,281,951
2008	6,993,276	5,950,394
2009	6,625,705	6,169,521
2010	6,570,987	6,026,438
2011	6,106,783	6,488,799
2012	6,505,758	6,228,829
2013 Adopted	6,926,580	N/A
2014 Adopted	6,943,080	N/A

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 are **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.

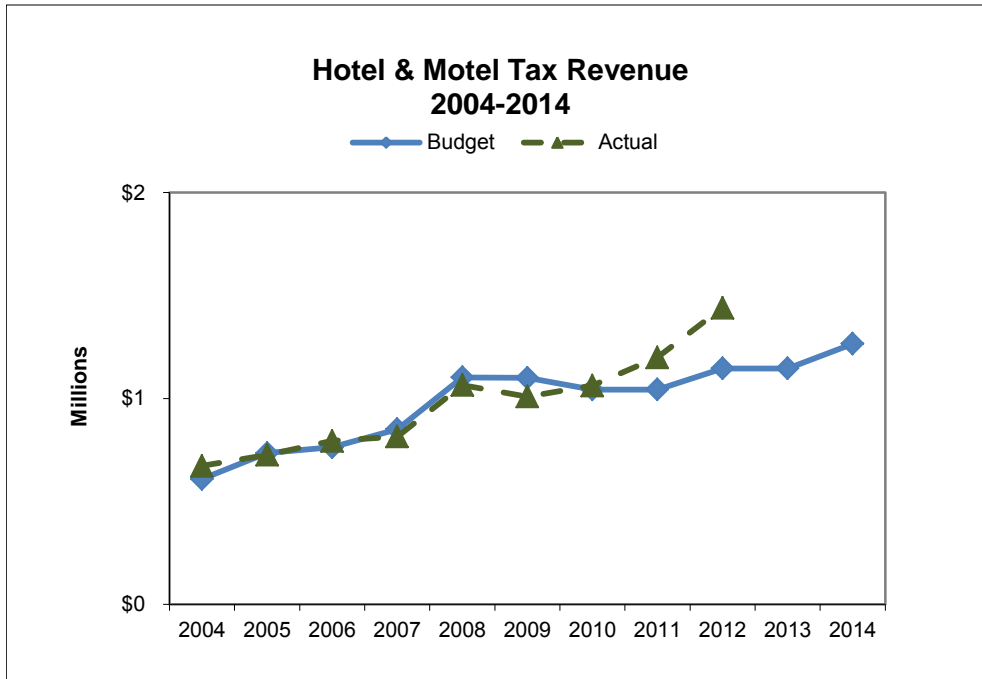
	Budget	Actual
2004	2,901,500	2,632,212
2005	2,587,865	3,046,535
2006	2,923,500	3,366,431
2007	3,100,000	3,700,995
2008	3,477,000	3,083,717
2009	2,646,534	2,924,892
2010	2,371,534	2,955,923
2011	2,415,034	2,370,093
2012	2,215,034	2,552,191
2013 Adopted	2,215,034	N/A
2014 Adopted	2,065,034	N/A



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 Authority (RCVA) 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. In 2014, Hotel & Motel Taxes are budgeted to increase by an additional \$120,000.



	Budget	Actual
2004	609,080	673,208
2005	734,900	726,526
2006	762,760	794,072
2007	850,700	815,041
2008	1,102,760	1,065,381
2009	1,100,000	1,009,590
2010	1,043,400	1,062,720
2011	1,043,400	1,199,831
2012	1,145,900	1,440,985
2013 Adopted	1,145,900	N/A
2014 Adopted	1,265,900	N/A



Department Summaries



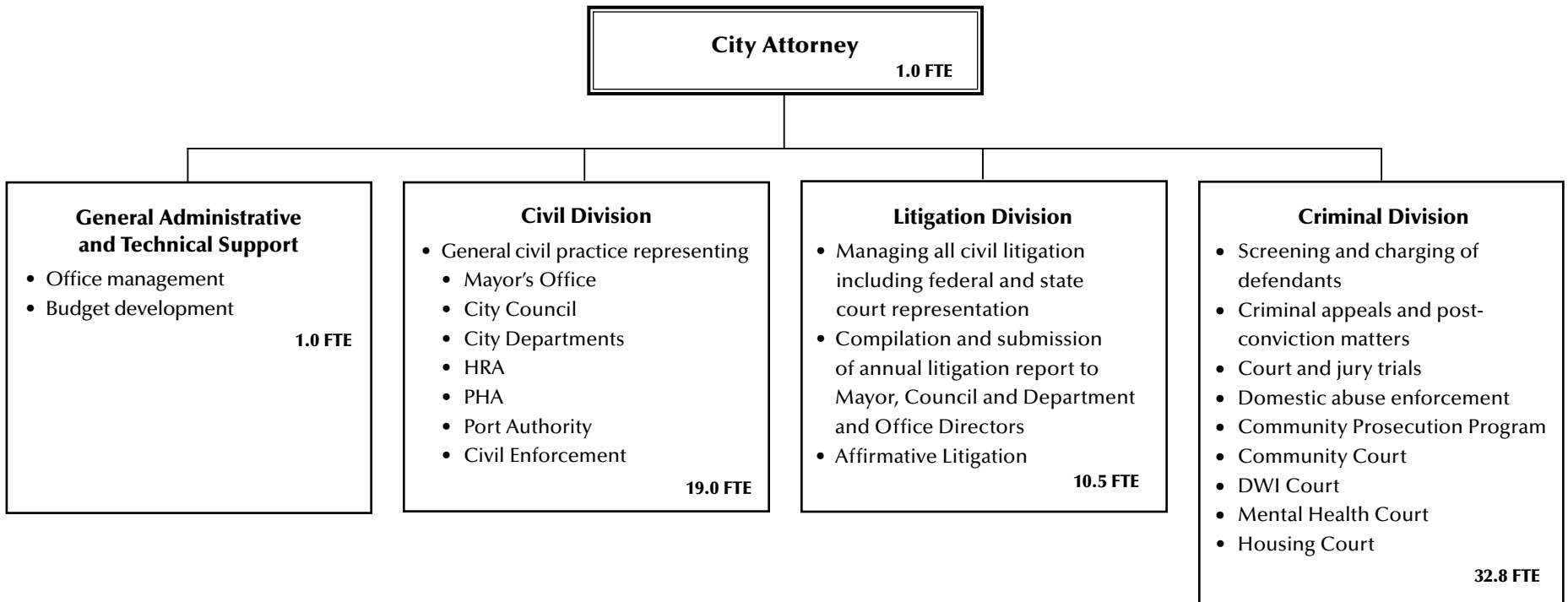
City Attorney's Office

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 64.3 FTE)

8/02/13

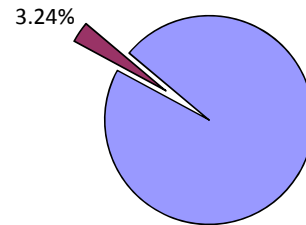
2014 Adopted Budget City Attorney's Office

Department Description:

The City Attorney's Office (CAO) strives to deliver outstanding legal services to the City by:

- Providing sound legal advice and superior legal representation to City officials to help them achieve their goals.
- Defending the City in civil litigation matters and aggressively prosecuting civil claims involving the collection of taxpayer monies, public nuisance abatement, and other initiatives that preserve the City's livability and public safety.
- Providing public safety and maintaining the City's livability by effectively prosecuting adult misdemeanor and gross misdemeanor crimes in Saint Paul.

CAO's Portion of General Fund Spending



Department Facts

- Total General Fund Budget: 7,472,013
- Total Special Fund Budget: 1,084,101
- Total FTEs: 64.25
- The CAO handles over 10,000 misdemeanor and gross misdemeanor cases per year.
- Legal settlements & judgments paid in 2012 total \$1,376,531.
- The CAO's Civil Litigation Division defends approximately 75 cases each year.
- More than 51% of civil lawsuits against the city have been resolved by obtaining favorable judgments or dismissals without any payments by the city.

Department Goals

- Aligning CAO resources to City and departmental priority outcomes.
- Holding criminal offenders accountable.
- Improving neighborhoods by increasing code compliance and by decreasing nuisance properties.

Recent Accomplishments

- Grant funding has significantly altered the processing of domestic assault cases where the potential defendant is gone on arrival. Reviewing these cases on a daily basis with the St. Paul Police Department Family and Sexual Violence Unit has cut the turnaround time from approximately 60 days to 13 days. This has resulted in the quadrupling of the number of charged Domestic Violence cases per year from 49 in 2008 to 209 in 2012. The CAO's conviction rates remain between 60%-70% on all domestic violence related offenses. The CAO has increased fourfold the number of domestic violence defendants held accountable for their actions and four times the number of victims made safer.
- CAO continues to implement the City of St. Paul Blueprint for Safety Model by enhancing our knowledge of risk and lethality research in domestic violence cases; collaborating with SPPD and advocacy partners. The CAO is creating new gun-related initiatives in domestic violence cases.
- Effectively address and respond to neighborhood quality of life complaints through community prosecutors stationed in each of St. Paul's vital communities.

2014 Adopted Budget

City Attorney's Office

Fiscal Summary

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2013 Adopted FTE</u>	<u>2014 Adopted FTE</u>
Spending							
1000: General Fund	6,892,345	7,142,715	7,472,013	329,298	4.6%	57.25	57.25
7100: Internal Services	1,056,611	1,103,017	1,084,101	(18,916)	-1.7%	7.00	7.00
Total	7,948,956	8,245,732	8,556,114	310,382	3.8%	64.25	64.25
Financing							
1000: General Fund	1,696,772	1,512,033	1,602,351	90,318	6.0%		
7100: Internal Services	1,069,310	1,103,017	1,084,101	(18,916)	-1.7%		
Total	2,766,082	2,615,050	2,686,452	71,402	2.7%		

Budget Changes Summary

Spending changes in the City Attorney's Office's (CAO) 2014 budget are largely due to current service level updates. The 2014 budget will allow CAO to continue crucial activities such as the Joint Prosecution Unit, Community Prosecution Program, and Domestic Violence Blueprint, as well as general criminal, civil, and civil litigation activities. The CAO's Civil Division and Civil Litigation Division will invest in new software to provide attorneys and staff a more effective practice management system.

1000: General Fund

City Attorney's Office

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	315,435	(9,682)	-
Subtotal:	<u>315,435</u>	<u>(9,682)</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
Practice Management Software			
<p>CAO's 2014 budget includes resources to maintain new practice management software. This investment will help standardize methods for tracking data related to legal case matters, and will enhance transparency of information, productivity, mobility and flexibility for staff.</p>			
Software expense	20,000	-	-
Subtotal:	<u>20,000</u>	<u>-</u>	<u>-</u>
Sales Tax Exemption			
<p>During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. The City Attorney's Office's estimated General Fund savings are shown here.</p>			
Sales tax exemption savings	(6,137)	-	-
Subtotal:	<u>(6,137)</u>	<u>-</u>	<u>-</u>
<u>Adopted Changes</u>			
Revenue Changes			
<p>Continuance for Dismissal (CFDs) revenues are adjusted based on 2013 revenue trends.</p>			
	-	100,000	-
Subtotal:	<u>-</u>	<u>100,000</u>	<u>-</u>
Fund 1000 Budget Changes Total	<u>329,298</u>	<u>90,318</u>	<u>-</u>

7100: Internal Services**City Attorney's Office**

Attorneys and support staff who support outside agencies and certain special fund departments are budgeted here. Agencies and departments are charged for the cost of services received.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>				
Current service level changes are due mostly to staffing changes in which vacancies were filled at lower steps.				
Staffing and other current service level changes				
		(18,916)	(18,916)	-
	Subtotal:	<u>(18,916)</u>	<u>(18,916)</u>	<u>-</u>
Fund 7100 Budget Changes Total		<u><u>(18,916)</u></u>	<u><u>(18,916)</u></u>	<u><u>-</u></u>

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

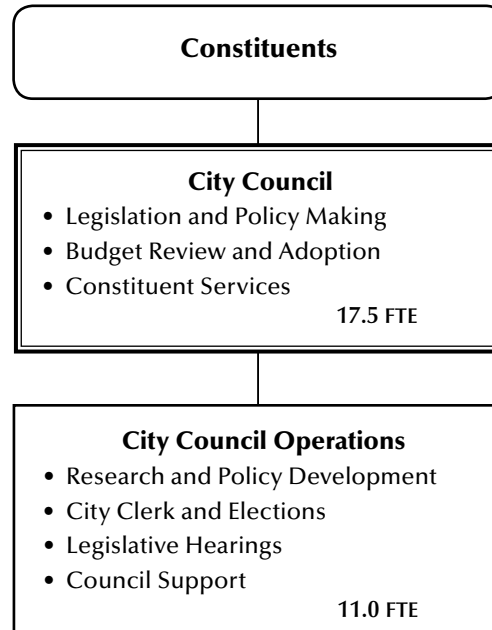
Department: CITY ATTORNEY

Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
1000	GENERAL FUND	6,609,516	6,892,345	7,142,715	7,472,013	329,298
2400	CITY GRANTS	69,984				
7100	CENTRAL SERVICES INTERNAL	974,284	1,056,611	1,103,017	1,084,101	(18,916)
TOTAL SPENDING BY FUND		7,653,784	7,948,956	8,245,732	8,556,114	310,382
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	7,083,145	7,333,115	7,635,410	7,893,985	258,576
	SERVICES	453,398	535,078	497,952	500,468	2,516
	MATERIALS AND SUPPLIES	45,723	62,320	86,638	145,610	58,972
	TRANSFER OUT AND OTHER SPEND	71,518	18,443	25,733	16,051	(9,682)
TOTAL SPENDING BY MAJOR ACCOUNT		7,653,784	7,948,956	8,245,732	8,556,114	310,382
<u>Financing by Major Account</u>						
	GENERAL FUND REVENUES	1,136,399	1,696,772	1,512,033	1,602,351	90,318
	SPECIAL FUND REVENUES					
	INTERGOVERNMENTAL REVENUE	70,047				
	FEES SALES AND SERVICES	1,014,819	1,069,310	1,103,016	1,084,101	(18,915)
	TRANSFERS IN OTHER FINANCING	24,444				
TOTAL FINANCING BY MAJOR ACCOUNT		2,245,709	2,766,082	2,615,049	2,686,452	71,403

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.



(Total 28.5 FTE)

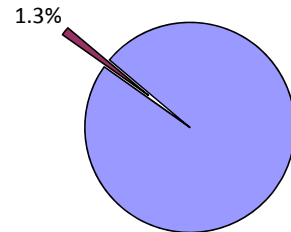
**2014 Adopted Budget
City Council**

Department Description:

City Council makes legislative, policy, budget, 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.

The City Clerk is responsible for maintaining and preserving the records of the City Council from 1854 to the present.

**City Council's Portion of
General Fund Spending**



Department Facts

- Total General Fund Budget: \$3,066,538
- Total Special Fund Budget: \$0
- Total FTEs: 28.50
- There are seven part time Councilmembers representing the seven wards of the City.
- Councilmembers are elected by wards to serve four year terms.
- The current term ends on December 31st, 2015.

Recent Accomplishments

- Considered approximately 1,452 legislative items as part of the weekly City Council meetings.
- Contracted with over 50 local non-profits to provide services to residents.

2014 Adopted Budget

City Council

Fiscal Summary

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2013 Adopted FTE</u>	<u>2014 Adopted FTE</u>
Spending							
1000: General Fund	2,871,442	3,037,495	3,066,538	29,043	1.0%	28.50	28.50
Financing							
1000: General Fund	497,438	367,095	357,095	(10,000)	-2.7%		

Budget Changes Summary

The Saint Paul City Council operations budget will continue to support the work of the City's Legislative body in 2014. Financing changes in 2014 include a small adjustment to the application fee revenue to reflect historical collections.

1000: General Fund**City Council**

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	34,940	(10,000)	-
Subtotal:	<u>34,940</u>	<u>(10,000)</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
Sales Tax Exemption			
<p>During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. City Council's estimated General Fund savings are shown here.</p>			
Sales Tax Exemption Savings	(5,897)	-	-
Subtotal:	<u>(5,897)</u>	<u>-</u>	<u>-</u>
Fund 1000 Budget Changes Total	<u><u>29,043</u></u>	<u><u>(10,000)</u></u>	<u><u>-</u></u>

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: CITY COUNCIL

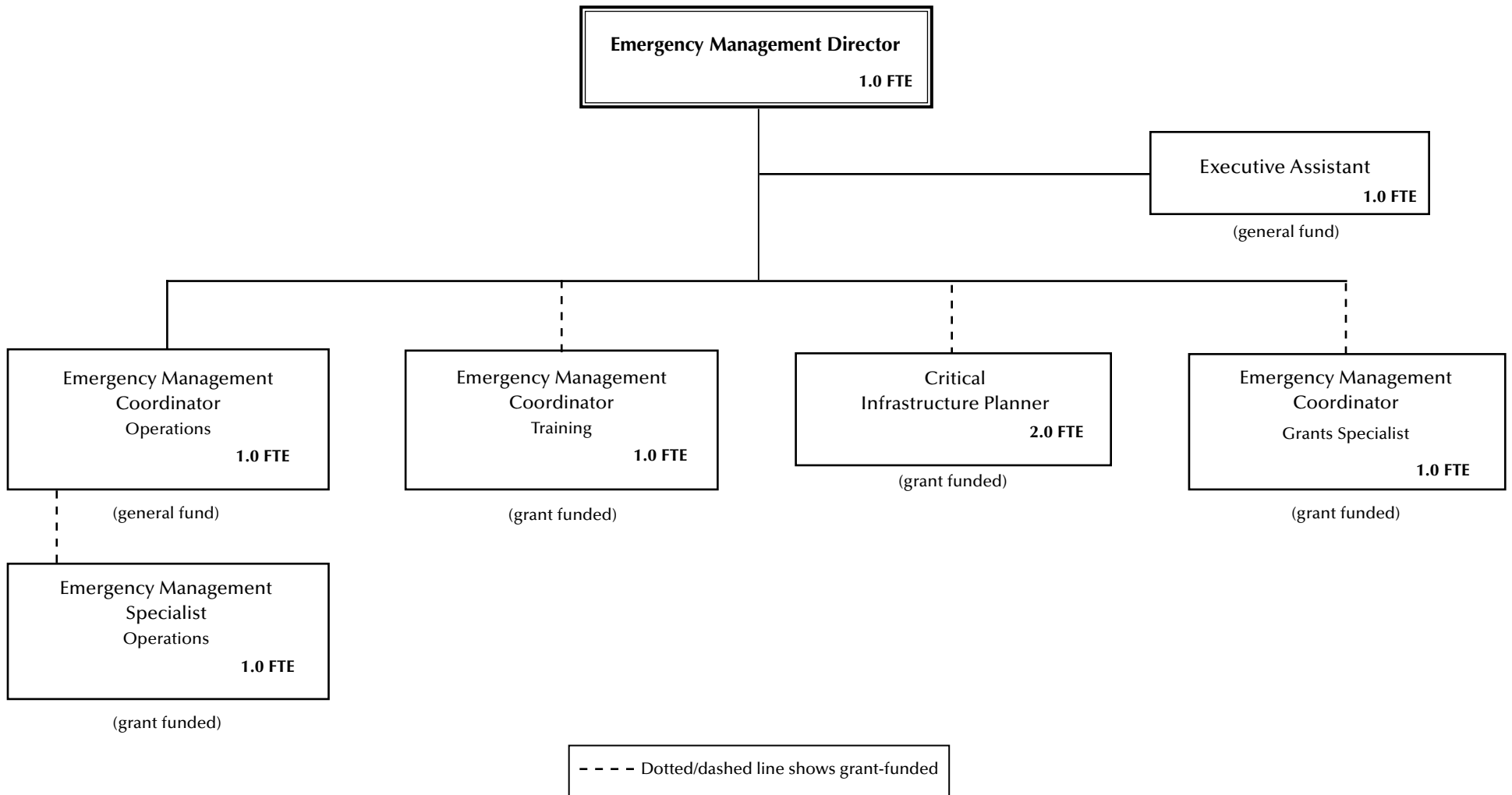
Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
1000	GENERAL FUND	2,851,977	2,871,442	3,037,495	3,066,538	29,043
	TOTAL SPENDING BY FUND	2,851,977	2,871,442	3,037,495	3,066,538	29,043
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	2,685,853	2,702,936	2,773,130	2,802,797	29,668
	SERVICES	149,609	150,097	172,955	176,228	3,273
	MATERIALS AND SUPPLIES	15,161	18,410	90,710	86,813	(3,897)
	TRANSFER OUT AND OTHER SPEND	1,354		700	700	
	TOTAL SPENDING BY MAJOR ACCOUNT	2,851,977	2,871,442	3,037,495	3,066,538	29,043
<u>Financing by Major Account</u>						
	GENERAL FUND REVENUES	196,593	497,438	367,095	357,095	(10,000)
	SPECIAL FUND REVENUES					
	TOTAL FINANCING BY MAJOR ACCOUNT	196,593	497,438	367,095	357,095	(10,000)



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.



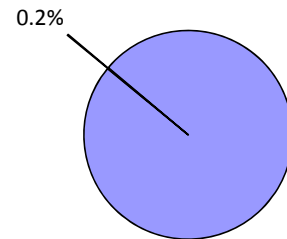
(Total 8.0 FTE)
General Fund = 3.0 Grants = 5.0

2014 Adopted Budget Office of Emergency Management

Department Description:

The Office of Emergency Management provides services to the community through education, training, outreach and disaster response. Emergency Management is charged with creating the framework to reduce vulnerability to hazards and cope with disasters. Emergency Management protects communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters. 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. Emergency Management includes significant pre- and post-disaster activities, including preparedness, prevention, response, and recovery. The department also coordinates emergency assistance for disaster response under statewide and inter-state mutual aid agreements.

Emergency Management Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$377,907
- Total Special Fund Budget: \$1,243,525
- Total FTEs: 8.00
- The department has assessed and categorized 1,064 critical assets and systems within Saint Paul. Protection plans for the top priorities will be developed in 2014.
- The department manages 47 specific planning requirements from the State of MN. The city Emergency Operations Plan alone must address over 100 specific items.
- The Homeland Security/Emergency Management Program is much more than the individual department tasked with carrying out the program – it is the coordination of these disciplines that enables success for the community

Department Goals

- Goal 1 - Implement a world class “Community Emergency Management Program”
- Goal 2 - Perform effective grants management and financial administration
- Goal 3 - Maintain and improve emergency management facilities and infrastructure
- Goal 4 - Maintain and improve levels of target capabilities performance
- Goal 5 - Achieve and maintain emergency management accreditation program (EMAP) compliance

Recent Accomplishments

2014 Adopted Budget
Office of Emergency Management

Fiscal Summary

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2013 Adopted FTE</u>	<u>2014 Adopted FTE</u>
Spending							
1000: General Fund	249,676	247,182	377,907	130,725	52.9%	1.80	3.00
2400: Grants	1,842,583	3,264,042	1,243,525	(2,020,517)	-61.9%	5.55	5.00
Total	2,092,259	3,511,224	1,621,432	(1,889,792)	-53.8%	7.35	8.00
Financing							
1000: General Fund	20	-	-	-	0.0%		
2400: Grants	1,848,702	3,264,042	1,243,525	(2,020,517)	-61.9%		
Total	1,848,722	3,264,042	1,243,525	(2,020,517)	-61.9%		

Budget Changes Summary

Despite declining grant revenue, the 2014 Emergency Management budget maintains critical staffing levels by shifting 1.2 FTEs to the General Fund. The adopted budget also fully funds operating and maintenance costs for Saint Paul's emergency siren system. Expiring grants resulted in a significant decrease in the department's grant budget.

1000: General Fund**Office of Emergency Management**

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		5,479	-	-
	Subtotal:	5,479	-	-
<u>Mayor's Proposed Changes</u>				
Shift Personnel from Expiring Grants				
<p>The Office of Emergency Management has relied on grants to staff the department for the last several years. In 2014, several grants are expiring. The 2014 budget shifts 1.2 FTEs that were previously grant-funded to the General Fund. This shift allows the department to maintain critical staffing levels even while grant revenue is decreasing.</p>				
	Shift personnel from grant funds to the General Fund	105,787	-	1.20
	Subtotal:	105,787	-	1.20
Community Warning Siren System Operations and Maintenance				
<p>The department is responsible for operating and maintaining Saint Paul's community warning system. Electricity, internet, radio access, and general system maintenance costs are now consolidated in the Emergency Management budget.</p>				
	Siren system operations and maintenance	21,000	-	-
	Subtotal:	21,000	-	-
Sales Tax Exemption				
<p>During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. Emergency Management's estimated General Fund savings are shown here.</p>				
	Sales tax exemption savings	(1,541)	-	-
	Subtotal:	(1,541)	-	-
Fund 1000 Budget Changes Total		130,725	-	1.20

2400: Grants**Office of Emergency Management**

Emergency Management has been successful in obtaining a number of grants to help promote emergency preparedness in Saint Paul.

	<u>Change from 2013 Adopted</u>		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Mayor's Proposed Changes</u>			
Grant Changes			
<p>This department receives several grants. Homeland Security, Urban Areas Security Initiatives (UASI), Emergency Management Performance Grant (EMPG) and Metropolitan Medical Response System (MMRS) are among those that typically recur, greatly enhancing the city's preparedness capabilities. These totals reflect the net changes from multiple grants that are expiring, as well as new grants the department has been awarded. Reductions in federal grant programs resulted in a significant decrease to the department's grant budget.</p>			
Expiring grants	(3,264,042)	(3,264,042)	(5.55)
New grants - personnel changes	535,000	535,000	5.00
New grants - non-personnel changes	455,000	455,000	-
Subtotal:	<u>(2,274,042)</u>	<u>(2,274,042)</u>	<u>(0.55)</u>
<u>Adopted Changes</u>			
Grant Adjustments			
<p>The department received extensions on two previously awarded grants: the 2011 Metropolitan Medical Response System (MMRS) grant, and the 2012 Urban Areas Security Initiative (UASI) grant. The below budget changes will allow the department to carry forward unspent grant balances.</p>			
2011 Metropolitan Medical Response System (MMRS) grant	73,325	73,325	-
2012 Urban Areas Security Initiative (UASI) grant	180,200	180,200	-
Subtotal:	<u>253,525</u>	<u>253,525</u>	<u>-</u>
Fund 2400 Budget Changes Total	<u>(2,020,517)</u>	<u>(2,020,517)</u>	<u>(0.55)</u>

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

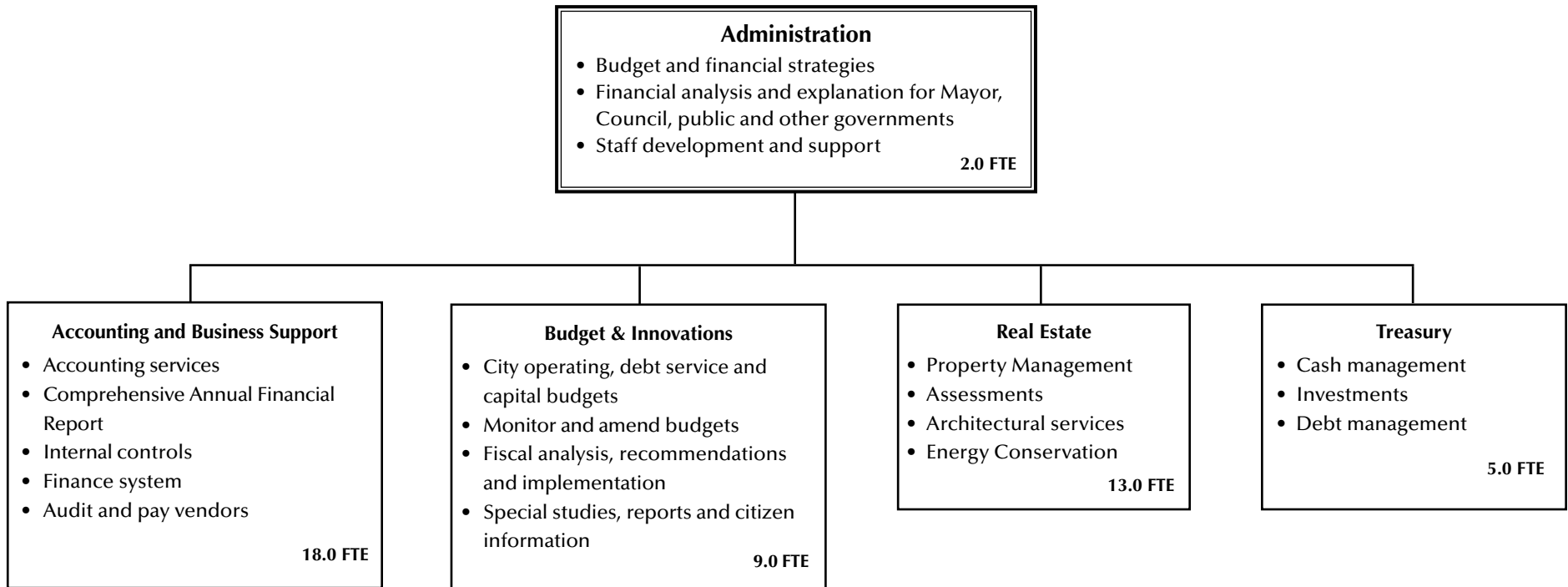
Department: EMERGENCY MANAGEMENT

Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
1000	GENERAL FUND	254,614	249,676	247,182	377,907	130,726
2400	CITY GRANTS	2,982,035	1,848,702	3,264,042	1,243,525	(2,020,517)
TOTAL SPENDING BY FUND		3,236,649	2,098,378	3,511,224	1,621,432	(1,889,792)
<u>Spending by Major Account</u>						
EMPLOYEE EXPENSE		904,029	740,766	1,075,924	1,008,289	(67,635)
SERVICES		1,077,960	942,134	858,663	336,334	(522,329)
MATERIALS AND SUPPLIES		419,474	179,499	489,137	116,809	(372,328)
CAPITAL OUTLAY		835,186	232,069	1,087,500	160,000	(927,500)
TRANSFER OUT AND OTHER SPEND			3,910			
TOTAL SPENDING BY MAJOR ACCOUNT		3,236,649	2,098,378	3,511,224	1,621,432	(1,889,792)
<u>Financing by Major Account</u>						
GENERAL FUND REVENUES		2,286	20			
SPECIAL FUND REVENUES						
INTERGOVERNMENTAL REVENUE		2,982,034	1,842,583	3,264,041	1,243,525	(2,020,516)
TOTAL FINANCING BY MAJOR ACCOUNT		2,984,320	1,842,603	3,264,041	1,243,525	(2,020,516)

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 47.0 FTE)

1.9 FTE included in this total are budgeted in the Debt Service Fund

8/05/13

2014 Adopted Budget Office of Financial Services

Department Description:

The Office of Financial Services (OFS) plays a vital role in supporting City operations. OFS provides services in four key areas:

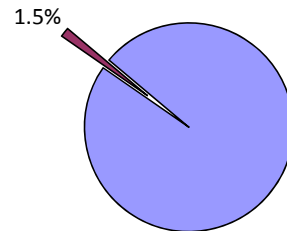
Budget & Innovation prepares, implements and monitors annual operating, debt service and capital budgets; provides fiscal analysis and projections for the Mayor and City Council; provides project management and analytical support to city-wide innovation projects.

Accounting & Business Support ensures that all financial transactions and accounting practices conform to generally accepted accounting principles, state law, and city administrative code and policies; provides business support to city departments related to the implementation, administration and maintenance of the COMET project.

Treasury manages and invests the City's cash resources to earn market rate of return; and manages the City's debt portfolio to ensure competitive rates and timely repayment.

Real Estate Management Services provides property management, project management and design; facilitates energy conservation efforts; and processes assessment billings.

OFS's Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$3,408,780
- Total Special Fund Budget: \$12,559,802
- Total FTEs: 45.1
- Saint Paul's operating, capital and debt service budgets total over \$550 million.
- Saint Paul is one of only 215 municipalities nationally with a AAA bond rating.
- OFS manages over \$247 million of cash balances and a \$532 million debt portfolio.
- OFS processes over \$250 million of annual payments to vendors.
- OFS annually processes \$40m+ in assessment and service charges against 81,000 parcels of land.

Department Goals

Ensure strong management of the City's financial resources and assets through:

- Accurate financial reporting
- Strong bond ratings
- Investment practices that preserve our financial assets
- Attention to the City's debt load and fund balances

Recent Accomplishments

- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for excellence in reporting for the 36th consecutive year.
- City maintained its AAA bond rating from Standard and Poor's and Aa1 by Moody's – during a challenging economy when credit downgrades were prevalent.
- Developed and implemented balanced 2013 operating, capital, and debt budgets.
- Final closeout of \$1.3 million dollar installation of Siren System for Emergency Operations Center; working along with Public Works, Finance, Technology and Communications, Fire and FRC-Emergency Management.
- Reduced the City's electric usage by 5,000,000 kilowatt hours through conservation, lighting retrofits, energy management systems and the installations of 10 solar arrays on city facilities.
- Successfully sold Sewer Revenue, Water Revenue, and General Obligation bonds with historically low interest rates (\$44.1 million in FY13 to-date), utilizing various financing tools.
- Accurately paid existing debt on time and in full; complied with ongoing disclosure and arbitrage requirements.

2014 Adopted Budget

Office of Financial Services

Fiscal Summary

	2012 Actual	2013 Adopted	2014 Adopted	Change	% Change	2013 Adopted FTE	2014 Adopted FTE*
Spending							
1000: General Fund	1,862,840	3,346,822	3,408,780	61,958	1.9%	29.30	27.77
2100: Special Revenue	1,666,566	1,467,063	1,614,063	147,000	10.0%	-	-
2200: Assessment	5,292,048	5,526,902	5,667,018	140,116	2.5%	1.80	0.43
2400: City Grants	678,751	-	-	-	0.0%	-	-
7100: Central Services Internal	3,811,201	4,821,997	4,948,171	126,174	2.6%	15.90	15.90
7200: Services and Supplies Internal	75,054	226,744	330,550	103,806	45.8%	1.00	1.00
Total	13,386,460	15,389,528	15,968,582	579,054	3.8%	48.00	45.10
Financing							
Citywide General Revenues**	165,612,117	173,133,044	181,126,640	7,993,596	4.6%		
1000: General Fund	277,522	255,133	255,133	-	0.0%		
2100: Special Revenue	1,515,037	1,467,063	1,614,063	147,000	10.0%		
2200: Assessment	5,501,633	5,526,902	5,667,018	140,116	2.5%		
2400: City Grants	768,465	-	-	-	0.0%		
7100: Central Services Internal	4,307,290	4,821,997	4,948,171	126,174	2.6%		
7200: Services and Supplies Internal	332,174	226,744	330,550	103,806	45.8%		
Total	12,702,121	12,297,839	12,814,935	517,096	4.2%		

*For the 2014 Adopted Budget, 2.9 FTE in OFS shifted to Human Resources due to the centralizing of the payroll system citywide.

**More information on citywide revenues can be found in the "Major General Fund Revenues" section.

Budget Changes Summary

The adopted budget accomplishes several staffing reprioritizations related to the COMET project, all of which are accomplished within existing resources: Expand capacity for streamlined management of cash, accounts payable and accounts receivable throughout the city, support post implementation business processes, evaluate opportunities for further improvement, and implement a City Innovation Team which will support innovations and business process improvement initiatives throughout the City.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	204,051.00	-	-
Subtotal:	204,051.00	-	-
<u>Mayor's Proposed Changes</u>			
Citywide Innovation Team			
<p>Despite the increase in LGA for 2014, the city will continue to face fiscal challenges in the years to come. To ensure that citizens will continue to receive excellent services at a reasonable cost, the City Innovation Team will facilitate the development of a cultural mindset of identifying opportunities to improve service delivery, as well as providing project management and analytical support to selected innovation projects. The team will be housed in the new Budget & Innovation section and will utilize existing resources from what are currently the Budget and COMET sections.</p>			
Staffing realignments - net neutral	-	-	-
Subtotal:	-	-	-
COMET Business Support			
<p>The COMET Business Support team will continue the work of supporting the COMET implementation through ensuring the smooth integration of new business processes, administering system functionality, providing ongoing training to system users, coordinating upgrades and maintenance, and evaluating and managing new opportunities for enhancement. The team will be housed in the new Accounting & Business Support section and will utilize existing resources from what are currently the Accounting and COMET sections.</p>			
Staffing realignments - net neutral	-	-	-
Subtotal:	-	-	-
Assessment Fund Realignment			
<p>Several employees who's work is related to the Assessment Fund are partially funded out of assessment resources. Due to an adjustment of duties, some of these FTEs are shifted to the General Fund.</p>			
Employee shift from assessments	104,640	-	1.37
Subtotal:	104,640	-	1.37

Change from 2013 Adopted		
Spending	Financing	FTE

Payroll Centralization

The rollout of the Time Tracking and Attendance Scheduling Solution (TASS) component of the COMET project has allowed for a more centralized approach to the City’s payroll function. As a result, the 2014 adopted budget shifts payroll personnel out of operating departments and into the Human Resources budget. This change consolidates payroll staff into one department, redeploys some existing resources, and results in net savings to the City. The impact of payroll centralization on the Office of Financial Services' is reflected here.

Payroll Centralization Adjustment	(243,745)	-	(2.90)
Subtotal:	<u>(243,745)</u>	<u>-</u>	<u>(2.90)</u>

Sales Tax Exemption

During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. Office of Financial Services’ estimated general fund savings are shown here.

Sales Tax Exemption Savings	(2,988)	-	-
Subtotal:	<u>(2,988)</u>	<u>-</u>	<u>-</u>

Fund 1000 Budget Changes Total

Subtotal:	<u><u>61,958</u></u>	<u><u>-</u></u>	<u><u>(1.53)</u></u>
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2100: Special Revenue

Office of Financial Services

OFS budgets revenues from the tax on hotel and motel rooms in this company.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		-	-	-
Subtotal:		-	-	-
<u>Adopted Changes</u>				
Technical Adjustments				
Adjust Hotel/Motel tax contribution to Visit St. Paul to reflect historical collections and budgeted increases of Hotel/Motel taxes.				
Increase in Hotel/Motel Tax		147,000	147,000	-
Subtotal:		147,000	147,000	-
 Fund 2100 Budget Changes Total		<u>147,000</u>	<u>147,000</u>	<u>-</u>

Budget for Assessments, which serves as a repository for summary nuisance abatements, sewers, & certificates of occupancy; property owners are assessed for improvements.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	244,756	140,116	-
Subtotal:	<u>244,756</u>	<u>140,116</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
Assessment Fund Realignment			
Several employees who's work is related to the Assessment Fund are partially funded out of assessment resources. Due to an adjustment of duties, some of these FTEs are shifted to the General Fund.			
Employee shift to General Fund	(104,640)	-	(1.37)
Subtotal:	<u>(104,640)</u>	<u>-</u>	<u>(1.37)</u>
Fund 2200 Budget Changes Total	<u><u>140,116</u></u>	<u><u>140,116</u></u>	<u><u>(1.37)</u></u>

7100: Central Services Internal**Office of Financial Services**

Budget for OFS-Real Estate and portions of the OFS-Treasury sections.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	(146,988)	(71,351)	-
Subtotal:	<u>(146,988)</u>	<u>(71,351)</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
TIF Adjustments			
West Midway TIF Adjustments	297,525	197,525	-
Subtotal:	<u>297,525</u>	<u>197,525</u>	<u>-</u>
Sales Tax Exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. Office of Financial Services' estimated central services fund savings are shown here.			
Sales Tax Exemption Savings	(24,363)	-	-
Subtotal:	<u>(24,363)</u>	<u>-</u>	<u>-</u>
<u>Adopted Changes</u>			
Technical Adjustments			
Adjust and realign Central Service accounting units to better reflect actual revenues and expenditures			
Revenue and Expenditure Realignment	(254,664)	(254,664)	-
Subtotal:	<u>(254,664)</u>	<u>(254,664)</u>	<u>-</u>
Fund 7100 Budget Changes Total	<u>126,174</u>	<u>126,174</u>	<u>-</u>

Budget for Energy Initiatives Coordinator.

		Change from 2013 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		1,196	1,196	-
	Subtotal:	<u>1,196</u>	<u>1,196</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>				
Energy Incentives Program				
	Increase in Energy Initiatives Loan program due to increase load repayment	102,610	102,610	-
	Subtotal:	<u>102,610</u>	<u>102,610</u>	<u>-</u>
Fund 7200 Budget Changes Total		<u><u>103,806</u></u>	<u><u>103,806</u></u>	<u><u>-</u></u>

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: FINANCIAL SERVICES

Budget Year: 2014

		2011	2012	2013	2014	Change From
		Actuals	Actuals	Adopted	Adopted	2013
						Adopted
<u>Spending by Fund</u>						
1000	GENERAL FUND	1,599,124	1,862,840	3,346,822	3,408,780	61,958
2100	SPECIAL REVENUE	1,713,335	1,666,566	1,467,063	1,614,063	147,000
2200	ASSESSMENT	6,195,065	5,292,048	5,526,902	5,667,018	140,116
2400	CITY GRANTS	1,161,087	678,751			
7100	CENTRAL SERVICES INTERNAL	3,345,020	3,811,201	4,821,996	4,948,171	126,174
7200	SERVICES AND SUPPLIES INTERNAL	462,849	75,054	226,744	330,550	103,807
TOTAL SPENDING BY FUND		14,476,481	13,386,461	15,389,526	15,968,582	579,055
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	3,480,746	3,725,523	4,853,299	4,743,389	(109,910)
	SERVICES	2,338,073	1,803,087	1,911,974	2,104,410	192,436
	MATERIALS AND SUPPLIES	365,438	379,561	493,641	494,682	1,041
	CAPITAL OUTLAY	100,944	778,429	196,283	235,717	39,434
	PROGRAM EXPENSE	810,803	424,053	202,000	210,000	8,000
	DEBT SERVICE	180,979	166,783	1,104,749	783,222	(321,527)
	TRANSFER OUT AND OTHER SPEND	7,199,498	6,109,024	6,627,580	7,397,162	769,582
TOTAL SPENDING BY MAJOR ACCOUNT		14,476,481	13,386,461	15,389,526	15,968,582	579,055

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: FINANCIAL SERVICES

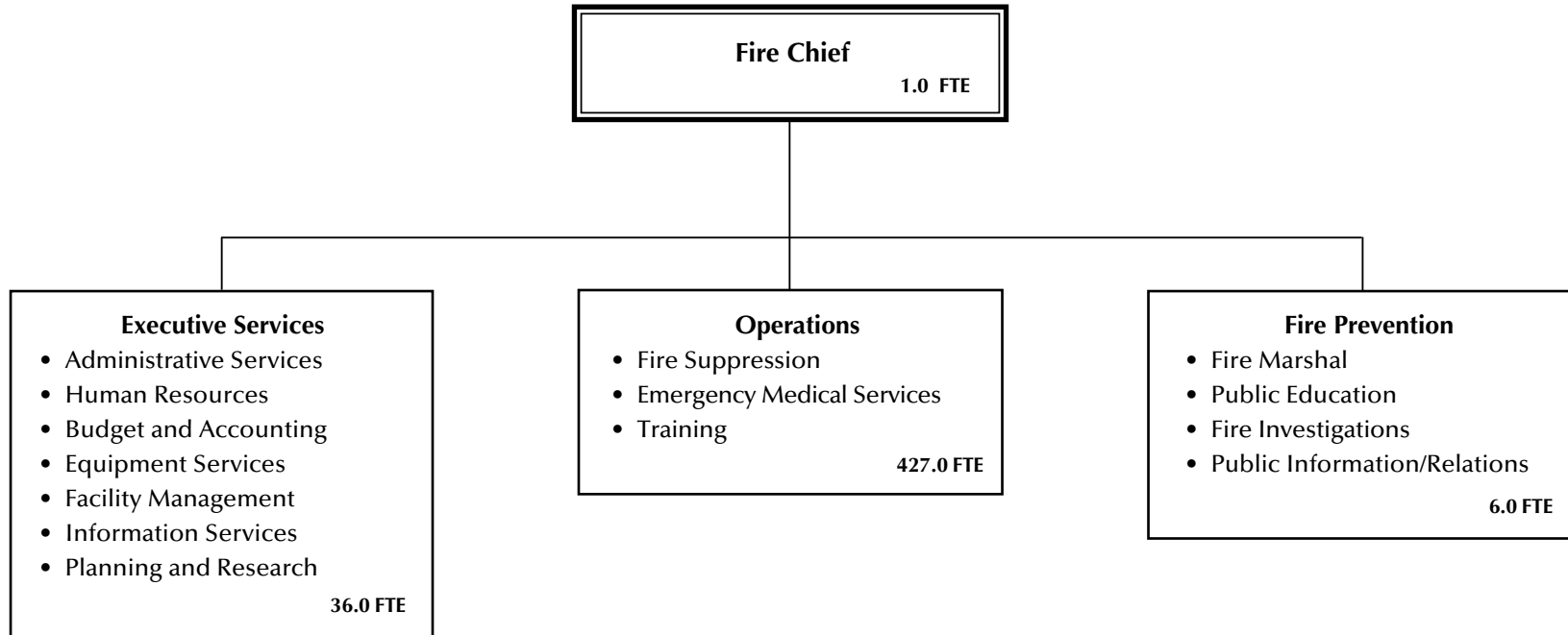
Budget Year: 2014

	2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
Financing by Major Account					
GENERAL FUND REVENUES	157,395,899	165,889,639	173,388,177	181,381,773	7,993,596
SPECIAL FUND REVENUES					
BUDGET ADJUSTMENTS			67,123	329,525	262,402
TAXES	1,617,718	1,515,037	1,467,063	1,614,063	147,000
LICENSE AND PERMIT	8,350	17,802	10,000	15,000	5,000
INTERGOVERNMENTAL REVENUE	1,446,562	731,006			
FEES SALES AND SERVICES	2,515,740	2,778,673	2,953,355	3,064,141	110,786
ASSESSMENTS	5,841,670	5,439,120	5,526,902	5,526,902	
INTEREST EARNINGS	801,149	1,012,363	910,776	660,918	(249,858)
DEBT FINANCING			190,000	438,012	248,012
TRANSFERS IN OTHER FINANCING	783,106	930,599	917,486	911,240	(6,246)
TOTAL FINANCING BY MAJOR ACCOUNT	170,410,193	178,314,237	185,430,882	193,941,574	8,510,692



Fire Department

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 470.0 FTE)

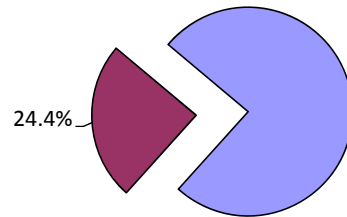
2014 Adopted Budget Saint Paul Fire Department

Department Description:

The Saint Paul Fire Department provides compassionate, prompt, state-of-the-art services to ensure the safety and well being of our community. The Fire Chief oversees the three divisions of the department: Operations, Executive Services, and Fire Prevention.

- **Operations**--manages fire suppression, emergency medical services, hazardous materials response, and training.
- **Executive Services**--manages all administrative services, including budget and accounting, human resources, information services, facility management, and equipment services.
- **Fire Prevention**--administers public education efforts, the fire investigation division, and the Fire Marshal acts as the Public Information Officer for the department.

Fire Department's Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$56,483,309
- Total Special Fund Budget: \$7,005,255
- Total FTEs: 470.00
- 2012 total emergency responses: 36,758 (Fire 9,037 and EMS 27,878)
- 2012 department average response time: 5 minutes 6 seconds
- 2012 total dollar loss (due to fire) \$7,316,374
- 2012 total dollar loss (due to arson) \$3,185,815
- 12 arson arrests in 2012
- Of the 826 structure fires, 83% were confined to the room of origin

Department Goals

- Prevent home fires
- Reduce traumatic events through awareness
- Citizens "Fired Up" for Saint Paul, creating knowledge of the department and fire safety through community outreach and trainings

Recent Accomplishments

- Maintained 114 daily staffing & full staffing on all rigs while eliminating super-medical brown outs.
- Redeployed response assets west of Lexington Avenue to reduce response times to high-hazard areas.
- Stabilized response times in spite of 5% call volume increase; improved compliance to National Fire Protection Association (NFPA) 1710 response time standards.
- Delivered extensive multi-agency integrated training & senior leadership/management development.
- Expanded Basic Life Support (BLS) Transport Unit which is nearly self-supporting in the first year of operation.
- Hosted a variety of fire prevention initiatives, media events, and open houses.

2014 Adopted Budget

Fire Department

Fiscal Summary

	2012 Actual	2013 Adopted	2014 Adopted	Change	% Change	2013 Adopted FTE	2014 Adopted FTE
Spending							
1000: General Fund	52,892,714	55,127,262	56,483,309	1,356,047	2.5%	452.67	454.00
2100: Special Revenue	1,096,591	1,192,085	2,611,936	1,419,851	119.1%	-	-
2400: Grants	1,123,329	1,026,106	528,279	(497,827)	-48.5%	2.33	-
7150: Equipment Services Internal	3,679,832	4,348,533	3,865,040	(483,493)	-11.1%	16.00	16.00
Total	58,792,466	61,693,986	63,488,564	1,794,578	2.9%	471.00	470.00
Financing							
1000: General Fund	12,797,416	12,751,369	13,420,840	669,471	5.3%		
2100: Special Revenue	1,664,102	1,192,085	2,611,936	1,419,851	119.1%		
2400: Grants	1,123,330	1,026,106	528,279	(497,827)	-48.5%		
7150: Equipment Services Internal	3,466,598	4,348,533	3,865,040	(483,493)	-11.1%		
Total	19,051,446	19,318,093	20,426,095	1,108,002	5.7%		

Budget Changes Summary

The St. Paul Fire Department was awarded a Staffing For Adequate Fire and Emergency Response (SAFER) grant from the federal government in late 2009. The program is structured with a city match that increases each year, and has a requirement that the sworn staff compliment is not reduced throughout the grant period. The positions will be entirely funded by the General Fund beginning in 2014. The Fire Department will also realize savings in the General Fund due to payroll centralization and legislation exempting city purchases from state sales tax. The General Fund budget also includes one-time resources to continue replacement of Self-Contained Breathing Apparatus (SCBA) throughout the department. Special fund adjustments include accounting for grant extensions, fully budgeting the EMS Academy and BLS Transport programs, public safety garage operations, and the ongoing capital replacement plan for vehicles and equipment.

1000: General Fund

Fire Department

Change from 2013 Adopted

	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
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Current Service Level Adjustments

The State of MN Legislature passed legislation in 2013 to increase employer and employee contributions for Public Safety retirees. An increase of 0.9% is included in the 2014 budget.

Public safety pension increase	301,750	-	-
Other current service level changes	649,573	-	-
Subtotal:	951,323	-	-

Mayor's Proposed Changes**SAFER and Other Grant Adjustments**

The Federal SAFER grant required a multiple-year transition of firefighters from grant dollars to the City's General Fund. The 2014 budget concludes that transition. Two grants from the Minnesota Board of Firefighter Training and Education (MBFTE) received in 2013 are not expected to continue into 2014.

Staff shift from SAFER grant to General Fund	198,211	-	2.33
MBFTE grant adjustments	(225,492)	(225,492)	-
Subtotal:	(27,281)	(225,492)	2.33

Firefighter Test

In 2014 the Fire Department will conduct a comprehensive firefighter test to create a list of qualified applicants to fill vacancies in the department. Additional testing costs are included in the Human Resources budget.

Test administration services	250,000	-	-
Subtotal:	250,000	-	-

Payroll Centralization

The rollout of the Time Tracking and Attendance Scheduling Solution (TASS) component of the COMET project has allowed for a more centralized approach to the City's payroll function. As a result, the 2014 budget shifts payroll personnel out of operating departments and into the Human Resources budget. This change consolidates payroll staff into one department, redeploys some existing resources, and results in net savings to the City. The impact of payroll centralization on the Fire Department is reflected here.

Staffing changes	(67,995)	-	(1.00)
Subtotal:	(67,995)	-	(1.00)

			Change from 2013 Adopted		
			Spending	Financing	FTE

Sales Tax Exemption

During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. The Fire Department's estimated General Fund savings are shown here.

Sales tax exemption savings		(50,000)	-	-
Subtotal:		(50,000)	-	-

Public Safety Equipment

The 2014 budget provides \$300,000 to continue replacing the Self-Contained Breathing Apparatus (SCBA) needed by each firefighter.

Specialized equipment		300,000	-	-
Subtotal:		300,000	-	-

Paramedic Revenues

Based on improved collections in 2013, the 2014 budget includes a forecasted increase in paramedic revenues.

Paramedic fee revenue		-	244,963	-
Subtotal:		-	244,963	-

Intergovernmental Transfer Legislative Change

During the 2013 legislative session, the MN legislature amended state law to allow Saint Paul to receive federal reimbursements for medical assistance fee for service paramedic runs. The law change will allow Saint Paul to collect the difference between the average medical assistance payment and the average commercial rate for the top 3 commercial payers.

Intergovernmental transfer		-	900,000	-
Subtotal:		-	900,000	-

Change from 2013 Adopted

Spending Financing FTE

Adopted Changes

Paramedic Revenues

Paramedic revenue collections fell short of expectations in the months between the Mayor's budget proposal and the adoption of the final 2014 budget. During the Council phase of the budget process, paramedic revenue estimates were revised accordingly.

Paramedic fee revenue

- (250,000) -

Subtotal:

- (250,000) -

Fund 1000 Budget Changes Total

1,356,047 669,471 1.33

2100: Special Revenue**Fire Department**

The Fire Special Revenue budgets fund the EMS Academy, BLS Transports, firefighting equipment, training and public safety vehicles.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	23,842	23,842	-
Subtotal:	23,842	23,842	-
<u>Mayor's Proposed Changes</u>			
Public Safety Capital			
The 2014 budget continues the public safety capital replacement plan. The 2014 plan will include \$1.3 million to replace 1 ladder truck, 1 ambulance, and 1 chief vehicle, funded through capital lease proceeds. Additional proceeds will be reappropriated from 2013 capital replacement projects to adequately fund Fire's 2014 replacement plan.			
Reappropriated from 2013 replacement plan	-	-	-
Capital lease for public safety equipment	370,000	370,000	-
Subtotal:	370,000	370,000	-
EMS Academy			
The Fire Department's EMS Academy began in 2012. Increases in the 2014 budget account for a full year of the program, funded through a combination of Basic Life Support (BLS) paramedic runs, youth job corps grants, and minority business development and retention (MBDR) revenue.			
EMS Academy	210,937	210,937	-
Subtotal:	210,937	210,937	-
BLS Transports			
After graduating from the EMS Academy, cadets begin conducting Basic Life Support (BLS) runs. This program began in 2013, but was not included in the 2013 adopted budget. The 2014 budget fully accounts for the BLS transport program and associated revenue.			
BLS Transports	315,072	315,072	-
Subtotal:	315,072	315,072	-

2100: Special Revenue

Fire Department

The Fire Special Revenue budgets fund the EMS Academy, BLS Transports, firefighting equipment, training and public safety vehicles.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Adopted Changes</u>				
Public Safety Equipment				
<p>The 2013 Fire budget included resources to begin replacing Self-Contained Breathing Apparatus (SCBA). Purchase of this equipment was delayed due to the federal government shut-down. The 2014 budget carries forward unspent 2013 budget authority to begin purchasing SCBA in 2014.</p>				
	Specialized equipment	500,000	500,000	-
	Subtotal:	500,000	500,000	-
	Fund 2100 Budget Changes Total	1,419,851	1,419,851	-

2400: Grants**Fire Department**

The Fire Department began receiving the multi-year Staffing For Adequate Fire and Emergency Response (SAFER) in 2009. The department also receives other grants from the Department of Homeland Security, used to assist firefighters with specialized equipment.

	<u>Change from 2013 Adopted</u>		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>	-	-	-
Subtotal:	-	-	-
<u>Mayor's Proposed Changes</u>			
SAFER Grant Shift and Other Expiring Grants			
The Federal SAFER grant requires a multiple-year transition of firefighters from grant dollars to the City's General Fund. 2014 is the last year of that transition. The department expects to spend remaining funds from several other grants in 2013.			
Staff shift from SAFER grant to General Fund	(198,211)	(198,211)	(2.33)
2010 Homeland Security HazMat grant	(12,000)	(12,000)	-
2011 Assistance to Firefighters grant	(251,520)	(251,520)	-
2012 Assistance to Firefighters grant	(564,375)	(564,375)	-
Subtotal:	(1,026,106)	(1,026,106)	(2.33)
<u>Adopted Changes</u>			
Grant Adjustments			
The department received extensions on two previously awarded grants: the 2011 Assistance to Firefighter Grant, and the 2012 Assistance to Firefighter Regional Grant. The below budget changes will allow the department to carry forward unspent grant balances.			
2011 Assistance to Firefighters Grant	120,211	120,211	-
2012 Assistance to Firefighters Regional Grant	408,068	408,068	-
Subtotal:	528,279	528,279	-
Fund 2400 Budget Changes Total	<u>(497,827)</u>	<u>(497,827)</u>	<u>(2.33)</u>

7150: Equipment Services Internal**Fire Department**

Operations of the Public Safety Garage, which provides maintenance for both Police and Fire, are budgeted in this fund.

	Change from 2013 Adopted		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>	35,344	35,344	-
Subtotal:	<u>35,344</u>	<u>35,344</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
Align Motor Fuel Spending with Recent Actual Spending			
The 2014 budget revised motor fuel spending in the Public Safety Garage budget based on recent years' actual spending, as well as estimates for 2014 fuel contract prices.			
Motor fuel	(518,837)	(518,837)	-
Subtotal:	<u>(518,837)</u>	<u>(518,837)</u>	<u>-</u>
Fund 7150 Budget Changes Total	<u>(483,493)</u>	<u>(483,493)</u>	<u>-</u>

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: FIRE

Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
1000	GENERAL FUND	52,516,849	52,892,714	55,127,262	56,483,309	1,356,047
2100	SPECIAL REVENUE	136,488	1,096,591	1,192,085	2,611,936	1,419,851
2400	CITY GRANTS	1,170,628	1,123,329	1,026,106	528,279	(497,827)
7150	EQUIPMENT SERVICES INTERNAL	3,489,105	3,679,832	4,348,533	3,865,040	(483,493)
TOTAL SPENDING BY FUND		57,313,069	58,792,466	61,693,986	63,488,564	1,794,578
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	49,699,062	49,821,736	51,632,857	52,609,212	976,355
	SERVICES	2,736,189	3,138,514	3,620,896	3,786,069	165,172
	MATERIALS AND SUPPLIES	4,249,369	4,525,871	5,308,151	4,773,943	(534,208)
	CAPITAL OUTLAY	514,139	1,274,305	1,077,856	2,264,856	1,187,000
	DEBT SERVICE	32,972				
	TRANSFER OUT AND OTHER SPEND	81,339	32,040	54,225	54,484	259
TOTAL SPENDING BY MAJOR ACCOUNT		57,313,069	58,792,466	61,693,986	63,488,564	1,794,578
<u>Financing by Major Account</u>						
	GENERAL FUND REVENUES	12,103,282	12,797,416	12,751,369	13,420,840	669,471
	SPECIAL FUND REVENUES					
	BUDGET ADJUSTMENTS			151,885	660,727	508,842
	LICENSE AND PERMIT	177,175	165,760	180,000	180,000	
	INTERGOVERNMENTAL REVENUE	1,170,627	1,123,330	1,026,106	528,279	(497,827)
	FEES SALES AND SERVICES	3,135,456	3,498,861	4,200,533	4,109,528	(91,005)
	DEBT FINANCING	950,500	1,350,000	915,000	1,300,000	385,000
	TRANSFERS IN OTHER FINANCING	113,943	116,078	93,200	226,721	133,521
TOTAL FINANCING BY MAJOR ACCOUNT		17,650,983	19,051,445	19,318,093	20,426,095	1,108,002



General Government Accounts

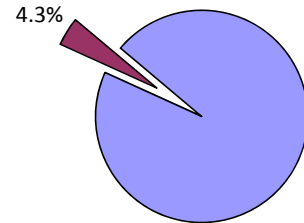
To budget for services provided on a city-wide basis and not directly associated with an operating department or office.

**2014 Adopted Budget
General Government Accounts**

Department Description:

General Government Accounts represent spending activities that exist across the City, but are not necessarily assignable to a specific department. Functions include the City share of employee benefits; city-wide tort liability costs; city elections; outside legal services; the civic organization partnership program; district councils and neighborhood crime prevention programs; support for financial forms and reports used by all city departments; costs associated with the City's participation in municipal organizations, like the League of Minnesota Cities; legislative support services; the city-wide financial audit; maintenance and upkeep of City Hall; costs of the Charter Commission and Capital Improvement Budget committee; and the General Fund share of city-wide technology investment.

**General Government Account's
Portion of General Fund
Spending**



Department Facts

- Total General Fund Budget: \$9,993,332
- Total Special Fund Budget: \$2,465,658
- Total FTEs: 2.15
- Annually receive an "unqualified" opinion on the City financial audit.
- Support 17 citizen participation districts and 25 neighborhood crime prevention organizations.
- The City occupies 35% of the City Hall - Courthouse facility.

Department Goals

- Support city-wide functions and initiatives through the proper allocation of resources.
- Ensure that the city-wide fringe benefit budgets fully account for the cost of employee benefits.

Recent Accomplishments

- Managed workers' compensation costs within allocated budgets.
- Working with the City's labor union representatives, city staff have continued to manage the financial control of employee benefit costs.
- Allocations for city-wide technology needs provided a financial foundation for things like implementing the City Operations Modernization & Enterprise Transformation (COMET) project, and upgrading the City's network infrastructure.

2014 Adopted Budget
General Government Accounts

Fiscal Summary

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2013 Adopted FTE</u>	<u>2014 Adopted FTE</u>
Spending							
1000: General Fund	7,491,396	9,270,494	9,993,332	722,838	7.8%	2.15	2.15
7100: Central Services Internal	-	530,422	2,465,658	1,935,236	364.8%	-	-
Total	7,491,396	9,800,916	12,458,990	2,658,074	27.1%	2.15	2.15
Financing							
1000: General Fund	6,886,431	6,934,865	7,134,867	200,002	2.9%		
7100: Central Services Internal	-	530,422	2,465,658	1,935,236	364.8%		
Total	6,886,431	7,465,287	9,600,525	2,135,238	28.6%		

Budget Changes Summary

The General Government Accounts budget includes the General Fund share of citywide technology investments, including investments in a new wide area network (WAN) and enhancements to the City's existing local area network (LAN). The budget also includes a planned increase in the General Fund share of the public safety vehicle replacement budget.

1000: General Fund

General Government Accounts

		Change from 2013 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		119,917	-	-
	Subtotal:	119,917	-	-
<u>Mayor's Proposed Changes</u>				
Technology Infrastructure				
<p>The General Fund share of citywide technology projects is included in the General Government budget. In 2014, this includes additional resources for the build-out of a new wide area network (WAN) and improvements to the existing local area network (LAN).</p>				
	LAN/WAN	193,122	-	-
	Subtotal:	193,122	-	-
Capital Lease Program				
<p>In order to fully fund departmental capital equipment needs, including public safety vehicles, some General Fund resources are budgeted to augment the city capital lease program. In 2014 these resources will help pay for public safety vehicles in Police and Fire.</p>				
	Capital lease	400,000	-	-
	Subtotal:	400,000	-	-
Sales Tax Exemption				
<p>During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. General Government Accounts' estimated General Fund savings are shown here.</p>				
	Sales tax exemption savings	(14,826)	-	-
	Subtotal:	(14,826)	-	-

1000: General Fund

General Government Accounts

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Adopted Changes</u>				
Contract and Analysis Services (CAS) Shift to General Fund				
Beginning in 2014, CAS operations will be budgeted in the General Fund. As part of this shift, CAS's enterprise technology expenses are now included in the General Government Accounts budgets.				
Enterprise technology expenses		24,625	-	-
	Subtotal:	24,625	-	-
Pension Aid Revenues				
Based on improved collections in 2013, the 2014 budget includes a forecasted increase in pension aid revenues.				
Police Pension Aid		-	150,000	-
Fire Pension Aid		-	50,002	-
	Subtotal:	-	200,002	-
Fund 1000 Budget Changes Total		722,838	200,002	-

7100: Central Services Internal

General Government Accounts

Spending and revenue associated with citywide technology projects are budgeted in the General Government Accounts special fund.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Mayor's Proposed Changes</u>				
Technology Infrastructure				
The General Government Accounts special fund allocates funding for citywide innovations and technology. The 2013 proposed budget included resources for the build-out of a new wide area network (WAN) and improvements to the existing local area network (LAN). Due to delays in planning for those improvements, most of the budget for WAN/LAN was removed in the 2013 adopted budget. The 2014 budget restores funding for WAN/LAN upgrades, funded through inter-departmental transfers.				
WAN/LAN		1,935,236	1,935,236	-
	Subtotal:	1,935,236	1,935,236	-
Fund 7100 Budget Changes Total		1,935,236	1,935,236	-

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

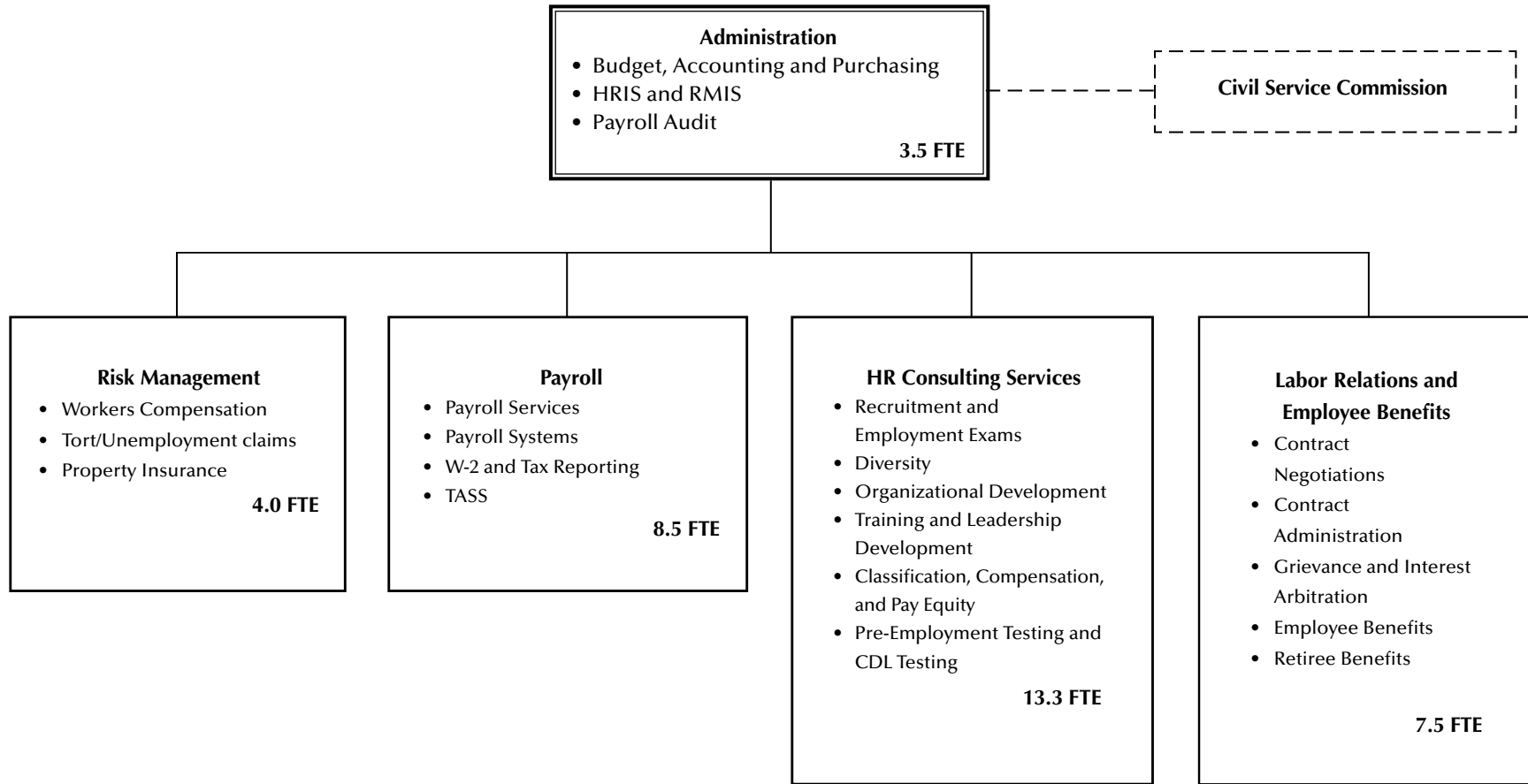
Department: GENERAL GOVERNMENT ACCOUNTS

Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
1000	GENERAL FUND	6,927,417	7,491,396	9,270,494	9,993,332	722,838
7100	CENTRAL SERVICES INTERNAL			530,422	2,465,658	1,935,236
TOTAL SPENDING BY FUND		6,927,417	7,491,396	9,800,916	12,458,990	2,658,074
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	249,485	(163,649)	252,272	259,920	7,647
	SERVICES	4,783,100	5,111,097	6,119,492	9,393,894	3,274,403
	MATERIALS AND SUPPLIES	21,447	24,930	24,442	24,442	
	PROGRAM EXPENSE	798,286	862,354	811,267	811,267	
	TRANSFER OUT AND OTHER SPEND	1,075,100	1,656,664	2,593,443	1,969,467	(623,976)
TOTAL SPENDING BY MAJOR ACCOUNT		6,927,417	7,491,396	9,800,916	12,458,990	2,658,074
<u>Financing by Major Account</u>						
	GENERAL FUND REVENUES	8,179,135	6,886,431	6,934,865	7,134,867	200,002
	SPECIAL FUND REVENUES					
	BUDGET ADJUSTMENTS				530,422	530,422
	TRANSFERS IN OTHER FINANCING			530,422	1,935,236	1,404,814
TOTAL FINANCING BY MAJOR ACCOUNT		8,179,135	6,886,431	7,465,287	9,600,525	2,135,238

Human Resources

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



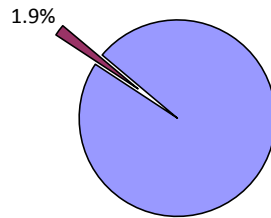
(Total 36.8 FTE)

**2014 Adopted Budget
Office of Human Resources**

Department Description:

The Office of Human Resources plays a vital role in providing strategic organizational service and support to all City departments. HR's major functions include: CONSULTING SERVICES - create and interpret personnel policies; audit payrolls; recruit qualified and diverse candidates and administer the employment testing process; conduct investigations; develop organizational capacity through job analyses; determine appropriate compensation based on comparable worth; advocacy work in Civil Service Commission hearings. LABOR RELATIONS - negotiate and administer collective bargaining agreements with employee unions; represent management in arbitrations, labor management committees, policy development and grievance handling; assist managers on employee issues. PAYROLL - Administer the city's payroll and payroll deduction system for all city employees. Ensure accurate and timely payroll processing and related activities including withholding and deductions. Ensure that necessary employee information is maintained and submitted in accordance with acceptable business and regulatory standards. RISK MANAGEMENT - provide management assistance to all City risk treatment programs; manage employee and retiree benefit functions; measure, analyze and report risks; administer the workers' compensation program.

Human Resource's Portion of General Fund Spending



Department Goals

- Attract, develop, and retain a diverse, professional workforce.
- Align HR resources to city and department needs.
- Reduce the growth of health care costs.
- Increase the safety of employees and reduce workers' compensation costs.

Department Facts

- Total General Fund Budget: 4,298,583
- Total Special Fund Budget: 3,662,748
- Total FTEs: 36.8
- Number of active labor contracts: 22
- Administered 65 employment exams in 2012.
- Completed 163 Organizational design studies in 2012, including 9 organizational/multiple incumbent studies, 32 class specification updates, 5 Development Programs, 46 Single-Incumbent Job Studies (Job Profiles) and 71 Special Projects.
- Work comp files opened in 2012: 781
- Work comp files open at year end: 458
- Tort files opened in 2012: 268
- Tort files open at year end: 92
- Workplace conduct investigations in 2012: 20
- Grievances processed in 2012: 51
- Complex Accommodation cases in 2012: 14

Recent Accomplishments

- Provided three citywide development programs (Advanced Manager Academy, Network Saint Paul, and New Employee Orientation).
- Began electronic evaluation of applications and examinations.
- Enhanced the online Manager's Toolbox
- The Labor Management Committee on Health Insurance reached an agreement on retaining HealthPartners as the City's health benefit provider for 2013 through 2017. Premium rates for 2013 reflected a 13% reduction. Maximum rate increases for 2014-2017 are 1.3%, 1.7%, 6% and 6% respectively.
- Healthy Saint Paul introduced a "Healthy Numbers" (biometric screening) event for employees to emphasize knowing one's health status, and moving to an "outcomes" based incentive program.
- Workers Comp staff recognized by the MN Department of Labor & Industry for 100% Prompt First Action Reporting - fourth straight year.
- Renewed the City's property insurance coverage with a nominal premium increase despite a hardening property market.
- Split awards on two grievance arbitrations.
- Centralized payroll within HR.
- Implemented a new time and attendance system citywide.

2014 Adopted Budget

Office of Human Resources

Fiscal Summary

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2013 Adopted FTE</u>	<u>2014 Adopted FTE</u>
Spending							
1000: General Fund	3,106,206	3,214,078	4,298,583	1,084,505	33.7%	27.90	36.80
7100: Central Services Internal	2,465,589	4,081,298	3,662,748	(418,550)	-10.3%	-	-
Total	5,571,795	7,295,376	7,961,331	665,955	9.1%	27.90	36.80
Financing							
1000: General Fund	366,463	377,663	589,123	211,460	56.0%		
7100: Central Services Internal	3,566,192	4,081,298	3,662,748	(418,550)	-10.3%		
Total	3,932,655	4,458,961	4,251,871	(207,090)	-4.6%		

Budget Changes Summary

As part of the ongoing implementation of the COMET project, the City's payroll function will be consolidated into the Human Resources budget. As a result of this change, the Office of Human Resources added 8.0 new FTEs and associated overhead to the 2014 budget, all of which were shifted from other departments' budgets. Further, HR reprioritized a high level vacancy to allow for the hiring of a Diversity Manager. The 2014 General Fund budget also includes expenses and revenue related to administering a new firefighter test.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	41,962	66,460	-
Subtotal:	41,962	66,460	-
<u>Mayor's Proposed Changes</u>			
Firefighter Examination			
<p>The last fighter examination was administered in 2010. HR will administer a new exam in 2014 with a portion of the testing costs are recovered through an administrative fee paid by applicants. HR's costs and fee revenue are listed here. Additional testing costs are included in the Fire Department budget.</p>			
Test administration services and fee revenue	214,000	145,000	-
Subtotal:	214,000	145,000	-
Racial Equity Program			
<p>The 2014 budget includes funding for a training program focused on the development of racial equity goals, and addressing disparities in policies and actions.</p>			
Training cost	50,000	-	-
Subtotal:	50,000	-	-
Staff Realignment Within Existing Resources			
<p>Human Resources made personnel changes within existing resources. The 2014 budget reprioritizes budget authority from a high level vacancy to add a new Diversity Manager position. The budget also includes a small change in FTEs due to other position realignments.</p>			
Diversity Manager	119,283	-	1.00
Elimination of Risk Manager	(143,223)	-	(1.00)
Fill vacancies at lower steps	(41,573)	-	-
Other position realignment	65,513	-	0.90
Subtotal:	-	-	0.90

Change from 2013 Adopted

Spending Financing FTE

Payroll Centralization

The rollout of the Time Tracking and Attendance Scheduling Solution (TASS) component of the COMET project has allowed for a more centralized approach to the City’s payroll function. As a result, the 2014 budget shifts payroll personnel out of operating departments and into the Human Resources budget. This change consolidates payroll staff into one department, redeploys some existing resources, and results in net savings to the City. The impact of payroll centralization on the Office of Human Resources is reflected here.

Payroll personnel and overhead	785,593	-	8.00
Subtotal:	785,593	-	8.00

Sales Tax Exemption

During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. HR’s estimated General Fund savings are shown here.

Sales tax exemption savings	(7,050)	-	-
Subtotal:	(7,050)	-	-

Fund 1000 Budget Changes Total

1,084,505	211,460	8.90
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7100: Central Services Internal

Office of Human Resources

Budget for workers' compensation, property insurance, FSA reserves, and tort claims.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		(37,341)	(37,341)	-
	Subtotal:	(37,341)	(37,341)	-
<u>Mayor's Proposed Changes</u>				
Special Compensation Fund One-Time Claim Reimbursement				
<p>The 2013 budget included a one-time state reimbursement for a large workers' compensation claim paid by the City. The 2014 budget removes the costs and revenue associated with that one-time budget item.</p>				
<p>Remove one-time claim cost and state reimbursement</p>				
	Subtotal:	(381,209)	(381,209)	-
Fund 7100 Budget Changes Total		(418,550)	(418,550)	-

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: HUMAN RESOURCES

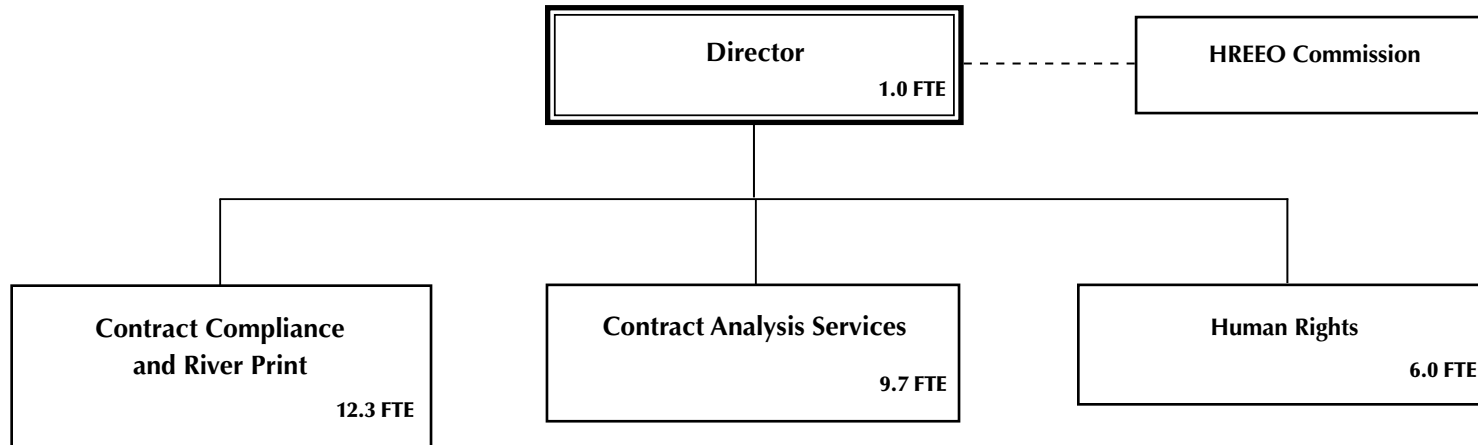
Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
1000	GENERAL FUND	3,044,715	3,106,206	3,214,078	4,298,583	1,084,506
7100	CENTRAL SERVICES INTERNAL	2,558,625	2,465,589	4,081,300	3,662,748	(418,552)
TOTAL SPENDING BY FUND		5,603,340	5,571,795	7,295,378	7,961,331	665,954
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	4,820,881	4,138,236	5,608,791	5,959,825	351,035
	SERVICES	732,045	1,386,582	1,315,087	1,617,153	302,066
	MATERIALS AND SUPPLIES	41,925	44,567	60,000	72,853	12,853
	CAPITAL OUTLAY	8,490				
	TRANSFER OUT AND OTHER SPEND		2,409	311,500	311,500	
TOTAL SPENDING BY MAJOR ACCOUNT		5,603,340	5,571,795	7,295,378	7,961,331	665,954
<u>Financing by Major Account</u>						
	GENERAL FUND REVENUES	277,000	366,463	377,663	589,123	211,460
	SPECIAL FUND REVENUES					
	BUDGET ADJUSTMENTS			10,000	10,000	
	TRANSFERS IN OTHER FINANCING	2,654,423	3,566,192	4,071,299	3,652,747	(418,552)
TOTAL FINANCING BY MAJOR ACCOUNT		2,931,423	3,932,655	4,458,962	4,251,870	(207,092)



Human Rights and Equal Economic Opportunity

*The HREEO Department is committed to increased accountability,
better communication, and smarter use of resources.*



(Total 29.0 FTE)

8/02/13

2014 Adopted Budget

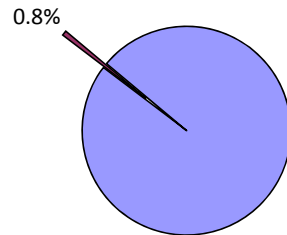
Department of Human Rights and Equal Economic Opportunity

Department Description:

The Department of Human Rights and Equal Economic Opportunity's (HREEO) major functions include:

- Contract analysis and procurement services
- Printing, copying, and design services
- Contract compliance
- Economic opportunities for businesses and workforce
- Investigating human rights violations
- Implementing special projects

HREEO Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$1,812,058
- Total Special Fund Budget: \$2,337,158
- Total FTEs: 29.0
- Contract & Analysis processed 305 advertised bids, 788 quotes, 347 master contract renewals, and managed over 1,184 master contracts
- River Print successfully completed 3,263 orders and increased its revenue by 2.2%.
- The department certified 69 businesses under Section 3 to bring the new total to 292 businesses (one of the largest Section 3 business lists in the country)
- Human Rights investigators opened 74 new cases and closed 80 cases. The majority (89%) of cases were related to allegations of employment discrimination.
- The department's Vendor Outreach Program exceeded both its women and minority-owned business goals as well as awarding almost \$48 million to small businesses.

Department Goals

- Improve the efficiency, quality, and accountability of our procurement process.
- Improve the availability of economic opportunities for small, minority and women-owned businesses and low-income residents.
- Simplify the compliance responsibilities for contractors.
- Continue to improve responsiveness to human rights complaints.
- Support the success of the EMS Academy.

Recent Accomplishments

- HREEO's CERT database is the most extensive vendor database in the region with over 1,800 certified companies.
- Over 158 construction projects totaling over \$437 million were monitored for minority and women employment utilization of the City of Saint Paul's contraction projects.
- Through the Socially Responsible Investment Fund (SRIF), the City of Saint Paul received over \$68,000 in interest earned and originated 138 business and home loans.
- The department, in collaboration with other city departments and agencies, participated in more than 20 outreach events.
- The EMS Academy graduated its seventh class in the Spring of 2013 which brought the number of graduates to over 100.
- The EMS Academy in collaboration with other city departments and outside agencies celebrated the one-year anniversary of the Basic Life Support (BLS) transport service which provided jobs for those Academy graduates interested in continuing their education in the Emergency Medical Service field.

2014 Adopted Budget

Department of Human Rights and Equal Economic Opportunity

Fiscal Summary

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2013 Adopted FTE</u>	<u>2014 Adopted FTE</u>
Spending							
1000: General Fund	1,321,313	1,606,998	1,812,058	205,060	12.8%	8.83	19.38
2100: Special Revenue	445,103	878,246	814,246	(64,000)	-7.3%	4.75	4.34
2400: City Grants	571	-	-	-		-	-
6150: River Print	1,396,246	1,457,566	1,463,388	5,822	0.4%	4.90	4.80
7100: Central Services Internal	1,247,339	1,410,712	59,525	(1,351,187)	-95.8%	14.62	0.48
Total	4,410,572	5,353,522	4,149,216	(1,204,306)	-22.5%	33.10	29.00
Financing							
1000: General Fund	20,205	24,000	289,226	265,226	0.0%		
2100: Special Revenue	449,232	878,246	814,246	(64,000)	-7.3%		
2400: City Grants	-	-	-	-	-		
6150: River Print	1,210,643	1,457,566	1,463,388	5,822	0.4%		
7100: Central Services Internal	1,221,921	1,410,712	59,525	(1,351,187)	-95.8%		
Total	2,902,001	3,770,524	2,626,384	(1,144,140)	-30.3%		

Budget Changes Summary

The Department of Human Rights and Equal Economic Opportunity continues to adjust staffing levels across the department to better position itself to achieve its goals of developing a strong diverse workforce; developing stronger contract compliance efforts; and enhancing human rights outreach and impact services to the community, while adjusting to a changing working environment. In 2013, the Contract and Analysis (CAS) Joint Powers Agreement with Ramsey County ended. Coupled with other reductions in revenue, a reduction of 4.1 FTE was required. Despite these changes, HREEO is well positioned to take advantage of efficiencies gained from the COMET project to negotiate favorable contracts for city-wide purchasing efforts.

1000: General Fund

Department of Human Rights and Equal Economic Opportunity

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	31,273	-	-
Subtotal:	<u>31,273</u>	<u>-</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
HUD Workshare agreement			
As part the Workshare agreement with the Federal government (HUD) for housing complaint investigations, HUD provided one-time revenue for training and to expand these investigations. Most of this revenue will be spent in 2013. As a result, \$90,000 of spending that were transferred from the General Fund for 2013 is being added back in. These funds represent a shift, rather than additional resources for the department.			
Return one-time spending in 2013 for HUD Workshare agreement to General Fund	90,000	-	0.91
Subtotal:	<u>90,000</u>	<u>-</u>	<u>0.91</u>
CAS and CERT Adjustments			
The discontinuation of the Joint Powers Agreement (JPA) with Ramsey County to operate Contract and Analysis Services (CAS) as well as a reduction in contract revenues supporting the CERT collaborative requires cost reductions. Department-wide reductions were evaluated to minimize impact on any single function. Among the reductions is one of the department's Deputy Directors as well as shifting some staff time to the General Fund from the CERT collaborative as a result of the downward adjustment on contract revenues.			
Reduce General Fund portion of Deputy Director	(92,397)	-	(0.79)
Transfer staff time to General Fund due to Special Fund revenue shortfall	20,397	-	0.24
Subtotal:	<u>(72,000)</u>	<u>-</u>	<u>(0.55)</u>
Sales Tax exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. HREEO's estimated General Fund savings are shown here.			
Sales tax savings	(1,297)	-	-
Subtotal:	<u>(1,297)</u>	<u>-</u>	<u>-</u>

	Change from 2013 Adopted		
	Spending	Financing	FTE
Adopted Changes			
CAS Shift to General Fund			
<p>In 2013, the Contract and Analysis (CAS) Joint Powers Agreement with Ramsey County ended. Because of this change, CAS operations have been moved to the General Fund. Work done for the Water Utility, RiverCentre and Port Authority, will continue to be billed directly, accounting for some non-general revenue.</p>			
CAS operating costs moved to General Fund	899,134	-	10.19
Eliminate Transfer from General Fund previously used to support CAS when in a Special Fund	(742,050)	-	-
Other Purchasing revenues moved from Special Fund to General Fund	-	265,226	-
Subtotal:	157,084	265,226	10.19
Fund 1000 Budget Changes Total	205,060	265,226	10.55

2100: Special Revenue

Department of Human Rights and Equal Economic Opportunity

This fund includes housing complaint investigations, equal employment opportunity investigations, and the Minority Business Development and Retention program.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	23,068	23,068	-
Subtotal:	<u>23,068</u>	<u>23,068</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
Investigations			
<p>The end of one-time HUD housing complaint investigation revenue and reduced EEOC investigation reimbursements result in increased personnel costs shifted to the General Fund. There continue to be ongoing revenues that will support staff time for the workplace investigation program. There is also an increase of .50 FTE in the Women/Minority Owned Business Development (MBDR) accounting unit. This staff time will be devoted primarily to the Schmidt Brewery redevelopment project.</p>			
End of one-time funding from HUD for training and expansion of workplace investigation program	(120,000)	(120,000)	(0.77)
Portion of EEOC investigative staff shifted to General Fund due to reduced revenue	(37,563)	(37,563)	(0.36)
Balance of one-time funding for workplace investigation program carried into 2014	12,269	12,269	-
Staff costs covered with ongoing revenues for workplace investigation program	19,731	19,731	0.22
Temporary staff increase for MBDR-related to Schmidt Brewery redevelopment	38,495	38,495	0.50
Subtotal:	<u>(87,068)</u>	<u>(87,068)</u>	<u>(0.41)</u>
Fund 2100 Budget Changes Total	<u><u>(64,000)</u></u>	<u><u>(64,000)</u></u>	<u><u>(0.41)</u></u>

6150: River Print

Department of Human Rights and Equal Economic Opportunity

River Print is an enterprise fund that is responsible for all printing, mailing, and graphics for the City and County.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		12,269	12,269	-
	Subtotal:	<u>12,269</u>	<u>12,269</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>				
Reductions to Match Revised Projections				
Riverprint has taken additional steps to contain costs in 2014, by slightly reducing a graphic design position.				
	Reduce graphics position	(6,447)	(6,447)	(0.10)
	Subtotal:	<u>(6,447)</u>	<u>(6,447)</u>	<u>(0.10)</u>
Fund 6150 Budget Changes Total		<u><u>5,822</u></u>	<u><u>5,822</u></u>	<u><u>(0.10)</u></u>

7100: Central Services Internal

Department of Human Rights and Equal Economic Opportunity

HREEO budgets in this fund include Contract and Analysis Services and the Vendor Outreach Program.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	-	-	-
Subtotal:	-	-	-

Mayor's Proposed Changes

CAS and CERT Adjustments

The CAS Joint Powers Agreement with Ramsey County has been ended, requiring staff reductions, and associated non-personnel spending to align with the reduced workload and resources. Also included in the fund is the CERT collaborative, which is a business certification program that certifies businesses as minority-owned, women-owned, or small businesses to ensure inclusion of these businesses on City contracts. The CERT collaborative, which operates on contract revenues from partner agencies in addition to General Fund support, also needed to reduce its spending due to a reduction in expected contract revenues. A department-wide approach was developed that impacted both programs. The net effect of this eliminated 3.71 FTE while shifting 0.24 FTE to the General Fund, as well as non-personnel spending.

2 Buyer positions	(178,336)	-	(2.00)
1 Clerical support position	(62,655)	-	(1.00)
Non-personnel reductions	(24,577)	-	-
CERT-funded portion of Deputy Director	(24,932)	-	(0.21)
Reduced Business Assistance Specialist to half-time	(33,015)	-	(0.50)
Shift staff time to General Fund	(20,397)	-	(0.24)
Reduced CAS non-General Fund revenue	-	(250,733)	-
CERT revenue reductions	-	(93,179)	-
Subtotal:	(343,912)	(343,912)	(3.95)

Adopted Changes

CAS Shift to General Fund

With the end of the Contract and Analysis (CAS) Joint Powers Agreement with Ramsey County ended, CAS operations have been moved to the General Fund. Certain expenses, such as the Enterprise Technology Initiative (ETI), the I-Net & Central Service Charges have been eliminated from CAS' budget. These costs are paid centrally within the General Fund.

Shifted ongoing operating expenses to General Fund	(899,134)	-	(10.19)
Central Service Charges	(83,517)	-	-
ETI & INet charges	(24,625)	-	-
Special Fund Revenues	-	(1,007,276)	-
Subtotal:	(1,007,276)	(1,007,276)	(10.19)

Fund 7100 Budget Changes Total

Subtotal:	(1,351,188)	(1,351,188)	(14.14)
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CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: HUMAN RIGHTS EQUAL ECON OPP

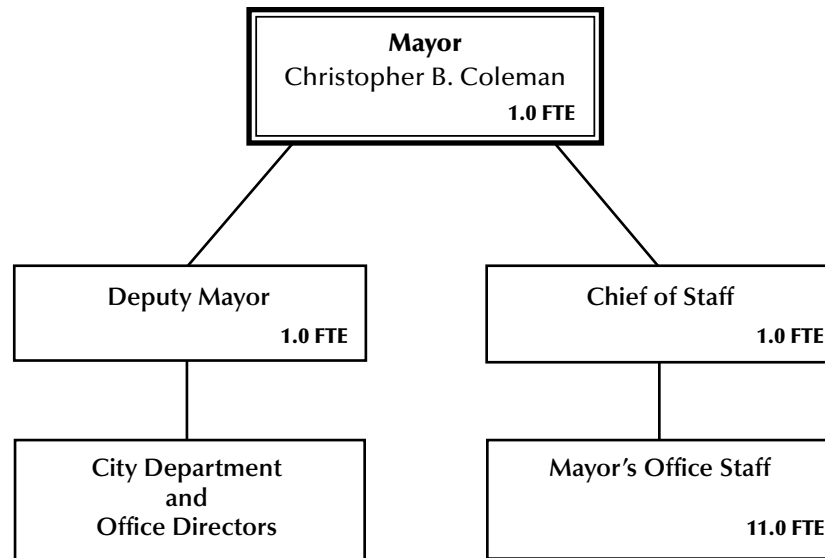
Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
1000	GENERAL FUND	1,505,739	1,321,313	1,606,998	1,812,058	205,059
2100	SPECIAL REVENUE	498,104	445,103	878,246	814,246	(64,000)
2400	CITY GRANTS		571			
6150	RIVER PRINT	1,380,017	1,396,246	1,457,566	1,463,388	5,822
7100	CENTRAL SERVICES INTERNAL	1,195,429	1,247,339	1,410,712	59,525	(1,351,188)
TOTAL SPENDING BY FUND		4,579,290	4,410,571	5,353,522	4,149,216	(1,204,306)
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	2,479,674	2,470,146	2,854,108	2,553,554	(300,554)
	SERVICES	1,526,530	1,390,568	1,589,044	682,598	(906,446)
	MATERIALS AND SUPPLIES	477,760	489,950	560,370	563,064	2,694
	CAPITAL OUTLAY		19,438			
	PROGRAM EXPENSE	93,095	37,093	350,000	350,000	
	TRANSFER OUT AND OTHER SPEND	2,230	3,376			
TOTAL SPENDING BY MAJOR ACCOUNT		4,579,290	4,410,571	5,353,522	4,149,216	(1,204,306)
<u>Financing by Major Account</u>						
	GENERAL FUND REVENUES	342	20,205	24,000	289,226	265,226
	SPECIAL FUND REVENUES					
	INTERGOVERNMENTAL REVENUE			202,125	72,126	(129,999)
	FEES SALES AND SERVICES	2,574,256	2,432,564	2,868,278	1,522,912	(1,345,366)
	TRANSFERS IN OTHER FINANCING	447,411	449,232	676,121	742,120	65,999
TOTAL FINANCING BY MAJOR ACCOUNT		3,022,009	2,902,001	3,770,524	2,626,384	(1,144,140)



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 14.0 FTE)

8/02/13

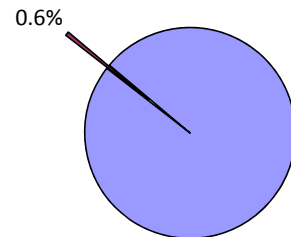
Mayor's Office

Department Description:

The mission of the Mayor’s Office is to make Saint Paul the Most Livable City in America through excellent constituent service, communications and outreach, innovative initiatives, and strong intergovernmental relations. The Mayor’s Office oversees the operations of all City Departments and Offices to meet the needs of our residents, businesses and visitors.

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

Mayor's Office Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$1,448,183
- Total Special Fund Budget: \$493,646
- Total FTEs: 14.00
- Minnesota's Capital City has a population of approximately 290,770.
- Saint Paul is Minnesota's second most populous city.
- Saint Paul features more than 170 parks and open spaces.
- Saint Paul has more city shoreline on the Mississippi River than any other city.
- The MN Wild's "Stadium Experience" ranks 2nd out of 122 major league sports teams.
- The City has 52,000+ theater seats, 3 world class museums & vibrant grass roots arts.

Department Goals

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

Recent Accomplishments

- Construction work has begun on a Lower town Ballpark and expected to be completed by the summer of 2015.
- Construction nearly complete on the Penfield project, a 254-unit market rate apartment complex in Downtown that will include a much needed full-service Lund’s grocery store.
- Began construction on renovation of the Schmidt Brewery into artist housing.
- Again welcomed thousands of people to Downtown Saint Paul for Crashed Ice, an event with an estimated economic impact of \$20 million.
- Began construction on the Arlington Hills project, a joint venture between the Saint Paul Parks and Library departments on Saint Paul's East Side.
- Launched the Right Track program, that gives rising high school juniors and seniors an opportunity to work at a local business or corporation.
- Finalized the plan for the Great River Passage, the city's long-term vision for the Mississippi Riverfront.
- Expanded the nationally-recognized EMS Academy with a pathway to the Basic Life Support ambulance service

2014 Adopted Budget

Mayor's Office

Fiscal Summary

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2013 Adopted FTE</u>	<u>2014 Adopted FTE</u>
Spending							
1000: General Fund	1,329,208	1,389,381	1,448,183	58,802	4.2%	12.00	12.11
2100: Special Revenue	1,791	20,000	20,000	-	0.0%	-	-
2400: City Grants	1,180,867	472,566	473,646	1,080	0.2%	2.00	1.89
Total	2,511,866	1,881,947	1,941,829	59,882	3.2%	14.00	14.00
Financing							
1000: General Fund	105,422	105,422	105,422	-	0.0%		
2100: Special Revenue	-	20,000	20,000	-	0.0%		
2400: City Grants	1,044,700	472,566	473,646	1,080	0.2%		
Total	1,150,122	597,988	599,068	1,080	0.2%		

Budget Changes Summary

Spending changes in the Mayor's Office's 2014 budget are largely due to current service level updates. In the 2014 budget, a small portion of an FTE previously funded through education-focused grants will be shifted to the General Fund.

1000: General Fund

Mayor's Office

		Change from 2013 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		49,940	-	-
	Subtotal:	49,940	-	-
<u>Mayor's Proposed Changes</u>				
Grant Shifts				
Shift 0.11 FTEs to the General Fund that were previously funded through multiple education grants.				
	Staff realignment	13,636	-	0.11
	Subtotal:	13,636	-	0.11
Sales Tax Exemption				
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. The Mayor's Office's estimated General Fund savings are shown here.				
	Sales tax exemption savings	(4,774)	-	-
	Subtotal:	(4,774)	-	-
Fund 1000 Budget Changes Total		58,802	-	0.11

2100: Special Revenue**Mayor's Office**

The Special Revenue fund is for budgeting special initiatives in the Mayor's Office.

		Change from 2013 Adopted		
		Spending	Financing	FTE
No Changes from 2013 Adopted Budget		-	-	-
Subtotal:		-	-	-
Fund 2100 Budget Changes Total		-	-	-

2400: City Grants**Mayor's Office**

The Mayor's Office City Grants fund includes grants for energy and education initiatives lead by Mayor's Office Staff.

		Change from 2013 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		14,716	1,080	-
Subtotal:		14,716	1,080	-
<u>Mayor's Proposed Changes</u>				
Grant Shift				
Shift 0.11 FTEs to the General Fund that were previously funded through multiple education grants.				
Staff realignment		(13,636)	-	(0.11)
Subtotal:		(13,636)	-	(0.11)
Fund 2400 Budget Changes Total		1,080	1,080	(0.11)

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: MAYORS OFFICE

Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
1000	GENERAL FUND	1,263,236	1,329,208	1,389,381	1,448,183	58,802
2100	SPECIAL REVENUE		1,791	20,000	20,000	
2400	CITY GRANTS	1,729,432	1,180,867	472,568	473,646	1,078
TOTAL SPENDING BY FUND		2,992,668	2,511,865	1,881,949	1,941,829	59,880
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	1,662,767	1,674,218	1,735,411	1,790,877	55,466
	SERVICES	147,714	105,596	116,945	124,128	7,183
	MATERIALS AND SUPPLIES	18,171	17,210	29,593	26,824	(2,769)
	CAPITAL OUTLAY		365,026			
	PROGRAM EXPENSE	1,164,016	35,975			
	TRANSFER OUT AND OTHER SPEND		313,840			
TOTAL SPENDING BY MAJOR ACCOUNT		2,992,668	2,511,865	1,881,949	1,941,829	59,880
<u>Financing by Major Account</u>						
	GENERAL FUND REVENUES	105,422	105,422	105,422	105,422	
	SPECIAL FUND REVENUES					
	INTERGOVERNMENTAL REVENUE	1,459,015	710,936	256,870	263,666	6,796
	INTEREST EARNINGS	279	(492)			
	TRANSFERS IN OTHER FINANCING	396,042	334,256	235,696	229,980	(5,716)
TOTAL FINANCING BY MAJOR ACCOUNT		1,960,759	1,150,122	597,988	599,068	1,080

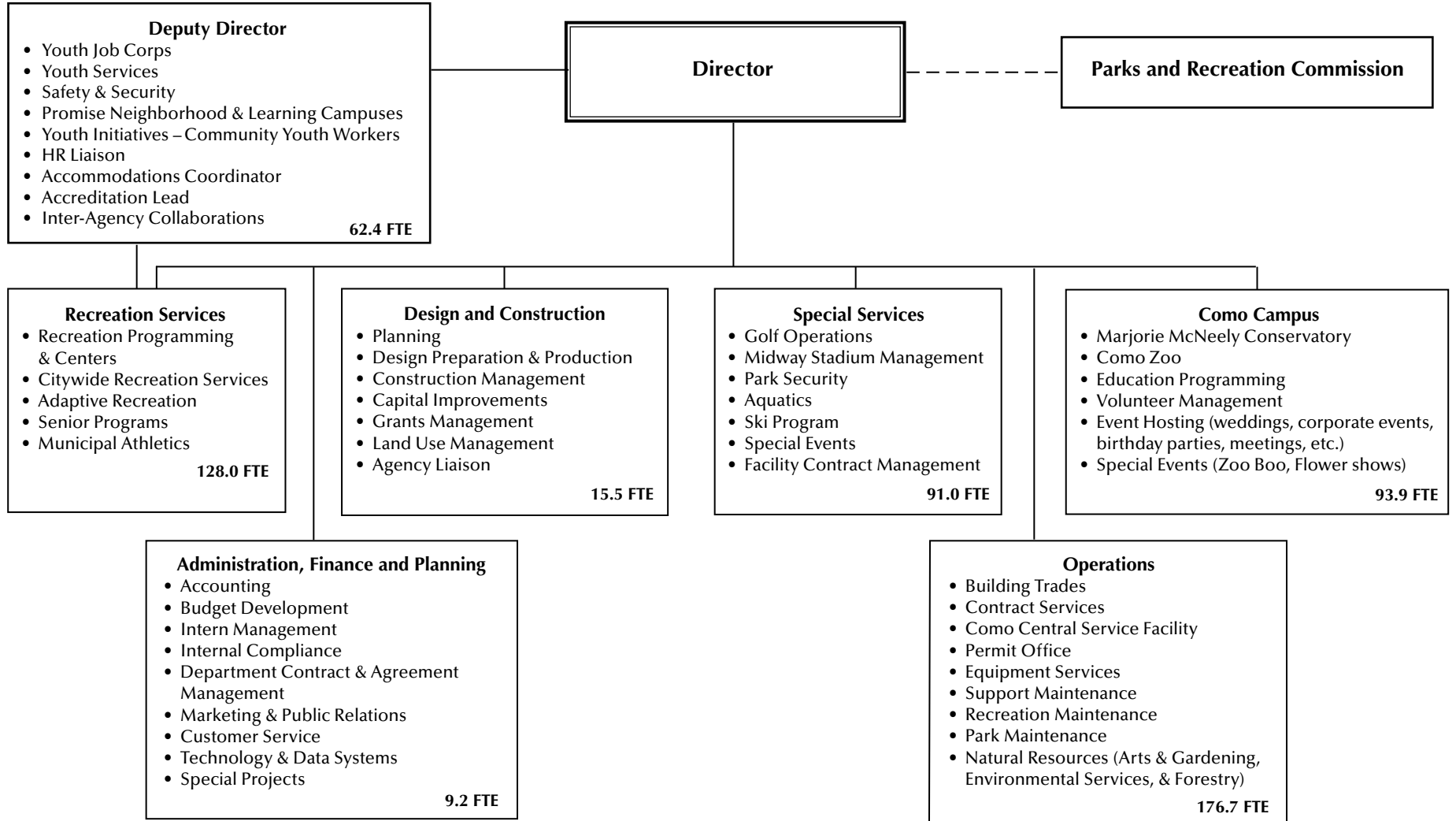
Parks and Recreation

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 577.7 FTE)

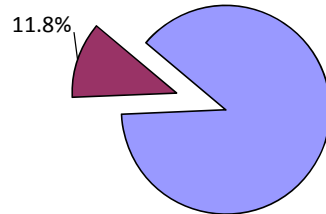
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**2014 Adopted Budget
Parks and Recreation**

Department Description:

Saint Paul Parks and Recreation is a nationally accredited and gold medal award-winning organization that manages: more than 170 parks and open spaces; Association of Zoos and Aquariums (AZA) accredited Como Park Zoo and Conservatory; 25 city-operated recreation centers; four municipal golf courses; more than 100 miles of trails; an indoor and two outdoor aquatic facilities; a public beach; a variety of premium sports facilities; and Great River Passage – which is the new identity for all proposed public development along Saint Paul’s more than 17 miles of Mississippi riverfront.

Parks and Recreation's Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$27,181,240
- Total Special Fund Budget: \$31,501,686
- Total FTEs: 577.7

- Host more than 13 million visitors annually at parks and facilities
- Offer more than 3,500 classes and activities annually
- Volunteers contribute more than 100,000 hours each year
- Issue more than 2,000 picnic and park-use permits each year
- Partner with more than 115 different non-city agencies

Department Goals

- Make Saint Paul a Beautiful City
- Prepare Young People for Careers and Post-Secondary Options
- Create Active Lifestyle Opportunities for Saint Paul Residents

Recent Accomplishments

- Celebrated the start of the Lowertown Ballpark Project expected to open in 2015
- Broke ground on the new 40-acre Troutbrook Nature Sanctuary
- Was selected as host site for the 2017 International Urban Parks Conference in partnership with the Minneapolis Parks and Recreation Board
- Unveiled the new \$11 million Gorilla Forest and \$3 million renovation of the Ordway Gardens at the Como Park Zoo & Conservatory
- Began construction on major elements of the Lilydale Master Plan, beginning with the roadway realignment project
- Hosted more than 3 million visitors at Recreation Centers for events, programs and drop-in use
- Continued to expand network of programs offered as part of "Sprockets" - the out of school time initiative that works to ensure youth are aware of all the educational opportunities throughout the City

2014 Adopted Budget

Parks and Recreation

Fiscal Summary

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2013 Adopted FTE</u>	<u>2014 Adopted FTE</u>
Spending							
1000: General Fund	26,782,915	26,154,783	27,181,240	1,026,457	3.9%	287.75	296.00
2100: Special Revenue	9,843,258	10,304,151	9,671,342	(632,809)	-6.1%	81.50	79.59
2200: Assessment	63,622	200,000	200,000	-	0.0%	-	-
2250: Right-of-Way Maintenance	4,503,570	4,395,509	4,711,820	316,311	7.2%	41.20	41.20
2400: City Grants	3,776,762	4,032,605	4,740,266	707,661	17.5%	67.78	69.48
5100: Permanent Funds	-	2,000	2,000	-	0.0%	-	-
6250: Parks Special	6,095,460	6,530,709	6,633,372	102,663	1.6%	52.15	52.15
7150: Equipment Services Internal	2,748,719	3,684,147	3,452,351	(231,796)	-6.3%	23.80	23.80
7200: Services and Supplies Internal	1,800,630	1,892,749	2,090,535	197,786	10.4%	15.50	15.50
Total	55,614,936	57,196,653	58,682,926	1,486,273	2.6%	569.68	577.72
Financing							
1000: General Fund	2,585,762	3,063,697	3,135,998	72,301	2.4%		
2100: Special Revenue	9,361,488	10,304,151	9,671,342	(632,809)	-6.1%		
2200: Assessment	64,558	200,000	200,000	-	0.0%		
2250: Right-of-Way Maintenance	4,070,408	4,395,509	4,711,820	316,311	7.2%		
2400: City Grants	3,948,535	4,032,605	4,740,266	707,661	17.5%		
5100: Permanent Funds	-	2,000	2,000	-	0.0%		
6250: Parks Special	5,280,789	6,530,709	6,633,372	102,663	1.6%		
7150: Equipment Services Internal	2,646,126	3,684,147	3,452,351	(231,796)	-6.3%		
7200: Services and Supplies Internal	1,817,896	1,892,749	2,090,535	197,786	10.4%		
Total	29,775,562	34,105,567	34,637,684	532,117	1.6%		

Budget Changes Summary

The 2014 proposed budget for Parks and Recreation includes operating costs for new and existing facilities, including the new Payne-Maryland library/rec center, and restores most of the funding for the Conway and McDonough rec centers. Parks will continue to own and manage these two centers, but will work with community partners to provide augmented programming at each facility. Resources are also added to combat Emerald Ash Borer (EAB) in city parks and right-of-way (ROW) trees. Adjustments approved by the City Council include capital project management software and funding for youth-related rec center programming.

1000: General Fund

Parks and Recreation

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>				
Current service level adjustments in the Parks General Fund reflect staffing reallocation in the Recreation area. The department reduced service units from 3 to 2, which resulted in staff savings. While these changes decrease FTEs by 1.25, they do not impact the overall level of service or spending appropriation.				
Personnel shifts and other current service level changes		382,690	72,301	(1.25)
Subtotal:		382,690	72,301	(1.25)
<u>Mayor's Proposed Changes</u>				
Conway/McDonough Rec Centers				
Parks and Recreation currently operates 25 recreation centers, and recent budget challenges have made it increasingly difficult to operate a quality recreation system with this many physical locations. The 2013 budget planned to reduce the number of city-operated recreation centers by two. For 2014, funding for 75% of the 2013 reduction is restored. The Parks department will continue to be primary operator of the centers, but will work with community partners to provide augmented programming and some financial support at these facilities.				
Conway rec center		99,981	-	2.50
McDonough rec center		200,019	-	3.00
Subtotal:		300,000	-	5.50
EAB				
The Emerald Ash Borer (EAB) infestation continues to spread, the only funding to date to combat this has been devoted to right-of-way trees. Resources are added to begin responding to EAB infestation in city parks.				
Staff and materials		100,000	-	-
Subtotal:		100,000	-	-

Change from 2013 Adopted

Spending Financing FTE

Payne - Maryland Library / Rec Center

The new Payne-Maryland library / rec center is expected to open in 2014. The proposed budget includes additional staffing and non-personnel costs to operate this new facility.

Staff adjustments	369,450	-	7.00
Building operating costs	94,532	-	-
Subtotal:	463,982	-	7.00

Payroll Centralization

The rollout of the Time Tracking and Attendance Scheduling Solution (TASS) component of the COMET project has allowed for a more centralized approach to the City’s payroll function. As a result, the 2014 proposed budget shifts payroll personnel out of operating departments and into the Human Resources budget. This change consolidates payroll staff into one department, redeploys some existing resources, and results in net savings to the City. The impact of payroll centralization on Parks is reflected here.

Staff Adjustment-payroll centralization	(203,388)	-	(3.00)
Subtotal:	(203,388)	-	(3.00)

Sales Tax exemption

During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. Park’s estimated General Fund savings are shown here.

Sales Tax savings	(241,826)	-	-
Subtotal:	(241,826)	-	-

Adopted Changes

The recreation center system continues to evolve. Recent investments in youth development have yielded positive results in program and teen outreach. Additional resources for youth development have been placed in Council contingency to allow the department to finalize recommended changes.

Rec Center Youth Initiatives	225,000	-	-
Subtotal:	225,000	-	-

Fund 1000 Budget Changes Total

1,026,458	72,301	8.25
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2100: Special Revenue**Parks and Recreation**

The Parks Special Revenue fund includes operating costs for Como Zoo and Conservatory, fee supported recreation programs, and Midway Stadium.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	77,982	77,982	-
Subtotal:	77,982	77,982	-
<u>Mayor's Proposed Changes</u>			
Resource adjustments			
Adjustments in the Parks special revenue fund reflect moving spending and reimbursable revenue for Legacy funding received from the State to the Grants Fund. A Parks and Rec manager position and a .11 FTE in recreation have been shifted to the General Fund to better align with how these resources are being utilized.			
Legacy Funding-shift to Grant Fund	(360,000)	(360,000)	-
Staff shift	(138,609)	(138,609)	(1.11)
Subtotal:	(498,609)	(498,609)	(1.11)
Star of the North competition			
In 2013, Saint Paul hosted the Star of the North games - a local olympic-style athletic competition. This was a one-time event, and the spending and financing has been removed.			
Remove Star of the North funding and spending	(150,000)	(150,000)	(0.80)
Subtotal:	(150,000)	(150,000)	(0.80)
Sales Tax exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. Park's estimated Special Revenue fund savings are shown here.			
Sales Tax savings	(62,183)	(62,183)	-
Subtotal:	(62,183)	(62,183)	-
Fund 2100 Budget Changes Total	(632,810)	(632,810)	(1.91)

2200: Assessment**Parks and Recreation**

The Assessment fund includes budget authority to remove diseased trees from private properties. Costs are assessed to property owners.

	Change from 2013 Adopted		
	Spending	Financing	FTE
No Changes from 2013 Adopted Budget	-	-	-
Subtotal:	-	-	-
Fund 2200 Budget Changes Total	-	-	-

2250: Right-of-Way Maintenance**Parks and Recreation**

Costs associated with maintaining the public right-of-way, including street tree trimming, and median and trail maintenance are budgeted in the Right-of-Way (ROW) Maintenance fund.

	Change from 2013 Adopted		
	Spending	Financing	FTE
Current Service Level Adjustments	63,381	42,234	-
Subtotal:	63,381	42,234	-
Mayor's Proposed Changes			
EAB Management in Right-of-Way			
As the EAB infestation continues to spread, Parks requires additional resources to combat it. Right-of-Way maintenance rates specifically related to EAB will increase by 1.0% in 2014 to cover these increased efforts.			
Right-of-Way rate increase-EAB	274,078	274,078	-
Subtotal:	274,078	274,078	-
Sales Tax exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. Park's estimated ROW Fund savings are shown here.			
Sales Tax savings	(21,147)	-	-
Subtotal:	(21,147)	-	-
Fund 2250 Budget Changes Total	316,312	316,312	-

2400: City Grants**Parks and Recreation**

Budgets for the Parks department's major grant-funded activities are contained in the City Grants fund. Ongoing grant programs include Youth Job Corp, Como Circulator, regional park maintenance, and arts and gardening grants.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	48,502	48,502	-
Subtotal:	48,502	48,502	-
<u>Mayor's Proposed Changes</u>			
Legacy Grant			
The Como campus receives funding for educational/special exhibits via a Legacy Grant from the State of MN. This two-year grant will run through 2015. In addition, the DNR provided another grant to reimburse for eligible expenses at the Como Campus. Examples range from routine operating expenses such as animal food and plant material to larger expenses such as the education caravan to travel to schools for programs.			
Legacy Grant	500,000	500,000	-
DNR Grant--Como Campus	160,000	160,000	-
Subtotal:	660,000	660,000	-
Sales Tax exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. Park's estimated Grants Fund savings are shown here.			
Sales Tax savings	(842)	(842)	-
Subtotal:	(842)	(842)	-
<u>Adopted Changes</u>			
Legacy Grant			
Legacy Grant funding was received by Como Zoo & Conservatory to partner with Saint Paul Public Schools to provide extensive educational programs to both Teachers and Students. There will be 1.7 FTE's added to develop curriculum for these programs, build and administer the partnership with the schools and partake in any other details involved in the educational process. They will also lead teacher workshops and teach the students in the programs provided. There will be no net increase in spending from the proposed budget as costs will be adjusted elsewhere to compensate.			
Reallocation of Legacy Grant funding	-	-	1.70
Subtotal:	-	-	1.70
Fund 2400 Budget Changes Total	707,660	707,660	1.70

5100: Permanent Funds**Parks and Recreation**

Parks and Recreation's permanent funds include two trust funds dedicated to maintaining amenities at the Como Conservatory: the Japanese Garden, and the Hiller and Lois Hoffman Memorial.

	Change from 2013 Adopted		
	Spending	Financing	FTE
No Changes from 2013 Adopted Budget	-	-	-
Subtotal:	-	-	-
Fund 5100 Budget Changes Total	-	-	-

6250: Parks Special**Parks and Recreation**

Operating budgets for the City's golf courses, winter ski program, concessions, and citywide special events reside in the Parks Special fund.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	114,680.51	114,680.51	-
Subtotal:	114,680.51	114,680.51	-
<u>Mayor's Proposed Changes</u>			
Sales Tax exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. Park's estimated Special Fund savings are shown here.			
Sales Tax savings	(12,017)	(12,017)	-
Subtotal:	(12,017)	(12,017)	-
Fund 6250 Budget Changes Total	102,664	102,664	-

7150: Equipment Services Internal

Parks and Recreation

This fund is responsible for summary nuisance abatement (e.g., sidewalk snow removal, grass mowing, trash hauling, etc.) when property owners fail to comply with city codes. Costs for grounds maintenance on Planning and Economic Development owned property, and the Parks fleet and equipment storeroom are also budgeted in this fund.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		(221,546)	(221,546)	-
Subtotal:		(221,546)	(221,546)	-
<u>Mayor's Proposed Changes</u>				
Sales Tax exemption				
<p>During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. Park's estimated Equipment Services Fund savings are shown here.</p>				
Sales Tax savings		(10,251)	(10,251)	-
Subtotal:		(10,251)	(10,251)	-
Fund 7150 Budget Changes Total		(231,797)	(231,797)	-

7200: Services and Supplies Internal

Parks and Recreation

The Services and Supplies Internal fund provides staff for planning, design, and construction of parks and recreation facilities, including city parks, trails, play areas and recreation centers.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		95,654	95,654	-
	Subtotal:	95,654	95,654	-
 <u>Mayor's Proposed Changes</u>				
Sales Tax exemption				
<p>During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. Park's estimated Services and Supplies Internal Fund savings are shown here.</p>				
	Sales Tax savings	(1,268)	(1,268)	-
	Subtotal:	(1,268)	(1,268)	-
 <u>Adopted Changes</u>				
E-Builder				
<p>Capital projects are increasingly difficult to track and provide real-time project status reports to internal and external stakeholders. This resource will be paid for by design services from projects, and provide a customized capital project management software solution to more effectively manage projects.</p>				
	E-Builder	103,400	103,400	-
	Subtotal:	103,400	103,400	-
Fund 7200 Budget Changes Total		197,786	197,786	-

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: PARKS AND RECREATION

Budget Year: 2014

		2011	2012	2013	2014	Change From
		Actuals	Actuals	Adopted	Adopted	2013
						Adopted
Spending by Fund						
1000	GENERAL FUND	26,019,546	26,782,915	26,154,783	27,181,240	1,026,456
2100	SPECIAL REVENUE	9,245,805	9,843,258	10,304,151	9,671,342	(632,810)
2200	ASSESSMENT	83,385	63,622	200,000	200,000	
2250	RIGHT OF WAY MAINTENANCE	3,673,611	4,503,570	4,395,509	4,711,820	316,311
2400	CITY GRANTS	3,450,273	3,776,762	4,032,605	4,740,266	707,661
5100	PERMANENT FUNDS			2,000	2,000	
6250	PARKS SPECIAL	5,409,913	6,095,460	6,530,709	6,633,372	102,663
7150	EQUIPMENT SERVICES INTERNAL	2,073,292	2,748,719	3,684,147	3,452,351	(231,796)
7200	SERVICES AND SUPPLIES INTERNAL	1,614,050	1,800,630	1,892,749	2,090,535	197,786
TOTAL SPENDING BY FUND		51,569,875	55,614,936	57,196,654	58,682,926	1,486,271
Spending by Major Account						
	EMPLOYEE EXPENSE	32,524,042	33,773,161	34,926,968	36,020,648	1,093,680
	SERVICES	7,268,402	7,867,628	7,207,989	7,426,328	218,339
	MATERIALS AND SUPPLIES	6,217,004	7,727,589	7,587,760	7,646,782	59,023
	CAPITAL OUTLAY	323,319	901,791	895,150	893,988	(1,162)
	DEBT SERVICE	582,817	423,079	635,409	665,409	30,000
	TRANSFER OUT AND OTHER SPEND	4,654,291	4,921,688	5,943,379	6,029,770	86,391
TOTAL SPENDING BY MAJOR ACCOUNT		51,569,875	55,614,936	57,196,654	58,682,926	1,486,271

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: PARKS AND RECREATION

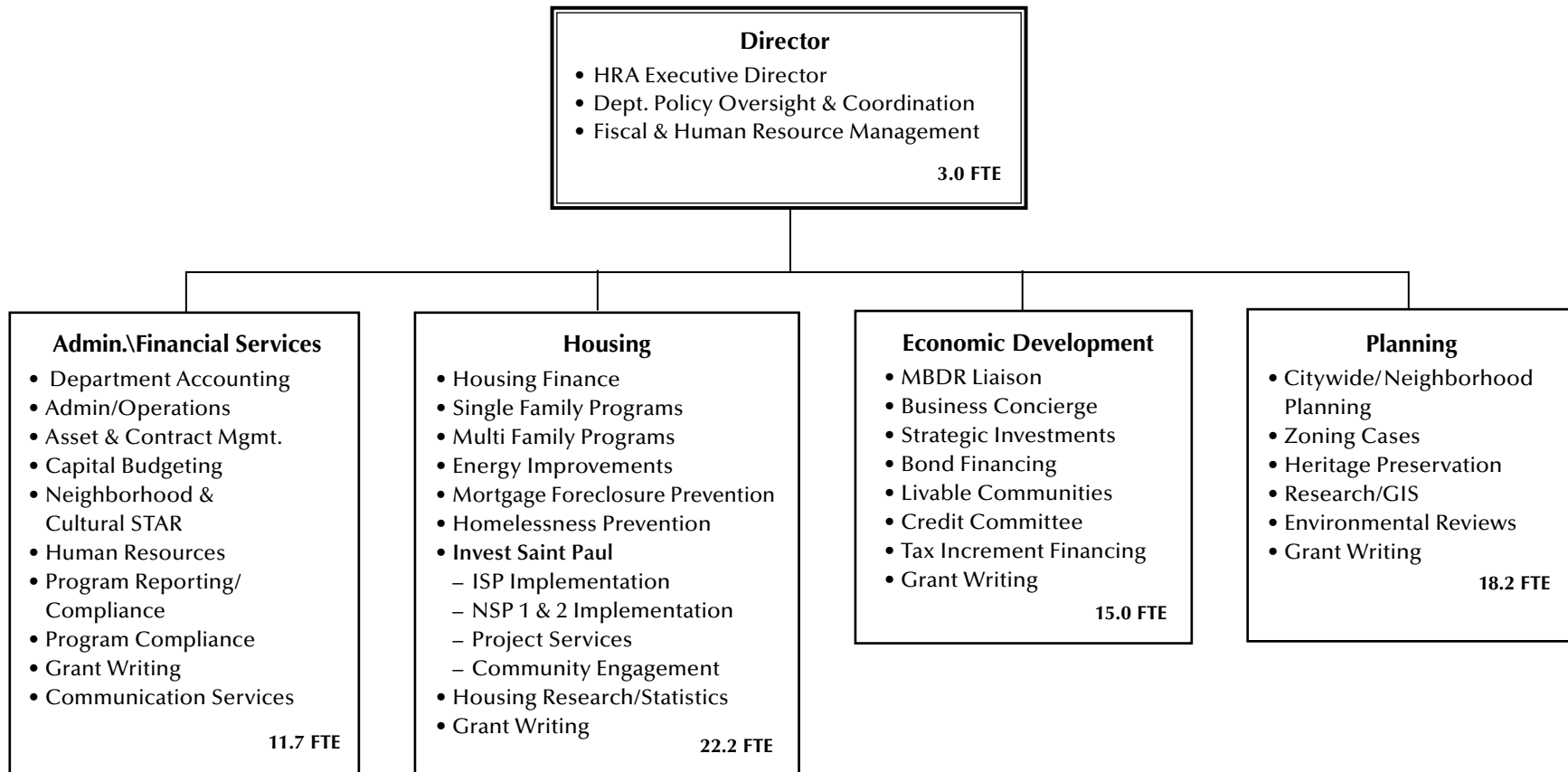
Budget Year: 2014

	2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
Financing by Major Account					
GENERAL FUND REVENUES	2,672,778	2,585,762	3,063,697	3,135,998	72,301
SPECIAL FUND REVENUES					
BUDGET ADJUSTMENTS			408,605	408,605	
TAXES	8,181	9,595	20,000	20,000	
INTERGOVERNMENTAL REVENUE	2,787,312	3,066,221	3,073,301	3,373,713	300,412
FEES SALES AND SERVICES	10,767,106	11,491,188	14,610,157	14,800,858	190,700
ASSESSMENTS	3,230,142	4,006,855	4,113,335	4,429,646	316,311
INTEREST EARNINGS	97,204	71,043	2,000	2,000	
TRANSFERS IN OTHER FINANCING	8,008,192	8,544,899	8,814,471	8,466,862	(347,608)
TOTAL FINANCING BY MAJOR ACCOUNT	27,570,915	29,775,563	34,105,566	34,637,682	532,116



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 70.1 FTE)

2014 Adopted Budget Planning and Economic Development

Department Description:

PED's mission is to actively create opportunities and encourage investment for the benefit of Saint Paul residents and business, which preserve, sustain, and grow the city's diverse neighborhoods. We accomplish this by assisting in the production of new housing; 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.

Department Facts

- Total General Fund Budget: \$0
- Total Special Fund Budget: \$43,808,151
- Total FTEs: 70.10
- 2014 operations budget is approximately \$9.0 million.
- Administers in excess of \$90 million annually in Federal, State, and local resources.
- Provides housing and economic development products (public lending institution).
- Provides management and contracting for 200+ economic development activities.
- Administers a combined City/HRA loan portfolio of \$140M+.
- Provides planning/zoning/HPC services and administers Parking & Transit Program.

Department Goals

- Preserve and improve the City's affordable rental and ownership housing stock.
- Encourage private and public development along the Central Corridor Transit Line.
- Stimulate economic growth and vitality in neighborhoods by making strategic investments in our commercial corridors.

Recent Accomplishments

- Economic Development: additional business development at Hamm's Brewery, J&J Distributing Greenhouse, Ordway Expansion, Metro Business Plan Initiatives, Neighborhood STAR Small Business Improvement Activities, Business Resource Center, Business Attraction, Retention & Citywide Expansion Program.
- Planning: Continued progress with Central Corridor Plans - Parks, Public Art, Stormwater, and Brownfields Assessment Grant, Ford Plant Redevelopment, Districts 1, 3, 9, 10, 11, 13, 14 Neighborhood Plan Updates, Historic 106 Reviews, Commercial and Industrial Zoning Studies.
- Housing Development: Progress continues on the Penfield, West Side Flats, Episcopal Homes, BB Housing, Hamline Station, Old Home Site, Eastside Commons, St. Phillips Gardens.
- Housing assistance: Mortgage Foreclosure Prevention, Single Family Home Loans, Credit and Bankruptcy counseling, HUD NSP rehabilitation and new construction in targeted neighborhoods.

2014 Adopted Budget

Planning and Economic Development

Fiscal Summary

	2012 Actual	2013 Adopted	2014 Adopted	Change	% Change	2013 Adopted FTE	2014 Adopted FTE
Spending							
2300: City Sales Tax	41,726,005	26,416,146	27,586,848	1,170,702	4.4%	-	-
2350: Community Development Block Grant	10,930,394	6,850,000	7,200,000	350,000	5.1%	-	-
7100: Central Services Internal	8,354,804	8,660,869	9,021,303	360,434	4.2%	68.20	70.10
Total	61,011,203	41,927,015	43,808,151	1,881,136	4.5%	68.20	70.10
Financing							
2300: City Sales Tax	39,357,349	26,416,146	27,586,848	1,170,702	4.4%		
2350: Community Development Block Grant	10,930,394	6,850,000	7,200,000	350,000	5.1%		
7100: Central Services Internal	8,647,760	8,660,869	9,021,303	360,434	4.2%		
Total	58,935,503	41,927,015	43,808,151	1,881,136	4.5%		

Budget Changes Summary

In the City Sales Tax fund, sales tax revenue, program income and interest earnings projections are revised with updated assumptions for 2014, and spending is adjusted accordingly. The budget for the STAR programs will increase based on improved 2013-2014 sales tax collections and reprogramming unspent STAR project balances. Additionally, one-time increases to the Neighborhood and Cultural STAR programs from the 2013 budget have been removed from the 2014 budget.

The 2014 budget includes two new positions in PED operations: a Marketing and Public Relations Manager, hired in 2013 with vacancy savings, and a Transit Oriented Development (TOD) Manager. The TOD manager will promote business expansion and job growth along the Green Line corridor.

Through the Housing and Redevelopment Authority, PED will continue funding city functions in the general fund such as HRA legislative support, citizen participation initiatives, intergovernmental relations, Mayor's staff working on city initiatives. PED also funds the Minority Business Development program in the Department of Human Rights and Equal Economic Opportunity.

2300: City Sales Tax**Planning and Economic Development**

City sales tax includes annual half cent sales tax revenue and administration of the Neighborhood and Cultural STAR programs.

	<u>Change from 2013 Adopted</u>		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>			
<p>The 2013 budget included two one-time spending items both of which resulted in a one-time increase in the Neighborhood STAR and Cultural STAR annual programs. Additionally, the multi-year STAR transfer to the CCLRT streetscape project concludes in 2013. Current service level changes for the 2014 budget include reversing these program changes, as well as minor adjustments to spending and revenue estimates.</p>			
Remove one-time increase in Neighborhood STAR annual competitive program	(621,026)	(621,026)	-
Remove one-time increase in Cultural STAR annual competitive program	(35,000)	(35,000)	-
Remove STAR transfer to CCLRT Streetscape project	(163,836)	(163,836)	-
Other current service level changes	(19,167)	(19,167)	-
Subtotal:	<u>(839,029)</u>	<u>(839,029)</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
STAR Revenue			
<p>Based on updated estimates for sales tax collections, the budget for the Sales Tax Revitalization (STAR) programs will increase in 2014.</p>			
Increase in 2014 sales tax collection for STAR programs	400,000	400,000	-
Subtotal:	<u>400,000</u>	<u>400,000</u>	<u>-</u>
<u>Adopted Changes</u>			
STAR Revenue			
<p>Based on updated estimates for 2013-2014 sales tax collections, budgets for the Sales Tax Revitalization (STAR) programs were further adjusted during the Council phase of the 2014 budget process. Unspent STAR project balances will be rolled back into the Cultural and Neighborhood STAR programs, allowing for a one-time increase to those programs.</p>			
Increase in 2013-2014 sales tax collection for STAR programs	1,470,000	1,470,000	-
Unspent STAR project balances	139,731	139,731	-
Subtotal:	<u>1,609,731</u>	<u>1,609,731</u>	<u>-</u>
Fund 2300 Budget Changes Total	<u><u>1,170,702</u></u>	<u><u>1,170,702</u></u>	<u><u>-</u></u>

2350: Community Development Block Grant**Planning and Economic Development**

The Community Development Block Grant (CDBG) program is administered in this fund. Because the annual grant period runs from June to May, program estimates are initially proposed and adopted. Once the final grant award is known, projects are finalized via separate action.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Adopted Changes</u>				
Community Development Block Grant				
Projections for the 2014 Community Development Block Grant program were revised based on the 2013 grant award.				
	Community Development Block Grant	350,000	350,000	-
	Subtotal:	<u>350,000</u>	<u>350,000</u>	<u>-</u>
	Fund 2350 Budget Changes Total	<u><u>350,000</u></u>	<u><u>350,000</u></u>	<u><u>-</u></u>

7100: Central Services Internal**Planning and Economic Development**

PED operations are all budgeted in the Central Service Internal fund.

	<u>Change from 2013 Adopted</u>		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>			
In 2013, PED used vacancy savings to hire a Marketing and Public Relations Manager. Current service level changes in the 2014 proposed budget include fully funding the Marketing/PR position, as well as other minor adjustments to spending and revenue.			
Staff changes	95,623	95,623	1.00
Other current service level changes	149,376	149,376	-
Subtotal:	244,999	244,999	1.00
<u>Mayor's Proposed Changes</u>			
Transit Oriented Development Manager			
PED will hire a TOD Manager to serve as a coordinator for development projects along the LRT Green Line and future St Paul transitways. The position will be funded through outside contributions.			
Staff changes	123,584	123,584	1.00
Subtotal:	123,584	123,584	1.00
<u>Adopted Changes</u>			
Payroll Centralization			
The rollout of the Time Tracking and Attendance Scheduling Solution (TASS) component of the COMET project has allowed for a more centralized approach to the City's payroll function. As a result, the 2014 proposed budget shifts payroll personnel out of operating departments and into the Human Resources budget. This change consolidates payroll staff into one department, redeploys some existing resources, and results in net savings to the City. The impact of payroll centralization on the Planning and Economic Development department is reflected here.			
Staffing changes	(8,149)	(8,149)	(0.10)
Subtotal:	(8,149)	(8,149)	(0.10)
Fund 7100 Budget Changes Total	360,434	360,434	1.90

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: PLANNING ECONOMIC DEVELOPMENT

Budget Year: 2014

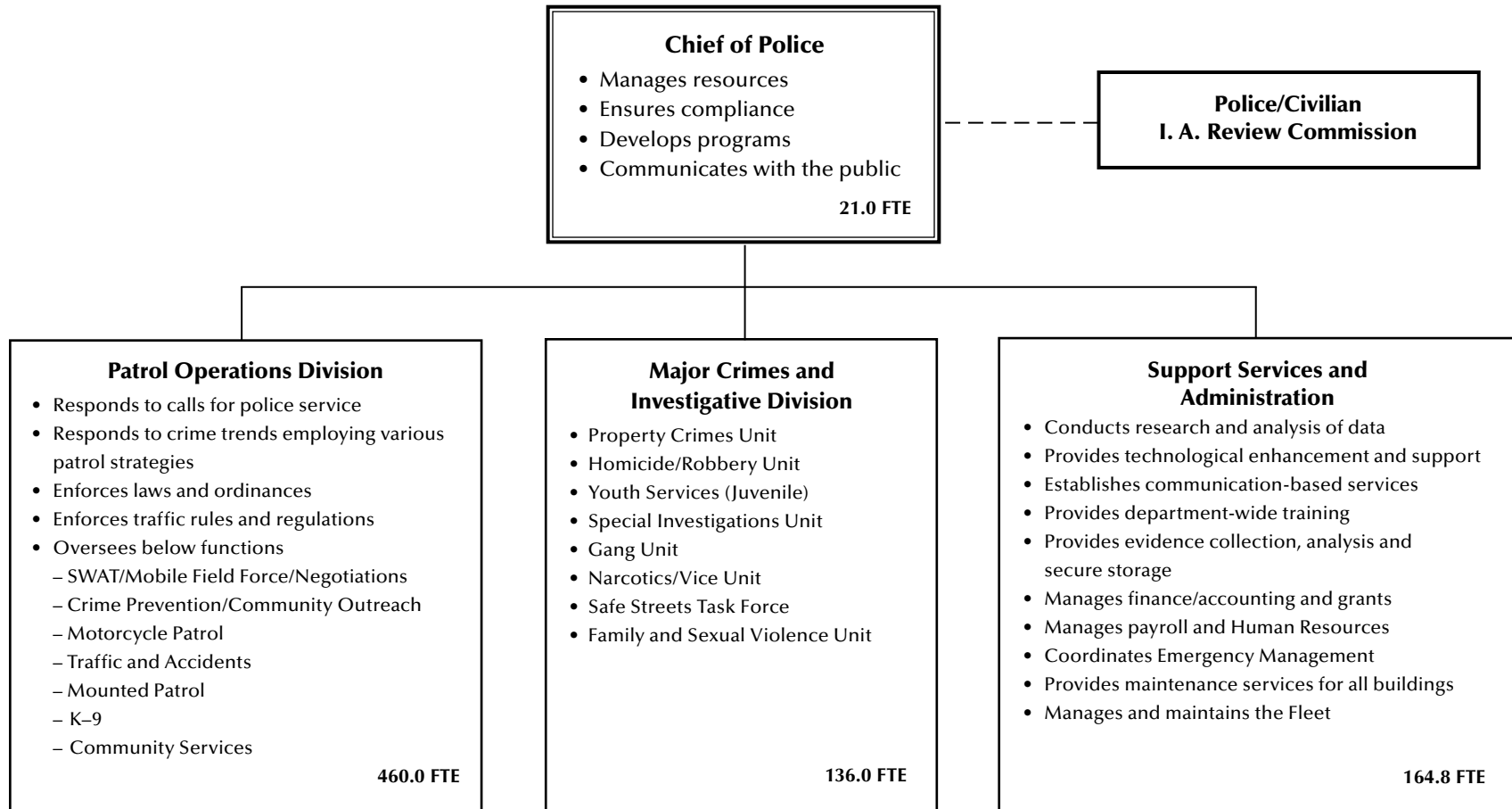
		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
2300	CITY SALES TAX	34,345,143	41,726,005	26,416,146	27,586,848	1,170,702
2350	COMMUNITY DEVELOP BLOCK GRANT	10,257,317	10,930,394	6,850,000	7,200,000	350,000
2400	CITY GRANTS	13,660,703	18,382,090			
7100	CENTRAL SERVICES INTERNAL	7,641,902	8,354,804	8,660,869	9,021,303	360,434
TOTAL SPENDING BY FUND		65,905,066	79,393,294	41,927,015	43,808,151	1,881,136
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	6,088,809	6,791,374	6,948,068	7,371,658	423,590
	SERVICES	4,791,005	5,456,107	2,938,293	3,001,748	63,455
	MATERIALS AND SUPPLIES	75,166	64,527	55,200	55,800	600
	CAPITAL OUTLAY		7,654	1,535,000	1,535,000	
	PROGRAM EXPENSE	20,272,671	19,578,081	8,825,427	9,253,272	427,845
	TRANSFER OUT AND OTHER SPEND	34,677,415	47,495,550	21,625,027	22,590,673	965,646
TOTAL SPENDING BY MAJOR ACCOUNT		65,905,066	79,393,294	41,927,015	43,808,151	1,881,136
<u>Financing by Major Account</u>						
GENERAL FUND REVENUES						
SPECIAL FUND REVENUES						
	BUDGET ADJUSTMENTS			656,026	649,731	(6,295)
	TAXES	15,620,488	15,940,712	15,550,000	16,400,000	850,000
	INTERGOVERNMENTAL REVENUE	22,271,312	25,950,671	6,350,000	6,700,000	350,000
	FEES SALES AND SERVICES	8,052,918	9,896,207	8,660,869	8,897,719	236,850
	INTEREST EARNINGS	1,629,353	781,504	441,881	372,138	(69,743)
	DEBT FINANCING	1,067,721	1,409,105	438,239	324,979	(113,260)
	TRANSFERS IN OTHER FINANCING	18,199,151	23,221,792	9,830,000	10,463,584	633,584
TOTAL FINANCING BY MAJOR ACCOUNT		66,840,943	77,199,992	41,927,015	43,808,151	1,881,136



Saint Paul Police

The Saint Paul Police Department strives to contribute to Saint Paul's vitality and prosperity by promoting safety and security with technical excellence, leadership and comprehensive professionalism. We seek to become an outstanding employer and partner engaged with our employees and the diverse communities that we serve.

We are committed to quality training, high professional standards, accountability and achievement. We are focused on strengthening partnerships to address the causes and outcomes of crimes in order to continue to be a strong asset to the city and a leader among law enforcement agencies nationwide.



(Total 781.8 FTE)

8/02/13

**2014 Adopted Budget
Saint Paul Police Department**

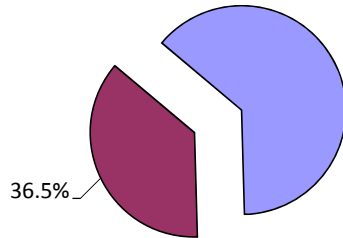
Department Description:

The Saint Paul Police Department strives to contribute to Saint Paul's vitality and prosperity by promoting safety and security with technical excellence, leadership and comprehensive professionalism.

We seek to become an outstanding employer and partner engaged with our employees and the diverse communities that we serve.

We are committed to quality training, high professional standards, accountability and achievement. We are focused on strengthening partnerships to address the causes and outcomes of crime in order to continue to be a strong asset to the city and a leader among law enforcement agencies nationwide.

Police Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$84,450,267
- Total Special Fund Budget: \$17,349,584
- Total FTEs: 781.8
- 2012 arrests - 12,769
- 2012 calls for service - 272,624
- 2012 total Part 1 offenses - 14,130
- 2014 adopted budget includes 615 sworn officers
- With a population of 290,770, the number of full-time sworn employees per 1,000 inhabitants based on 615 sworn full-time positions - 2.12

Department Goals

- Partner with our community to enhance Saint Paul's vitality and prosperity
- Manage our resources for maximum results
- Invest in our employees
- Strengthen a culture that values trusted service and accountability
- Improve the safety and security of the capital city

Recent Accomplishments

- Homicide Clearance rate for 2012 was 86 % - National average is 64.8.
- Part I crime has remained steady from 2008 - 2012: 13,895 incidents vs. 14,130
- Domestic violence citizen calls decreased by 7.1%
- Auto theft incidents declined 2.2%
- 400 Commercial burglary incidents in 2012 is the the lowest total in five years.
- In 2012, the Department was awarded the Bright Ideas Award from the Ash Center of the Harvard Kennedy School for our work in domestic violence.
- The department reopened the new Forensic Services Unit employing staff trained to the highest ISO standards.
- The department was also awarded the "Thrasher Award" for superior service in gang prevention.
- In the first quarter of 2013 the department's staff was trained in cultural diversity.
- Despite a reduction in grant availability, were awarded \$1,077,156 in 2012 including \$500,000 for the Vick Human Trafficking Regional Task Force.

2014 Adopted Budget

Police Department

Fiscal Summary

	2012 Actual	2013 Adopted	2014 Adopted	Change	% Change	2013 Adopted FTE	2014 Adopted FTE
Spending							
1000: General Fund	76,885,520	80,101,437	84,450,267	4,348,830	5.4%	668.70	688.95
2100: Special Revenue	10,240,708	11,718,532	11,784,766	66,234	0.6%	73.70	70.70
2400: Grants	3,717,273	3,880,400	2,531,319	(1,349,081)	-34.8%	17.00	4.75
6200: Impound Lot	2,538,611	3,027,504	3,033,499	5,995	0.2%	17.40	17.40
Total	93,382,112	98,727,873	101,799,851	3,071,978	3.1%	776.80	781.80
Financing							
1000: General Fund	1,945,815	2,236,589	1,824,016	(412,573)	-18.4%		
2100: Special Revenue	10,546,000	11,718,532	11,784,766	66,234	0.6%		
2400: Grants	3,777,401	3,880,400	2,531,319	(1,349,081)	-34.8%		
6200: Impound Lot	2,456,393	3,027,504	3,033,499	5,995	0.2%		
Total	18,725,609	20,863,025	19,173,600	(1,689,425)	-8.1%		

Budget Changes Summary

In 2010, the department received grant funding as part of the American Recovery and Reinvestment Act (ARRA) COPS Hiring Recovery Program (CHRP), which funded 28 police officers for 3 years. In addition, funds from the United States Department of Justice Programs' Bureau of Justice Assistance (DOJ BJA) provided funding for 6 additional officers. The last of these officers shift from the Grants fund to the General Fund beginning in 2014. The department will add 5.0 officers through a 2014 COPS grant, 2.0 civilian crime analysts and funding to promote 7 existing sworn staff into command positions. In addition to the grant funding, the remaining items will be accomplished through reprioritization of existing resources. FTE will only change by a net of 5.0 due to the continued planned shift of ECC employees to Ramsey County as departure of city ECC employees occurs.

1000: General Fund

Police Department

Change from 2013 Adopted

	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
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Current Service Level Adjustments

Included in current service level adjustments is elimination of a revenue transfer from the Impound Lot of \$143,888. The downward trend in recent years of Impound Lot revenues makes this adjustment necessary. Impound Lot operations are unaffected.

Removal of Impound Lot transfer and other current service level adjustments

	1,881,332	(135,573)	-
Subtotal:	<u>1,881,332</u>	<u>(135,573)</u>	<u>-</u>

Mayor's Proposed Changes**Staffing Shift from Expiring Grants**

The General Fund realizes a large increase from 2013 due to shifts from grant-funded resources. 17 officers which have been funded by the American Recovery and Reinvestment Act (ARRA) COPS Hiring Recovery Program (CHRP) and other grants, shift to the General Fund.

Officers shifted to General Fund from expiring grants

	1,426,193	-	17.00
Subtotal:	<u>1,426,193</u>	<u>-</u>	<u>17.00</u>

Forensic Services Unit

As part of the process to attain accreditation for the Crime Lab (renamed Forensic Services Unit), additional resources are required, as planned during the 2013 reorganization. Of the approximately \$1 million added in 2013, \$610,973 is needed on an annual basis. Originally, it was anticipated the Ramsey County Sheriff's Office would be a partner in this unit. As the RCSO has elected to not participate, revenues anticipated from Ramsey County have been eliminated, which is slightly offset by associated spending reductions.

Planned ongoing spending for Forensic Services Unit
Revenue reduction

	610,973	-	3.00
	-	(277,000)	-
Subtotal:	<u>610,973</u>	<u>(277,000)</u>	<u>3.00</u>

Legislative Changes

As part of public employee pension reform, the State of MN Legislature passed legislation in 2013 to increase contributions for Public Safety retirees. An increase of 1.8% will be added by 2015. The 2014 portion of 0.9% is included in the proposed budget. The department also has an increase for worker's compensation due to benefit claims passed by the 2013 legislature.

Public Safety pension increase
Worker's Comp increase

	426,291	-	-
	360,440	-	-
Subtotal:	<u>786,731</u>	<u>-</u>	<u>-</u>

Change from 2013 Adopted

Spending Financing FTE

Reprioritization of Existing Resources

New positions include 2 Crime Analysts and a portion of 5.0 officers primarily funded by an applied-for 2014 COPS grant. These new FTE are funded through reprioritization of existing resources and improved vacancy management.

2 Crime Analysts	172,290	-	2.00
Promote 2 sworn staff to Commander and 5 to Sergeant to strengthen span of control	105,670	-	-
GF portion of 5 new officers--remainder expected to be funded by 2014 COPS grant	94,405	-	1.25
Improved vacancy management used to pay for personnel additions	(372,365)	-	-
Subtotal:	-	-	3.25

Payroll Centralization

The rollout of the Time Tracking and Attendance Scheduling Solution (TASS) component of the COMET project has allowed for a more centralized approach to the City's payroll function. As a result, the 2014 proposed budget shifts payroll personnel out of operating departments and into the Human Resources budget. This change consolidates payroll staff into one department, redeploys some existing resources, and results in net savings to the City. The impact of payroll centralization on Police is reflected here.

Staff adjustment	(201,722)	-	(3.00)
Subtotal:	(201,722)	-	(3.00)

Sales Tax exemption

During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. Police's estimated General Fund savings are shown here.

Sales tax savings	(154,677)	-	-
Subtotal:	(154,677)	-	-

Fund 1000 Budget Changes Total

4,348,830	(412,573)	20.25
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2100: Special Revenue**Police Department**

Police budgets in the special revenue company include the Training Activity, the Emergency Communication Center Consolidation, Wild Security Services, the School Resource Officer program.

Change from 2013 Adopted

	Spending	Financing	FTE
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Current Service Level Adjustments

	11,850	11,850	-
Subtotal:	<u>11,850</u>	<u>11,850</u>	<u>-</u>

Mayor's Proposed Changes**2013 One-time Investments**

The department utilized one-time dedicated resources to make investments in several critical law enforcement items in 2013. Investments included protective and specialized equipment for the SWAT and Mobile Field Force teams, as well as access to the court system's Criminal Justice Information System (CJIS). These resources are removed for 2014.

SWAT team protective vests	(150,000)	(150,000)	-
CJIS access	(325,000)	(325,000)	-
Mobile Field Force equipment	(18,000)	(18,000)	-
Subtotal:	<u>(493,000)</u>	<u>(493,000)</u>	<u>-</u>

ECC Ongoing Staff Realignment

The joint-venture between the City and Ramsey County for the Emergency Communications Center (ECC) allowed City employees to remain on the City payroll. When City staff leave employment, their replacements become Ramsey County employees resulting in a reduction in the City's staffing totals. The net effect for 2014 is 3.0 FTE reduction to the City. This adjustment has no impact on service levels.

ECC staff shifted to Ramsey County	(165,448)	(165,448)	(3.00)
Subtotal:	<u>(165,448)</u>	<u>(165,448)</u>	<u>(3.00)</u>

Criminal Enterprise Investigative Program

Creation of a Criminal Enterprise Investigative Program focused on targeting criminals' financial resources is planned for 2014. Funds recovered through this program would be used to enhance crime fighting efforts in a manner consistent with state and federal law. Examples include increasing innovation and efficiency within the department through investments in technology, improvements in business processes and increased law enforcement training.

Innovation and efficiency	150,000	150,000	-
Subtotal:	<u>150,000</u>	<u>150,000</u>	<u>-</u>

Change from 2013 Adopted

Spending Financing FTE

Sales Tax exemption

During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. Police's estimated Special Revenue Fund savings are shown here.

Sales tax savings	(26,978)	(26,978)	-
Subtotal:	(26,978)	(26,978)	-

Adopted Changes

Training, Equipment and Contracted Services

Movable shelving is needed in the property room to accommodate evidence retention requirements. Additional costs in the uniform area are due to the federal government not reimbursing for portion of bullet-proof vests, boot purchases for sworn staff and new hires' uniform allowance. Increased spending in the Chief's Training Activity is based upon revised estimated costs for the Professional Development Institute (PDI). These costs will be reimbursed by the state of MN. An increase in the per transaction cost paid to Minneapolis, along with software upgrades accounts for the increase in the Automated Pawn System.

Property Room Shelving	227,488	227,488	-
Uniform needs	150,000	150,000	-
Automated Pawn System	100,000	100,000	-
Security Service contract for Central Corridor Light Rail Line	57,926	57,926	-
Professional Development Institute	43,500	43,500	-
Other	10,896	10,896	-
Subtotal:	589,810	589,810	-

Fund 2100 Budget Changes Total

	66,234	66,234	(3.00)
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2400: Grants**Police Department**

The Police department utilizes extensive grant funding to assist with technology needs as well as to increase resources in areas of rapidly evolving need. Examples include Internet Crimes Against Children, Port Security, squad car cameras, and various Homeland Security grants.

	<u>Change from 2013 Adopted</u>		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments--net change from new and expired grants</u>	(898,701)	(898,701)	-
Subtotal:	<u>(898,701)</u>	<u>(898,701)</u>	<u>-</u>

Mayor's Proposed Changes**Stimulus Grant-Related Staffing Changes**

The COPS federal stimulus grant that has assisted funding police officers since 2010, fully concludes in 2013, as does another stimulus grant (DOJ BJA). 16 FTE's that were still funded by the grant in 2013, as well as one officer funded by the FLARE-UP Grant which has also expired, are transferred to the General Fund.

Staff shift-COPS Stimulus Grant	(768,557)	(768,557)	(6.00)
Staff shift-DOJ-BJA grant	(492,085)	(492,085)	(10.00)
Staff shift-expired Flare-Up Grant	(115,531)	(115,531)	(1.00)
Subtotal:	<u>(1,376,173)</u>	<u>(1,376,173)</u>	<u>(17.00)</u>

New Grants

The department has applied for a new COPS Grant that will pay for 75% of 5 new officers for three years, if awarded. In addition, a new Human Trafficking Grant has been added and is paying for 1.0 FTE.

New officers-2014 COPS Grant	283,211	283,211	3.75
New grant-Human Trafficking	127,132	127,132	1.00
Subtotal:	<u>410,343</u>	<u>410,343</u>	<u>4.75</u>

Change from 2013 Adopted

	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
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Adopted Changes**New or Revised Grants**

A number of new grants were received after the Mayor's Proposed budget was released. In addition, other grants that had previously been received were extended.

2013 JAG Grant	134,926	134,926	-
Community Crime Prevention Grant	138,085	138,085	-
ITA Foundation updated projection	60,825	60,825	-
JABG Special Projects	48,536	48,536	-
2013 SHSP CBRNE	48,000	48,000	-
2011 JAG remaining balance	37,722	37,722	-
Women's Foundation of MN	32,329	32,329	-
Other grant adjustments	15,027	15,027	-
Subtotal:	515,450	515,450	-
Fund 2400 Budget Changes Total	(1,349,081)	(1,349,081)	(12.25)

6200: Impound Lot

Police Department

The Impound Lot is an enterprise fund that manages the City's vehicle impound lot and snow lot.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		9,838	9,838	-
	Subtotal:	9,838	9,838	-
<u>Mayor's Proposed Changes</u>				
Sales Tax exemption				
<p>During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to the many city departments. Police's estimated Impound Lot savings are shown here.</p>				
	Sales tax savings	(3,843)	(3,843)	-
	Subtotal:	(3,843)	(3,843)	-
Fund 6200 Budget Changes Total		5,995	5,995	-

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: POLICE

Budget Year: 2014

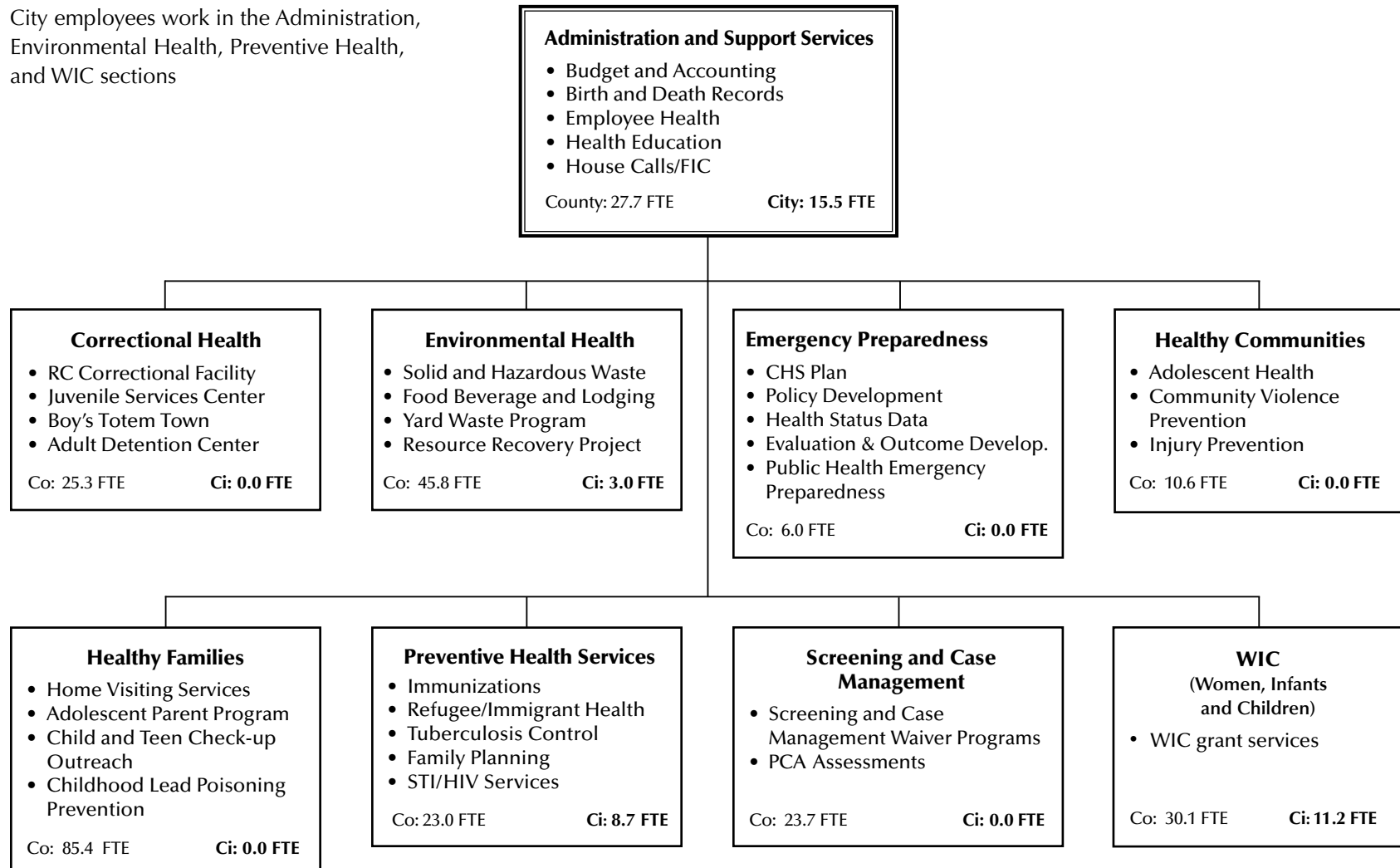
		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
1000	GENERAL FUND	75,100,066	76,885,520	80,101,437	84,450,267	4,348,830
2100	SPECIAL REVENUE	9,899,161	10,240,708	11,718,532	11,784,766	66,234
2400	CITY GRANTS	5,796,257	3,717,273	3,880,400	2,531,319	(1,349,081)
6200	IMPOUND LOT	2,616,152	2,538,611	3,027,504	3,033,499	5,995
TOTAL SPENDING BY FUND		93,411,637	93,382,112	98,727,872	101,799,851	3,071,978
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	77,720,518	79,108,705	81,889,560	84,542,755	2,653,195
	SERVICES	8,078,962	8,102,099	9,473,751	9,713,055	239,305
	MATERIALS AND SUPPLIES	4,036,316	3,544,627	4,152,475	4,240,702	88,226
	CAPITAL OUTLAY	2,207,986	1,208,094	1,580,800	1,938,920	358,120
	DEBT SERVICE	23,656				
	TRANSFER OUT AND OTHER SPEND	1,344,198	1,418,587	1,631,287	1,364,419	(266,868)
TOTAL SPENDING BY MAJOR ACCOUNT		93,411,637	93,382,112	98,727,872	101,799,851	3,071,978
<u>Financing by Major Account</u>						
	GENERAL FUND REVENUES	2,009,653	1,945,815	2,236,589	1,824,016	(412,573)
	SPECIAL FUND REVENUES					
	BUDGET ADJUSTMENTS			556,676	747,872	191,196
	LICENSE AND PERMIT	187,010	193,706	180,000	180,000	
	INTERGOVERNMENTAL REVENUE	5,758,068	3,779,839	3,838,297	2,412,027	(1,426,270)
	FEES SALES AND SERVICES	10,854,432	9,424,552	5,431,203	10,598,091	5,166,888
	FINE AND FORFEITURE	588,025	755,863	684,792	760,798	76,006
	INTEREST EARNINGS	189,801	89,561	68,000	22,000	(46,000)
	DEBT FINANCING	1,000,000	1,350,000	1,300,000	1,300,000	
	TRANSFERS IN OTHER FINANCING	1,376,260	1,186,273	6,567,469	1,328,797	(5,238,672)
TOTAL FINANCING BY MAJOR ACCOUNT		21,963,249	18,725,609	20,863,026	19,173,601	(1,689,425)



Saint Paul-Ramsey County Public Health

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

City employees work in the Administration, Environmental Health, Preventive Health, and WIC sections



(Total 316.0 FTE)
 County = 277.6 City = 38.4

2014 Adopted Budget
Public Health

Department Description:

The Mission of the Saint Paul - Ramsey County Department of Public Health is to improve, protect, and promote the health, environment, and well-being of people in our community. 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 City staff resigns or retires, the positions are filled by the County, and the City budget shows a decline in FTEs and dollars associated with paying their salary and benefits. All costs are reimbursed by Ramsey County and the County is responsible for the portion of the tax levy that covers these expenses. The City of Saint Paul does not levy for public health services.

Department Facts

• Total General Fund Budget:	\$0
• Total Special Fund Budget:	\$3,492,903
• Total FTEs (City):	38.42

Department Goals

- Assure an adequate public health infrastructure
- Promote healthy communities and healthy behaviors
- Prevent the spread of infectious diseases
- Protect against environmental hazards
- Prepare for and respond to disasters
- Assure the quality and accessibility of health services

Recent Accomplishments

- 217,719 birth and death certificates provided
- 31,000 persons provided with WIC related services
- 20,000 clinical service visits provided
- 64 environmental investigations of homes occupied by children with elevated blood lead levels
- 9,500 adults and children vaccinated to prevent infectious diseases
- 32,000 laboratory tests performed

2014 Adopted Budget

Public Health

Fiscal Summary

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2013 Adopted FTE</u>	<u>2014 Adopted FTE</u>
Spending							
2100: Special Revenue	3,351,494	3,417,285	3,492,903	75,618	2.2%	38.42	38.42
Total	3,351,494	3,417,285	3,492,903	75,618	2.2%	38.42	38.42
Financing							
2100: Special Revenue	3,351,494	3,417,285	3,492,903	75,618	2.2%		
Total	3,351,494	3,417,285	3,492,903	75,618	2.2%		

Budget Changes Summary

In 1997, the City's public health function was merged with Ramsey County's through a joint powers agreement. The administration of this function now resides with the County. As resignations or retirements of City staff occur, the positions are filled by the County. As City employees resign or retire, the City budget shows a decrease 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. The 2014 budget increases \$75,618 compared to the 2013 adopted budget.

2100: Special Revenue

The special revenue fund for Public Health includes salary and fringe benefit costs for the City's remaining Public Health employees. These costs are entirely reimbursed by Ramsey County.

	<u>Change from 2013 Adopted</u>		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
Current Service Level Adjustments			
The 2014 proposed budget incorporates higher personnel costs associated with negotiated cost of living wage adjustments, and health insurance premium increases.			
Personnel costs	75,618	75,618	-
Subtotal:	<u>75,618</u>	<u>75,618</u>	<u>-</u>
Fund 2100 Budget Changes Total	<u><u>75,618</u></u>	<u><u>75,618</u></u>	<u><u>-</u></u>

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

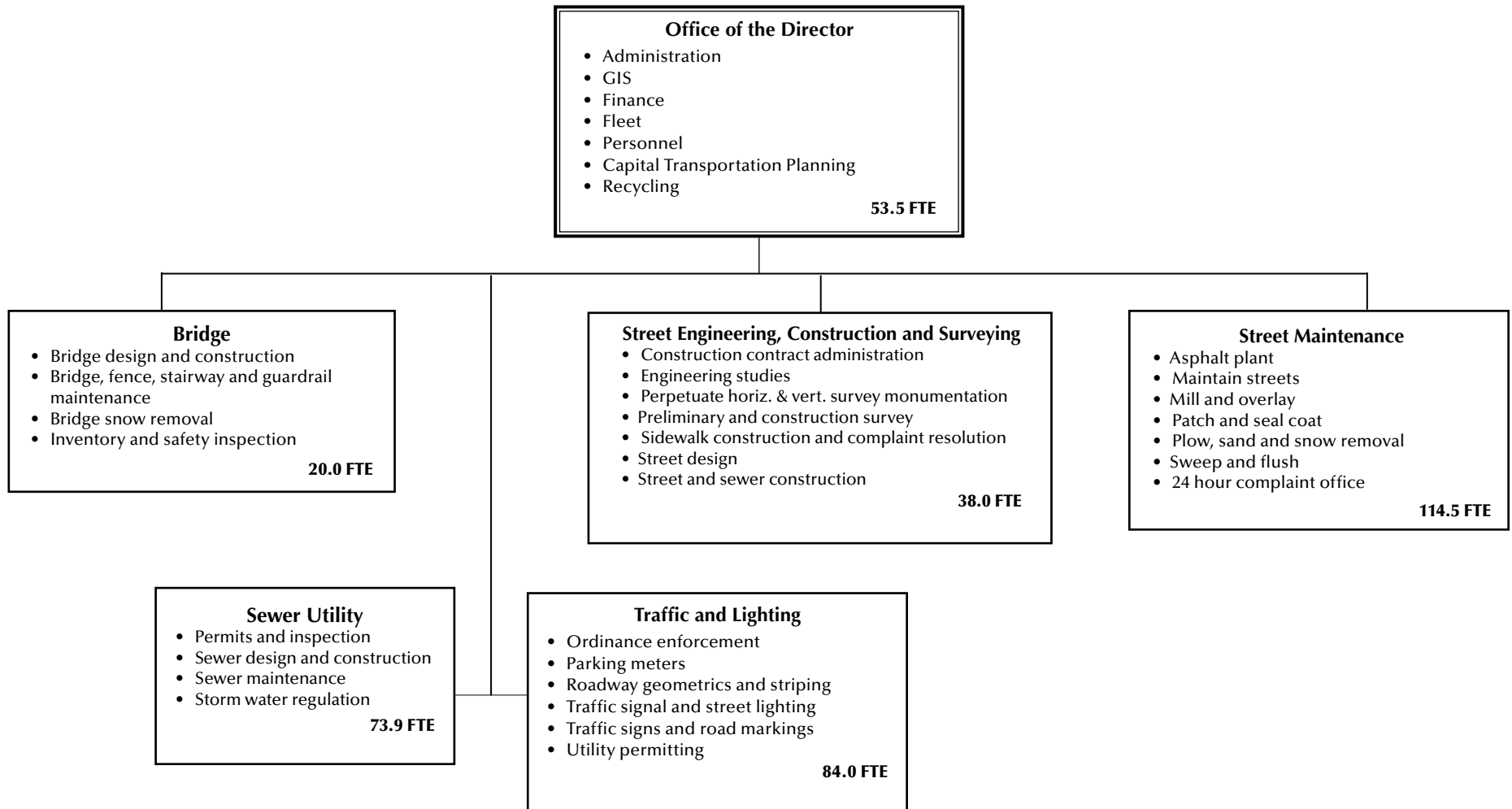
Departmen HEALTH

Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
2100	SPECIAL REVENUE	3,464,551	3,351,494	3,417,285	3,492,903	75,618
TOTAL SPENDING BY FUND		3,464,551	3,351,494	3,417,285	3,492,903	75,618
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	3,437,372	3,342,193	3,405,991	3,481,609	75,618
	SERVICES	9,314	9,001	11,294	11,294	
	MATERIALS AND SUPPLIES	300	300			
	TRANSFER OUT AND OTHER SPEND	17,566				
TOTAL SPENDING BY MAJOR ACCOUNT		3,464,551	3,351,494	3,417,285	3,492,903	75,618
<u>Financing by Major Account</u>						
GENERAL FUND REVENUES						
SPECIAL FUND REVENUES						
	FEE SALES AND SERVICES	3,464,551	3,351,494	3,417,285	3,492,903	75,618
TOTAL FINANCING BY MAJOR ACCOUNT		3,464,551	3,351,494	3,417,285	3,492,903	75,618

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 383.9 FTE)

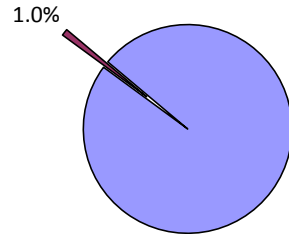
**2014 Adopted Budget
Public Works**

Department Description:

Public Works is responsible for preserving and enhancing infrastructure to ensure a safe and livable Capitol City for all by making sure that:

- Streets, alleys and sidewalks are kept clean, well-lit, clear, safe and have routine maintenance to the level customers expect,
- Traffic signals are functioning safely and are maintained; traffic signs are in place and maintained,
- Sewers provide the safe transport of waste for treatment and storm water to surface waters; flood protection levees and pumping facilities are maintained and are prepared for floods,
- Engineering services (design, survey, inspections, administration) are provided for street, sewer, traffic and bridge construction projects,
- Vehicles and equipment are kept maintained and available for use.

Public Works' Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$2,407,019
- Total Special Fund Budget: \$143,216,444
- Total FTEs: 383.9
- 863 miles of streets
- 806 miles of sanitary sewer; 450 miles of storm sewer
- 1,011 miles of sidewalk
- 60 city-owned bridges
- 35,961 street light fixtures; 385 signalized intersections
- 525 fleet rental units (vehicles and other equipment)

Department Goals

- Implementation of recommendations for solid waste and recycling programs developed through the *Recycle it Forward* citizen input process.
- Successful integration with and implementation of new city financial, payroll and human resource systems.
- Continue renewal of department equipment fleet to provide the best service possible.

Recent Accomplishments

- Reached accreditation status through the American Public Works Association (APWA).
- Retained a AAA bond rating from Standard and Poor's and Aa1 from Moody's Investors Service for Sewer Utility Revenue Bonds.
- Substantially completed three Residential Street Vitality Paving (RSVP) Program projects in 2012: Prior/Goodrich Phase II, Hewitt/Tatum, and Battle Creek/Upper Afton.
- Successfully implemented a new parking meter system.
- Completed reorganization to combine our capital planning and transportation planning functions under the same manager.
- Participated in the design and construction of an award winning green alley.

2014 Adopted Budget

Public Works

Fiscal Summary

	2012 Actual	2013 Adopted	2014 Adopted	Change	% Change	2013 Adopted FTE	2014 Adopted FTE
Spending							
1000: General Fund	1,987,847	2,376,547	2,407,019	30,472	1.3%	14.80	14.80
2200: Assessment	4,650,788	4,799,400	6,257,574	1,458,174	30.4%	1.00	1.00
2250: Right of Way Maintenance	35,588,400	37,609,222	37,778,405	169,183	0.4%	185.89	185.89
6100: Sewer	68,836,106	72,770,300	69,937,412	(2,832,888)	-3.9%	67.36	67.36
7100: Central Services Internal	2,331,041	2,819,936	2,806,218	(13,718)	-0.5%	22.05	20.55
7150: Equipment Services Internal	6,734,606	10,053,331	10,199,813	146,482	1.5%	22.00	22.00
7200: Services and Supplies Internal	12,798,239	16,495,918	16,237,022	(258,896)	-1.6%	72.30	72.30
Total	132,927,027	146,924,654	145,623,463	(1,301,191)	-0.9%	385.40	383.90
Financing							
1000: General Fund	2,615,821	2,924,678	2,890,680	(33,998)	-1.2%		
2200: Assessment	4,556,160	4,799,400	6,257,574	1,458,174	30.4%		
2250: Right of Way Maintenance	36,241,743	37,609,222	37,778,405	169,183	0.4%		
6100: Sewer	51,510,824	72,770,300	69,937,412	(2,832,888)	-3.9%		
7100: Central Services Internal	2,525,723	2,819,936	2,806,218	(13,718)	-0.5%		
7150: Equipment Services Internal	7,395,116	10,053,331	10,199,813	146,482	1.5%		
7200: Services and Supplies Internal	11,477,981	16,495,918	16,237,022	(258,896)	-1.6%		
Total	116,323,368	147,472,785	146,107,124	(1,365,661)	-0.9%		

Budget Changes Summary

The 2014 Adopted General Fund budget for Public Works includes reductions to miscellaneous services and supplies as well as replacement equipment for the new parking meter system.

Several notable special fund changes are also included. In the Assessment fund, recycling rates will increase to cover expanded recycling services such as increased plastics collection, single sort recycling, education outreach, and establishing additional drop off sites for clean organics. In the Right-of-Way Maintenance fund, a 3% rate increase will include increased funding for Emerald Ash Borer remediation in the parks department and additional street reconstruction on some MSA routes. The Adopted budget for the sewer utility includes an inflationary rate increase to help maintain the long-term health of the fund.

1000: General Fund**Public Works**

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	76,049	(500)	-
Subtotal:	76,049	(500)	-
<u>Mayor's Proposed Changes</u>			
Miscellaneous Non-Personnel Reductions			
Adjustments include reductions to miscellaneous services and materials for the parking meter system due to the new condition of the equipment.			
Materials and Supplies	(40,331)	(33,498)	-
Subtotal:	(40,331)	(33,498)	-
Sales Tax Exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. Public Works' estimated General Fund savings are shown here.			
Sales Tax Reduction	(5,246)	-	-
Subtotal:	(5,246)	-	-
Fund 1000 Budget Changes Total	30,472	(33,998)	-

The Public Works Assessment fund includes the budget for the Eureka recycling contract, and lighting maintenance assessment districts.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	168,776	277,466	-
Subtotal:	168,776	277,466	-
<u>Mayor's Proposed Changes</u>			
Increased Recycling Services			
The recycling service adjustments include an increase in the contract price to provide curb-side recycling collection. Adopted recycling fee increases will cover contract costs, as well as new recycling services.			
Eureka contract increase	115,823	-	-
Program modification to include more plastics and single sort	998,640	998,640	-
Program modification for more backyard composting	54,700	54,700	-
Additional education and public information	68,400	68,400	-
Increase funding for recycling drop off center	27,360	27,360	-
Additional recycling bins and crates	31,608	31,608	-
Subtotal:	1,296,531	1,180,708	-
Sales Tax Exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. Public Works' estimated assessment fund savings are shown here.			
Sales Tax Exemption Savings	(7,133)	-	-
Subtotal:	(7,133)	-	-
<u>Adopted Changes</u>			
Technical Changes			
Expansion of Above Standard Lighting District	19,788	19,788	-
Subtotal:	19,788	19,788	-
Fund 2200 Budget Changes Total	1,458,174	1,458,174	-

2250: Right of Way Maintenance**Public Works**

Costs associated with maintaining the public right-of-way are budgeted in the Right-of-Way (ROW) Maintenance fund. Services provided by this fund include: snow removal, street sweeping, sidewalk repairs, streetlight maintenance, traffic signs, and pavement markings.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	957,127	169,183	-
Subtotal:	957,127	169,183	-
<u>Mayor's Proposed Changes</u>			
Street Maintenance Service Adjustments			
The 2014 Adopted budget includes changes in the street maintenance division. More efficient salt usage and sufficient reserves allowed for a reduction in the budget. Better tracking of worker's compensation claims has provided the ability to reduce expenses.			
Reduction in salt and miscellaneous materials budgets	(329,000)	-	-
Reduction in worker's compensation	(125,520)	-	-
Subtotal:	(454,520)	-	-
Rate Adjustment			
The Adopted budget includes an average rate increase of 3% in the Right-of-Way fund. The rate will be split between two departments, 2% will be for Public Works and 1% for Parks and Recreation. Public Works will shift MSA funding out of the Right-of-Way and into the Capital Budget to allow for increased street replacement funding. The 2% rate increase will offset the reduction of MSA funding. The additional rate increase will allow Parks to continue to manage Emerald Ash Borer (EAB) in the Right-of-Way.			
Shift MSA funding to the Capital Budget	-	(548,174)	-
Adopted 2% rate increase	-	548,174	-
Subtotal:	-	-	-
Sales Tax Exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. Public Works' estimated right-of-way fund savings are shown here.			
Sales Tax Exemption Savings	(333,424)	-	-
Subtotal:	(333,424)	-	-
Fund 2250 Budget Changes Total	169,183	169,183	-

The Sewer fund includes operating and capital maintenance budgets for the City's sanitary and storm water sewer systems.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	(634,281)	75,304	-
Subtotal:	(634,281)	75,304	-
<u>Mayor's Proposed Changes</u>			
Sewer Utility Adjustments			
The 2014 sewer utility budget includes a mix of \$8M in bonding, and a use of net assets to balance the budget.			
Reduction in use of Net Assets	-	(4,382,785)	-
Reduction in WPA Payment	(4,409,817)	-	-
Payment to Metro Sewer	918,000	-	-
Debt Service Payments Increase	496,594	-	-
Miscellaneous Services and Supplies	847,030	-	-
Subtotal:	(2,148,193)	(4,382,785)	-
Rate Adjustment			
The Adopted rate in the sewer fund will offset inflationary pressures and maintain the long-term health of the fund.			
Adopted 3% rate increase	-	1,474,593	-
Subtotal:	-	1,474,593	-
Sales Tax Exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. Public Works' estimated sewer fund savings are shown here.			
Sales Tax Exemption Savings	(50,414)	-	-
Subtotal:	(50,414)	-	-
Fund 6100 Budget Changes Total	(2,832,888)	(2,832,888)	-

7100: Central Services Internal**Public Works**

The Central Services Internal fund includes the budgets for administrative functions of Public Works, including the director's office, public relations, technology, and accounting.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	54,301	(13,718)	-
Subtotal:	<u>54,301</u>	<u>(13,718)</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
Payroll Centralization			
<p>The rollout of the Time Tracking and Attendance Scheduling Solution (TASS) component of the COMET project has allowed for a more centralized approach to the City's payroll function. As a result, the 2014 Adopted budget shifts payroll personnel out of operating departments and into the Human Resources budget. This change consolidates payroll staff into one department, redeploys some existing resources, and results in net savings to the City. The impact of payroll centralization on Public Works is reflected here.</p>			
Payroll Centralization Adjustments	(68,019)	-	(1.50)
Subtotal:	<u>(68,019)</u>	<u>-</u>	<u>(1.50)</u>
Fund 7100 Budget Changes Total	<u><u>(13,718)</u></u>	<u><u>(13,718)</u></u>	<u><u>(1.50)</u></u>

7150: Equipment Services Internal**Public Works**

Public Works' fleet and equipment services costs are budgeted in the Equipment Services Internal fund.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	252,482	146,482	-
Subtotal:	252,482	146,482	-
<u>Mayor's Proposed Changes</u>			
Sales Tax Exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. Public Works' estimated equipment services' fund savings are shown here.			
Sales Tax Exemption Savings	(106,000)	-	-
Subtotal:	(106,000)	-	-
Fund 7150 Budget Changes Total	146,482	146,482	-

7200: Services and Supplies Internal**Public Works**

The Services and Supplies Internal fund includes budgets for engineering staff responsible for planning, design and construction management of major capital projects.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	72,375	(258,896)	-
Subtotal:	72,375	(258,896)	-
<u>Mayor's Proposed Changes</u>			
Sales Tax Exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. Public Works' estimated services and supplies fund savings are shown here.			
Sales Tax Exemption Savings	(331,271)	-	-
Subtotal:	(331,271)	-	-
Fund 7200 Budget Changes Total	(258,896)	(258,896)	-

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: PUBLIC WORKS

Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
Spending by Fund						
1000	GENERAL FUND	1,866,176	1,987,847	2,376,547	2,407,019	30,472
2200	ASSESSMENT	4,355,206	4,650,788	4,799,400	6,257,574	1,458,174
2250	RIGHT OF WAY MAINTENANCE	35,577,200	35,588,400	37,609,222	37,778,405	169,183
6100	SEWER	56,864,691	68,836,106	72,770,300	69,937,412	(2,832,887)
7100	CENTRAL SERVICES INTERNAL	2,194,947	2,331,041	2,819,936	2,806,218	(13,718)
7150	EQUIPMENT SERVICES INTERNAL	7,148,922	6,734,606	10,053,331	10,199,813	146,482
7200	SERVICES AND SUPPLIES INTERNAL	12,614,400	12,798,239	16,495,918	16,237,021	(258,897)
TOTAL SPENDING BY FUND		120,621,543	132,927,026	146,924,655	145,623,463	(1,301,192)
Spending by Major Account						
	EMPLOYEE EXPENSE	31,788,995	33,152,406	36,035,068	36,047,241	12,173
	SERVICES	40,509,102	51,246,608	52,039,357	55,163,307	3,123,950
	MATERIALS AND SUPPLIES	17,959,240	15,212,468	18,554,879	17,244,593	(1,310,286)
	CAPITAL OUTLAY	5,564,878	6,686,568	16,848,456	17,384,260	535,804
	PROGRAM EXPENSE	759,047	2,561,977	800,000	800,000	
	DEBT SERVICE	6,192,853	3,133,704	8,257,218	9,218,152	960,934
	TRANSFER OUT AND OTHER SPEND	17,847,427	20,933,296	14,389,677	9,765,910	(4,623,767)
TOTAL SPENDING BY MAJOR ACCOUNT		120,621,543	132,927,026	146,924,655	145,623,463	(1,301,192)

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: PUBLIC WORKS

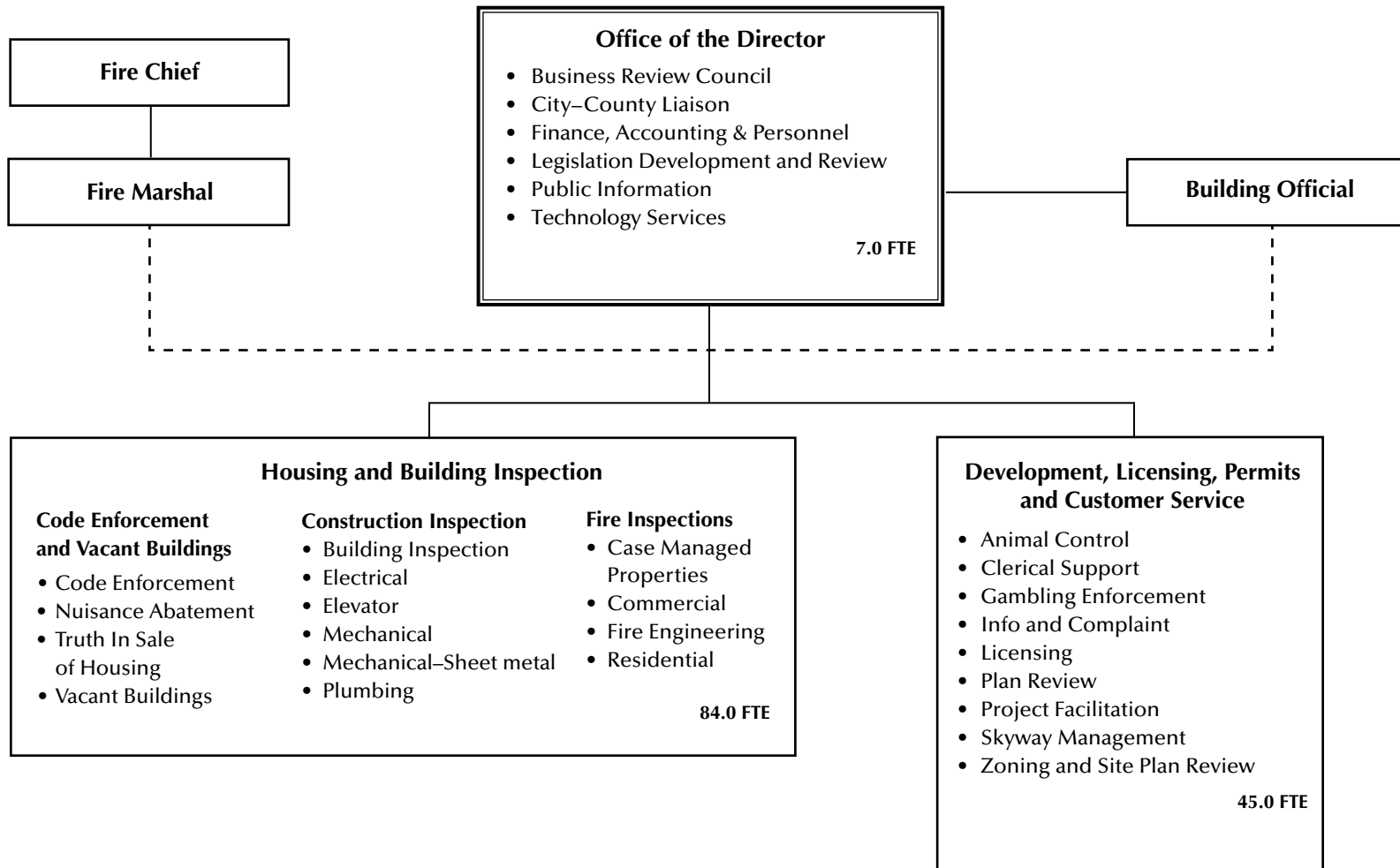
Budget Year: 2014

	2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Financing by Major Account</u>					
GENERAL FUND REVENUES	2,542,944	2,615,821	2,924,678	2,890,680	(33,998)
SPECIAL FUND REVENUES					
BUDGET ADJUSTMENTS			14,301,868	10,546,896	(3,754,972)
TAXES	30,097	32,878	31,000	31,000	
LICENSE AND PERMIT	1,561,865	1,422,339	1,483,000	1,469,000	(14,000)
INTERGOVERNMENTAL REVENUE	7,534,394	6,782,375	6,801,208	6,302,123	(499,085)
FEES SALES AND SERVICES	72,156,657	76,254,604	81,800,904	83,241,898	1,440,994
ASSESSMENTS	26,254,689	26,927,800	28,006,360	30,249,877	2,243,517
INTEREST EARNINGS	1,251,708	200,351	80,211	130,509	50,298
DEBT FINANCING			10,459,400	9,210,000	(1,249,400)
TRANSFERS IN OTHER FINANCING	1,427,356	2,087,200	1,584,156	2,035,138	450,982
TOTAL FINANCING BY MAJOR ACCOUNT	112,759,710	116,323,368	147,472,785	146,107,121	(1,365,664)



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 136.0 FTE)

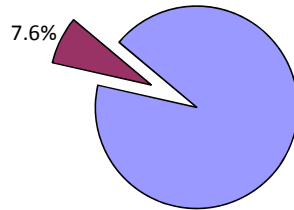
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**2014 Adopted Budget
Department of Safety and Inspections**

Department Description:

The Department of Safety and Inspections’s responsibilities include: 1) Animal Control, 2) Construction Inspection, 3) Code Enforcement, 4) Fire Certificate of Occupancy Inspection, 5) Information & Complaint, 6) Business Licensing, 7) Construction Plan Review, 8) Site Plan Review, 9) Project Facilitation for new businesses and expansions, 10) Vacant Buildings, 11) Zoning and Sign Enforcement,12) Truth in the Sale of Housing,13) Skyway Management, and 14) Water Resources.

Safety & Inspections’ Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$17,573,318
- Total Special Fund Budget: \$515,113
- Total FTEs: 136.0
- Conducted 28,705 code enforcements and 20,597 vacant building inspections.
- Responded to 5,796 animal related complaints.
- Reviewed 2,217 construction plans for a total valuation of \$365,508,959.
- Conducted 57,922 construction inspections. ● Processed 23,099 complaints.
- Issued 7,083 business licenses. ● Conducted 44 project reviews.

Department Goals

- Prevent life and property loss.
- Promote safe neighborhoods.
- Improve citizen education and communication.
- Continue to integrate and streamline workflow throughout the City.
- Make it easy to open or expand a business in Saint Paul.
- Ensure safety in our built environment.

Recent Accomplishments

- No fatal fires in any Fire C of O property in 2011 and 2012.
- Currently implementing Amanda Web software upgrade.
- Improved housing stock, through the C of O inspection process, by raising the grade classification of 302 rental properties.
- Issued 27,557 building trade permits in 2012.
- 399 new businesses opened in 2012 as a result of departmental efforts to streamline the application and approval process.
- Issued 177 liquor licenses in 2012.
- Issued 703 special event related licenses in 2012, up 5% from 2011.
- Facilitated the re-occupancy of 724 vacant building structures in 2012.
- Reduced annual dog impounds by 2/3 since 1970 and reduced reported dog bites from 1,346 in 1971 to 166 in 2012.
- Managed 84,147 calls and 7,183 emails to our Information and Complaint line in 2012.
- Updated St. Paul legislative code Chapters 189 (Truth-In-Sale of Housing) and 40 (Fire C of O) for clarification and compliance.

2014 Adopted Budget

Department of Safety and Inspections

Fiscal Summary

	2012 Actual	2013 Adopted	2014 Adopted	Change	% Change	2013 Adopted FTE	2014 Adopted FTE
Spending							
1000: General Fund	15,481,310	17,723,326	17,573,318	(150,008)	-0.8%	140.80	135.30
2100: Special Revenue	99,583	115,113	115,113	-	0.0%	0.80	0.70
2200: Assessment	756,840	400,000	400,000	-	0.0%	-	-
Total	16,337,733	18,238,439	18,088,431	(150,008)	-0.8%	141.60	136.00
Financing							
1000: General Fund	16,624,700	15,113,891	15,135,436	21,545	0.1%		
2100: Special Revenue	115,062	115,113	115,113	-	0.0%		
2200: Assessment	910,752	400,000	400,000	-	0.0%		
Total	17,650,514	15,629,004	15,650,549	21,545	0.1%		

Budget Changes Summary

Beginning in July of 2013, the State of MN took over several of DSI's Environmental Health licensing and inspection functions. The Department of Safety and Inspection's budget for 2014 reflects a significant reduction in spending, revenue and personnel associated with that change. An ombudsman position will be added to DSI to help Saint Paul restaurants navigate the new relationship with the State. Additionally, due to increased demand for plan review, and trades and building inspections, DSI will add a Plan Examiner, and five building and trades inspectors.

1000: General Fund

Department of Safety and Inspections

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>			
Current service level changes include a staffing change in which a small portion of an Office Assistant III was shifted from DSI's Special Revenue Fund to the General Fund. Other changes include inflationary increase on wages, benefits, workers' compensation, and goods and services.			
Personnel shifts and other current service level changes	323,442	211,320	0.10
Subtotal:	323,442	211,320	0.10
<u>Mayor's Proposed Changes</u>			
Inspector Job Study			
DSI currently has a lack of unity among code inspector titles, which limits flexibility to deploy staff where resources are needed most. The budget includes funding to rectify this situation by creating a uniform title series for code inspectors. This change not only addresses pay equity issues, but also provides DSI with the flexibility to employ personnel where they are most needed.			
Inspector job study	146,646	-	-
Subtotal:	146,646	-	-
State's Termination of Environmental Health Delegation Agreement			
In mid-2013, the State of MN terminated its delegation agreement with the City of Saint Paul, ending DSI's ability to conduct most environmental health inspections. The 2014 budget reflects this change by eliminating most of the personnel and overhead expenses and associated license revenue from DSI's Environmental Health division. To help with the transition to state inspections, a business liaison position is included in the budget.			
Termination of Environmental Health delegation agreement	(1,490,677)	(1,041,548)	(12.60)
Business liaison	103,791	-	1.00
Subtotal:	(1,386,886)	(1,041,548)	(11.60)

	Change from 2013 Adopted		
	Spending	Financing	FTE
Plan Review and Inspection Staff			
To keep up with the increasing demand on plan review, trades and building inspection services, the below staffing changes are included in DSI's 2014 budget. Inspections and plan review positions are offset by new revenue brought in by an increase in building permit activity.			
Plan Examiner	81,190	-	1.00
Senior Building Inspector	165,714	-	1.00
Electrical Inspector	156,389	-	1.00
Plumbing Inspector	160,387	-	1.00
Plan review and building permits	-	563,680	-
Subtotal:	563,680	563,680	4.00

External Assessment and Implementation

DSI's adopted 2013 budget included \$204,206 for the department to conduct a thorough review of its business processes. Additional funding was also included to begin implementation of the assessment's recommended changes. That level of funding is continued in the budget for 2014 so the department can continue to make strategic improvements to its business processes.

External assessment and implementation	-	-	-
Subtotal:	-	-	-

Change from 2013 Adopted

Spending Financing FTE

Payroll Centralization

The rollout of the Time Tracking and Attendance Scheduling Solution (TASS) component of the COMET project has allowed for a more centralized approach to the City's payroll function. As a result, the 2014 budget shifts payroll personnel out of operating departments and into the Human Resources budget. This change consolidates payroll staff into one department, redeploys some existing resources, and results in net savings to the City. The impact of payroll centralization on DSI is reflected here.

Payroll centralization - net neutral on FTE count

(37,603) - -

Subtotal: (37,603) - -

Sales Tax Exemption

During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. DSI's estimated General Fund savings are shown here.

Sales tax exemption savings

(47,380) - -

Subtotal: (47,380) - -

Adopted Changes

Inspection staff

Due to the increasing demand on trades and building inspection services, the below staffing changes are included in DSI's 2014 budget. These positions are offset by new revenue brought in by an increase in building permit activity.

Building Inspector 131,704 - 1.00

Electrical Inspector 156,389 - 1.00

Building Permits - 288,093 -

Subtotal: 288,093 288,093 2.00

Fund 1000 Budget Changes Total

(150,008) 21,545 (5.50)

2100: Special Revenue

Department of Safety and Inspections

The Special Revenue fund includes DSI's gambling enforcement activities and revenues.

		Change from 2013 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>				
Current service level changes are due mostly to a staffing change in which a small portion of an Office Assistant III was shifted from DSI's Special Revenue Fund to the General Fund. Personnel shifts allowed this budget to remain flat between 2013 adopted and 2014 Budget.				
Personnel shifts and other current service level changes				
		-	-	(0.10)
	Subtotal:	-	-	(0.10)
Fund 2100 Budget Changes Total		-	-	(0.10)

2200: Assessment

Department of Safety and Inspections

The Assessment fund includes revenues and expenditures for vacant building demolitions.

		Change from 2013 Adopted		
		Spending	Financing	FTE
No Changes from 2013 Adopted Budget				
		-	-	-
	Subtotal:	-	-	-
Fund 2200 Budget Changes Total		-	-	-

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: SAFETY AND INSPECTIONS

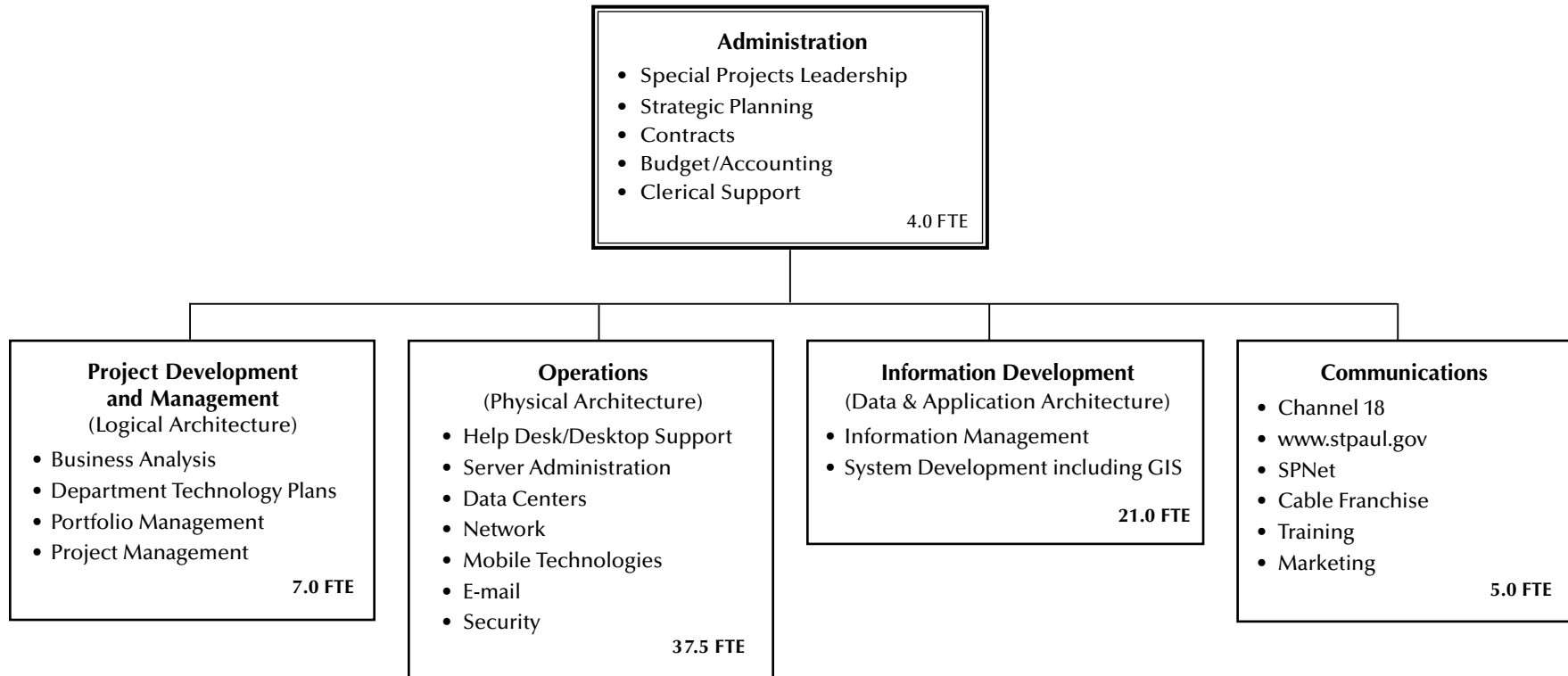
Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
1000	GENERAL FUND	14,928,985	15,481,310	17,723,326	17,573,318	(150,007)
2100	SPECIAL REVENUE	95,431	99,583	115,113	115,113	(1)
2200	ASSESSMENT	906,118	756,840	400,000	400,000	
TOTAL SPENDING BY FUND		15,930,534	16,337,733	18,238,439	18,088,431	(150,008)
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	12,671,513	12,998,654	14,285,520	14,335,556	50,036
	SERVICES	2,897,975	2,959,463	3,453,509	3,261,601	(191,909)
	MATERIALS AND SUPPLIES	186,419	202,566	332,709	324,573	(8,136)
	CAPITAL OUTLAY		34,454	20,000	20,000	
	DEBT SERVICE		3			
	TRANSFER OUT AND OTHER SPEND	174,628	142,594	146,702	146,702	
TOTAL SPENDING BY MAJOR ACCOUNT		15,930,534	16,337,733	18,238,439	18,088,431	(150,008)
<u>Financing by Major Account</u>						
	GENERAL FUND REVENUES	17,960,796	16,624,700	15,113,891	15,135,436	21,545
	SPECIAL FUND REVENUES					
	TAXES	106,228	115,062	115,113	115,113	
	TRANSFERS IN OTHER FINANCING	1,064,178	910,752	400,000	400,000	
TOTAL FINANCING BY MAJOR ACCOUNT		19,131,202	17,650,514	15,629,004	15,650,549	21,545

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 74.5 FTE)

8/02/13

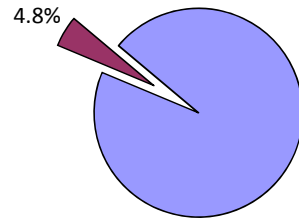
**2014 Adopted Budget
Office of Technology and Communications**

Department Description:

The Office of Technology and Communications (OTC) works in partnership with City departments to identify and implement cost effective technology solutions to support business needs and objectives. OTC provides services in four key areas:

- **Project Development and Management**--develops and manages technology projects to ensure projects deliver desired results and remain on time and within budget.
- **Operations**--ensures that the City's computer infrastructure employs current technology and is secure, reliable, responsive, effective and efficient.
- **Information Development**--creates, maintains, and organizes information and information systems that are key for daily operations and decision-making across the City.
- **Communications**--provides cable franchise and Institutional Network (I-Net) oversight and uses video productions and the City's web site to serve City needs and to promote the City as a destination of choice to live, work, and visit.

OTC Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$11,091,247
- Total Special Fund Budget: \$263,620
- Total FTEs: 74.50
- Support over 200 software applications
- Received 20,472 new service requests and closed 20,275 of them
- Televised 171 meetings resulting in almost 200 hours of live coverage of both City and Ramsey County meetings
- Support and manage 270 miles of Institutional Network with 130 subnets

Department Goals

- Guide City in technology investments.
- Maintain a stable and sustainable infrastructure to ensure internal and external customers are able to access the services they need.
- Support the creation of City operational efficiencies and effectiveness through technology implementation.

Recent Accomplishments

- Transitioned City email from an internally supported GroupWise installation to Microsoft Exchange services provided by the State of Minnesota.
- Researched and pursued options to replace the aging I-Net infrastructure and redesign the City's wide and local area networks.
- Worked with the Police Department to document business needs, research solutions, develop an RFP and select a vendor for a Property and Evidence Manager solution.
- Participated in the selection process for a new Computer Aided Dispatching (CAD) system.
- Oversaw upgrade of Council Chambers technology replacing cameras, monitors, production lighting, and cabling with HD quality, energy efficient equipment.
- Continued negotiations on the City's cable franchise agreement with Comcast.
- Produced 180 videos including four which received awards from the National Association of Telecommunications Officers and Advisors (NATOA).

2014 Adopted Budget

Office of Technology and Communications

Fiscal Summary

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2013 Adopted FTE</u>	<u>2014 Adopted FTE</u>
Spending							
1000: General Fund	9,785,119	11,248,721	11,091,247	(157,474)	-1.4%	72.70	74.50
2100: Special Revenue	282,441	103,500	263,620	160,120	154.7%	-	-
2400: Grants	107,908	-	-	-	-	-	-
7100: Central Services Internal	3,077,736	-	-	-	-	-	-
Total	13,253,204	11,352,221	11,354,867	2,646	0.0%	72.70	74.50
Financing							
1000: General Fund	3,314,368	3,187,763	3,196,969	9,206	0.3%		
2100: Special Revenue	105,070	103,500	263,620	160,120	154.7%		
2400: Grants	-	-	-	-	-		
7100: Central Services Internal	3,329,790	-	-	-	-		
Total	6,749,228	3,291,263	3,460,589	169,326	5.1%		

Budget Changes Summary

In the 2013 adopted budget, OTC allocated one-time resources to the following items: moving costs to vacate City Hall, contingency funding for the Wide Area Network (WAN) and Local Area Network (LAN), and an external study of department processes. Ongoing funding for the Wide Area Network (WAN) and Local Area Network (LAN) have been moved to a General Government Account that contains spending authority for citywide technology projects. The expenses for moving costs and the external study were not carried forward for the 2014 budget. Additionally, OTC made staffing changes within existing resources. To leverage data made newly available through COMET and other systems, OTC is adding a Data Architect position.

In the special fund budget, OTC will upgrade cable studio equipment using PEG grant revenue.

1000: General Fund

Office of Technology and Communications

	Change from 2013 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	471,169	36,206	-
Subtotal:	<u>471,169</u>	<u>36,206</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
Removal of 2013 One-Time items			
The 2013 adopted budget allocated one-time resources to the items listed below. These expenses were not carried forward for the 2014 budget.			
Remove moving and build-out costs for OTC to move to CHA	(113,416)	-	-
Shift 2013 LAN/WAN project costs to general government account.	(400,000)	-	-
Remove one-time resources for department study	(40,000)	-	-
Subtotal:	<u>(553,416)</u>	<u>-</u>	<u>-</u>
Staff Realignment within Existing Resources			
OTC made staffing changes within existing resources. To capitalize on new data sources made available from COMET systems coming online, OTC added a Data Architect. OTC also realized a small FTE change due to other position realignments.			
Data Architect	102,298	-	1.00
Other position realignment	(10,601)	-	0.80
Services and equipment reductions	(91,697)	-	-
Subtotal:	<u>-</u>	<u>-</u>	<u>1.80</u>
Sales Tax Exemption			
During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. OTC's estimated General Fund savings are shown here.			
Sales tax exemption savings	(95,227)	-	-
Subtotal:	<u>(95,227)</u>	<u>-</u>	<u>-</u>

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Adopted Changes</u>				
Grant Changes				
The Office of Marketing received a recurring grant from the Central Corridor Funders Collaborative for an online publication covering the Twin Cities area.				
Online publication		20,000	20,000	-
	Subtotal:	20,000	20,000	-
Revenue Changes				
Revenue is adjusted to reflect a contract that expired with Ramsey County.				
Revenue change		-	(47,000)	-
	Subtotal:	-	(47,000)	-
Fund 1000 Budget Changes Total		(157,474)	9,206	1.80

2100: Special Revenue**Office of Technology and Communications**

This budget reflects OTC's cable equipment replacement and Public, Education and Government (PEG) grants.

		<u>Change from 2013 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Mayor's Proposed Changes</u>				
Cable Studio Upgrade				
In 2014, OTC will upgrade cable studio equipment using a dedicated Public, Education and Government (PEG) grant.				
	Studio equipment	87,500	87,500	-
	Subtotal:	87,500	87,500	-
<u>Adopted Changes</u>				
Funds Carrying Forward				
In 2014, OTC will upgrade cable studio equipment using a dedicated Public, Education and Government (PEG) grant. The unspent 2013 PEG grant funds will be carried forward to 2014 budget.				
	Unspent PEG grant funds	72,620	72,620	-
	Subtotal:	72,620	72,620	-
Fund 2100 Budget Changes Total		160,120	160,120	-

CITY OF SAINT PAUL
Department Budget Summary
(Spending and Financing)

Department: TECHNOLOGY

Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<u>Spending by Fund</u>						
1000	GENERAL FUND	9,643,998	9,785,119	11,248,721	11,091,247	(157,474)
2100	SPECIAL REVENUE	20,467	282,441	103,500	263,620	160,120
2400	CITY GRANTS	124,838	107,908			
7100	CENTRAL SERVICES INTERNAL	1,492,472	3,077,736			
TOTAL SPENDING BY FUND		11,281,774	13,253,205	11,352,221	11,354,867	2,645
<u>Spending by Major Account</u>						
	EMPLOYEE EXPENSE	7,800,076	7,649,564	7,254,883	7,740,342	485,458
	SERVICES	2,462,384	3,134,614	2,973,029	2,773,675	(199,354)
	MATERIALS AND SUPPLIES	383,583	341,612	332,612	391,653	59,041
	CAPITAL OUTLAY	284,077	277,265	246,500	304,000	57,500
	DEBT SERVICE			144,997	144,997	
	TRANSFER OUT AND OTHER SPEND	351,655	1,850,151	400,200	200	(400,000)
TOTAL SPENDING BY MAJOR ACCOUNT		11,281,774	13,253,205	11,352,221	11,354,867	2,645
<u>Financing by Major Account</u>						
	GENERAL FUND REVENUES	2,708,503	3,314,368	3,187,763	3,196,969	9,206
	SPECIAL FUND REVENUES					
	BUDGET ADJUSTMENTS				160,120	160,120
	FEES SALES AND SERVICES	1,063,073	1,048,847			
	TRANSFERS IN OTHER FINANCING	627,414	2,386,013	103,500	103,500	
TOTAL FINANCING BY MAJOR ACCOUNT		4,398,990	6,749,228	3,291,263	3,460,589	169,326



Appendix



City of Saint Paul

City Hall and Court House
15 West Kellogg Boulevard
Phone: 651-266-8560

Signature Copy

Resolution: RES 13-1879

File Number: RES 13-1879

At a meeting of the City Council on 12/11/2013, this Resolution was Passed.

Yea: 7 Councilmember Bostrom, Councilmember Brendmoen, City Council President Lantry, Councilmember Stark, Councilmember Thao, Councilmember Thune, and Councilmember Tolbert

Nay: 0

File Number: RES 13-1879

Adopting the 2014 Budgets.

WHEREAS, the Mayor has proposed budgets for the City of Saint Paul for the fiscal year beginning January 1, 2014, in accordance with the Saint Paul City Charter and Chapter 56 of the Administrative Code; and
WHEREAS, the City Council, after publication of the notice in the newspaper on December 2nd, 2013, participated in a public hearing on December 4th, 2013, on the Mayor's Proposed 2014 budgets and property tax levy, as required by the City Charter and applicable state and Federal laws; and
WHEREAS, the Council has revised the Mayor's proposed budgets as indicated in Attachment A; now therefore be it
RESOLVED, that in accordance with the procedures and requirements set forth in the City Charter and other laws applicable thereto, the Council of the City of Saint Paul does hereby adopt the 2014 budgets as proposed by the Mayor with such monetary changes, additions and deletions as are hereby adopted and which, along with total budgets, are set forth in Attachment A; and be it
FURTHER RESOLVED, that the expenditures in dollars as may be made by the several offices, departments, bureaus, and agencies of city government during the fiscal year 2014 shall be, and are hereby approved, and adoption of these budgets shall constitute appropriations of the money amounts as set at the department budget total in the General Fund budget, the project total in the Capital Improvements Budget, and the fund budget total in all other cases; and be it
FURTHER RESOLVED, that the estimated financing set forth in the 2014 adopted budgets is hereby approved; and be it
FURTHER RESOLVED, that the Five Year Capital Program for 2014-2018 is hereby approved; and be it
FURTHER RESOLVED, that the adoption of the 2014 budget for the Community Development Block Grant Fund is a multi-year budget based on estimates for a grant which has a fiscal period that differs from the City's normal budget year (January 1 through December 31); the authority to implement this adopted multi-year budget commences only at the beginning of the grant period, and shall extend beyond December 31, 2014, through the end of the grant period and; during the year when the grant is accepted by the City Council, the budget will be amended to match the actual grant amount for the entire multi-year period; and be it
FURTHER RESOLVED, that the City Clerk is directed to publish the 2014 budget summary pursuant to Minnesota Statutes section 471.6965 in the format prescribed by the Office of the State Auditor; and be it
FINALLY RESOLVED, that the Director of Financial Services is hereby authorized to prepare the final 2014 budgets in accordance with the actions taken herein and to equalize, balance or set the final department revenue sources and department appropriations as necessary.

Vote Attested by [Signature] Date 12/11/2013
Council Secretary Trudy Moloney

Approved by the Mayor [Signature] Date 12/16/2013
Chris Coleman



City of Saint Paul

Signature Copy

Resolution: RES 13-1902

City Hall and Court House
15 West Kellogg Boulevard
Phone: 651-266-8560

File Number: RES 13-1902

Approved by the Mayor [Signature]
Chris Coleman

Date 12/16/2013

File Number: RES 13-1902

Approving the 2014 City Tax Levy.

WHEREAS, the Mayor, pursuant to the City Charter has proposed and recommended the 2014 budgets for the City of Saint Paul, and

WHEREAS, the proposed 2014 General and General Debt Service budgets have been reviewed and approved or adjusted by the City Council, and

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 the Library Board has made, and

WHEREAS, the property tax levy needed to finance those budgets have been determined, and

WHEREAS, the Port Authority of the City of Saint Paul requested a property tax levy to finance economic development budgets under laws of Minnesota, Chapters 469.053 subd 4, and 6,

NOW THEREFORE BE IT RESOLVED, that the City Council in anticipation of adopting the General Fund, General Debt Service, and Library Agency budgets for the fiscal year 2014, and in accordance with section 10.04 of the City Charter, does hereby levy taxes on all taxable property within the Saint Paul corporate limits, to be collected totaling the amount set forth in the attached; and

BE IT FURTHER RESOLVED, that the City Council requests the City Clerk to forward this resolution to the Ramsey County Department of Property Records and Revenue in accordance with the applicable provisions of the City Charter and other laws, and

BE IT FINALLY RESOLVED, that the City Council requests the Office of Financial Services to complete and forward any state forms required identifying these adopted levies and corresponding special levies.

At a meeting of the City Council on 12/11/2013, this Resolution was Passed.

Yea: 7 Councilmember Bostrom, Councilmember Brendmoen, City Council President Lantry, Councilmember Stark, Councilmember Thao, Councilmember Thune, and Councilmember Tolbert

Nay: 0

Vote Attested by [Signature] Date 12/11/2013
Council Secretary Trudy Moloney

RES 13-1879

2014 Budget Balancing Status
General Fund
Resolution Attachment

	Spending	Financing
1		
2	Mayor's Proposed Budget...	
3	General Fund	
4	Mayor's Budget Total	
5	230,348,994	230,348,994
6	230,348,994	230,348,994
7	Gap: Excess / (Shortfall)	0
8	Technical Changes to the Mayor's Budget...	
9		
10	Technical Changes to Adjust for Updates and Omissions:	
11		
12	All Departments	Align department budgets to proper accounting units and account codes
13	HREEO	Move Purchasing division from special fund to general fund
14	HREEO	Eliminate Central Service revenue received from Purchasing
15	HREEO	Eliminate General Fund transfer to Purchasing division
16	HREEO	Move other Purchasing revenues from special fund to general fund
17		
18		
19		
20	New or Amended Grant Budgets:	
21		
22	OTC-Marketing	CCLRT Funders' Collaborative grant for the Line publication
23		
24	Revised Revenue and Budget Estimates:	
25		
26	General Revenue Adjustments	
27	City Attorney	Revise continuance for dismissal (CFD) revenues
28	Non Department Financing	Revise parking fine revenue estimates
29	Non Department Financing	Revise franchise fee revenue
30	Non Department Financing	Revise pension aid revenue
31	Non Department Financing	Revise interest earning revenue
32	Non Department Financing	Revise excess TIF estimates
33	Fire	Revise paramedic revenues
34		
35		
36	Spending Adjustments	
37		
38		
39	Budget After Technical Changes	
40	230,550,703	230,775,703
41	Gap: Excess / (Shortfall)	225,000
42		
43		
44	Program Changes Proposed by the Mayor...	
45		
46	Program Adjustments	
47	Safety & Inspections	Add Building Inspector position
48	Safety & Inspections	Add Electrical Inspector position
49	Safety & Inspections	Projected net change in DSI Revenue
50		
51	Contingency Items	
52		
53		
54		
55	Spending Adjustments	
56		
57		
58		
59		
60	Budget After Policy Changes	
61	230,838,796	231,063,796
62	Gap: Excess / (Shortfall)	225,000
63		
64	Council Changes to the Proposed Budget	
65		
66	Contingency Items	
67	Parks	Parks youth initiatives in Council contingency
68		
69		
70		
71		
72	Budget After Policy Changes	
73	231,063,796	231,063,796
74	Gap: Excess / (Shortfall)	0

RES 13-1879

2014 Budget Balancing Status
Special Funds

	Spending	Financing
75	Mayor's Proposed Budget...	
76	Special Funds	
77	Mayor's Budget Total	
78	267,582,772	267,582,772
79	267,582,772	267,582,772
80	Gap: Excess / (Shortfall)	0
81	Technical Changes to the Mayor's Budget...	
82		
83	Technical Changes to Adjust for Updates and Omissions:	
84		
85	All Departments	Align department budgets to proper accounting units and account codes
86	Fire	Purchase SCBA in 2014, instead of 2013 as originally planned
87	HREEO	Move Purchasing operations to the General Fund
88	OFS	Remove budget authority for completed internal loans
89	PED	Payroll centralization: shift 0.1 FTE of Payroll Technician to HR
90	PED	Correct CDBG budget
91	Public Works	Expansion of above standard lighting district, funded through property assessments
92		
93	New or Amended Grant Budgets:	
94	Emergency Management	Update various grants based on year-end projections
95	Fire	Update various grants based on year-end projections
96	Parks	Update Legacy grant spending based on year-end projections
97	Police	Update various grants based on year-end projections and new grants that have been awarded
98		
99		
100		
101	Revised Revenue or Budget Estimates:	
102		
103		
104	Parks	Update Parks design technology expenses and capital project revenue
105	Police	Revised estimates for Professional Development Institute travel and training, paid for by State
106	Police	Revised automated pawn system budget based on increased 2014 rates
107	Police	Additional contracted overtime for CCLRT
108	Police	Update Violent Crime Enforcement Team (VCET) Foreitures grant based on contract change
109	Police	Additional uniform expenses for planned 2014 academies
110	OFS	Increase estimate of hotel/motel tax for Visit St. Paul
111	OTC	Carry forward unspent cable upgrade funds
112		
113		
114		
115	Budget After Technical Changes	
116	269,162,170	269,162,170
117	Gap: Excess / (Shortfall)	0
118		
119	Program Changes Proposed by the Mayor...	
120		
121		
122		
123		
124	Budget After Policy Changes	
125	269,162,170	269,162,170
126	Gap: Excess / (Shortfall)	0
127		
128	Council Changes to the Proposed Budget	
129		
130	PED	Increase in 2014 sales tax collection for STAR programs
131	PED	Year-round STAR
132	PED	Additional funding for Neighborhood STAR program
133	PED	Additional funding for Cultural STAR program for Library materials
134	Police	Property room shelving
135		
136		
137	Budget After Policy Changes	
138	270,999,389	270,999,389
139	Gap: Excess / (Shortfall)	0
140		

RES 13-1879

2014 Budget Balancing Status
Debt

	Spending	Financing
141 Mayor's Proposed Budget...		
142 Debt Service Funds	56,125,541	56,125,541
143 Mayor's Budget Total	56,125,541	56,125,541
144		
145 Gap: Excess / (Shortfall)	0	
146		
147 Technical Changes to the Mayor's Budget...		
148		
149 Technical Changes to Adjust for Updates and Omissions:		
150		
151 Debt Align debt budgets to proper accounting units and account codes	Budget Neutral	
152		
153 Revised Revenue or Budget Estimates:		
154		
155		
156		
157		
158		
159 Budget After Technical Changes	56,125,541	56,125,541
160		
161 Gap: Excess / (Shortfall)	0	
162		
163 Program Changes Proposed by the Mayor...		
164		
165		
166		
167		
168		
169 Budget After Policy Changes	56,125,541	56,125,541
170		
171 Gap: Excess / (Shortfall)	0	
172		
173 Council Changes to the Proposed Budget		
174		
175		
176		
177		
178		
179 Budget After Policy Changes	56,125,541	56,125,541
180		
181 Gap: Excess / (Shortfall)	0	
182		
183		

RES 13-1879

2014 Budget Balancing Status
Capital Improvement Budget

	Spending	Financing
184		
185 Mayor's Proposed Budget...		
186 Capital Improvement Budget	70,345,000	70,345,000
187 Mayor's Budget Total	70,345,000	70,345,000
188		
189 Gap: Excess / (Shortfall)	0	
190		
191 Technical Changes to the Mayor's Budget...		
192		
193 Technical Changes to Adjust for Updates and Omissions:		
194		
195 Multiple Departments Align department budgets to proper budget codes	Budget Neutral	
196		
197 Revised Revenue or Budget Estimates:		
198 Public Works Reduce outside funding for projects that will be managed by partner agencies, instead of City	(15,623,000)	(15,623,000)
199		
200		
201 Budget After Technical Changes	54,722,000	54,722,000
202		
203 Gap: Excess / (Shortfall)	0	
204		
205		
206 Program Changes Proposed by the Mayor...		
207		
208 Library Updated Friends of Library donations for Sun Ray and Highland branch renovations	2,850,000	2,850,000
209 Library Internal loan bridge financing for Sun Ray and Highland branch renovation projects	2,675,000	2,675,000
210		
211		
212 Budget After Policy Changes	60,247,000	60,247,000
213		
214 Gap: Excess / (Shortfall)	0	
215		
216 Council Changes to the Proposed Budget		
217		
218 Public Works Reduce reliance on future MSA funding		(302,088)
219 Public Works Use of prior year MSA balances to offset the need for future MSA		302,088
220		
221		
222 Budget After Policy Changes	60,247,000	60,247,000
223		
224 Gap: Excess / (Shortfall)	0	
225		
226		
227		



Glossary

Account Code. A five-digit code assigned to a specific type of receipt or expenditure. A major account code is a grouping of expenditures or receipts on the basis of the types of goods or services purchased or rendered. For example, personal services, materials, supplies, and equipment are major account codes.

Accounting Unit (AU): An accounting unit 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.

Accounting Unit Number: A seven (7)-digit number which uniquely identifies the accounting unit. The first digit indicates the fund type, while the second digit indicates the department.

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.

COMET: Acronym for City Operations Modernization and Enterprise Transformation, Saint Paul's technology improvement project. See *ERP*.

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. Each department has one or more divisions, which are responsible for one or more activities.

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.

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.

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. This system is planned to be retired in 2013 and replaced with the City's new ERP 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.

Glossary – Continued

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 (Company): 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. In the City's new ERP software, the system term "Company" is used. For the purposes of the City of Saint Paul, "Company" is equivalent to Fund.

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 (Company) Number: A four-digit number which uniquely identifies the fund. For example, the general fund is fund number 1000, the city grants fund is 2400, and the parks and recreation special activities is 6250. 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*.

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

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.

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*.

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.

Glossary – Continued

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.

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.