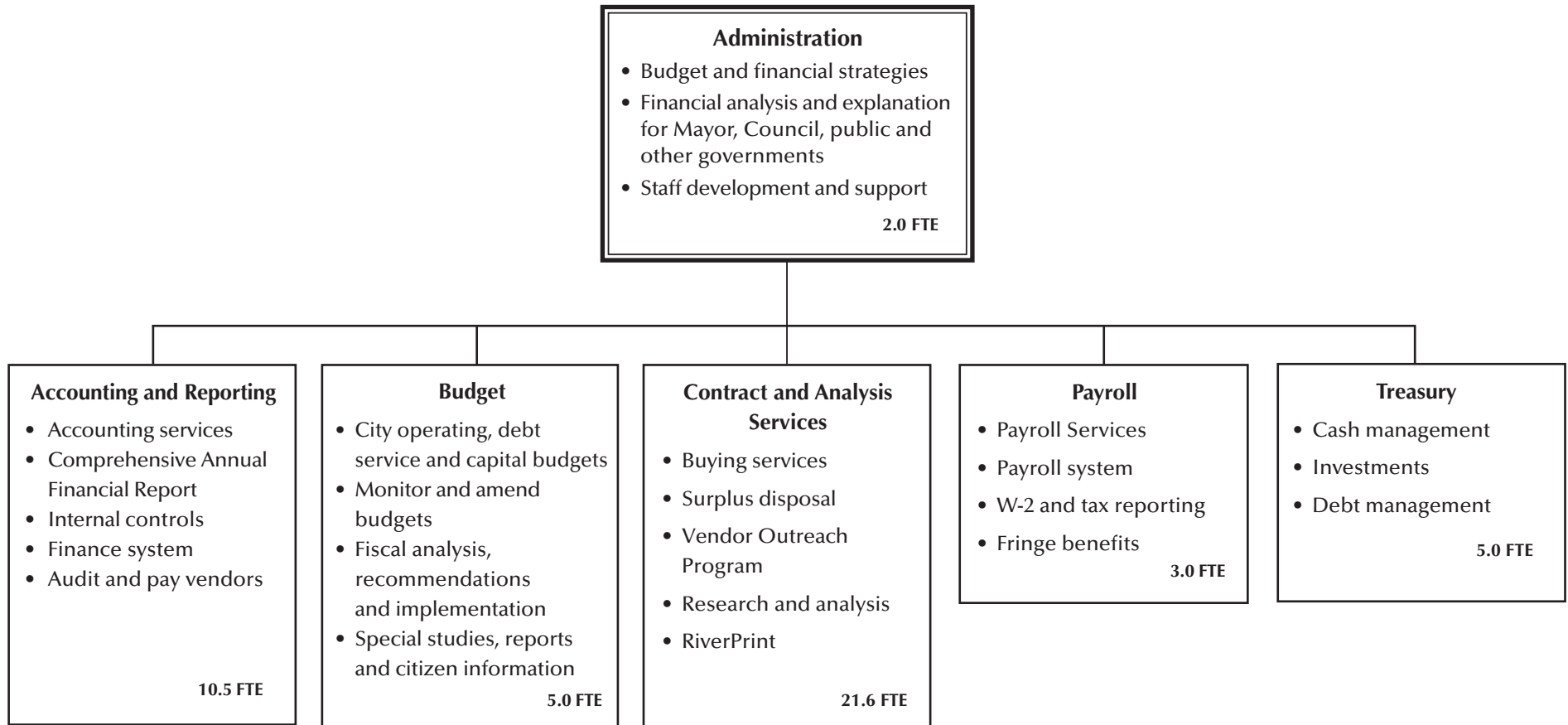


# Financial Services

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



(Total 47.1 FTEs)

7/18/07

## About the Office of Financial Services

### What We Do (Description of Services)

OFS plays a vital role in supporting the city's operations. During the year, OFS staff:

- Manage more than \$150 million in cash balances, investing them to earn a competitive rate of return, while guaranteeing the city can meet its cash needs.
- Ensure all financial transactions and accounting practices conform to generally accepted accounting principles, state law and city administrative code and policies.
- Ensure that 3,400 hardworking city employees receive their pay and benefits accurately and on time.
- Pay \$207 million annually to vendors who provide the city with goods and services, within 35 days of notice.
- Get the best price on over \$94 million worth of contracts for construction, goods and services.
- Sell city debt instruments at the lowest borrowing cost.
- Develop and implement balanced, financially-sound annual budgets.
- Provide competitive printing and mail preparation services.

### 2006-2007 Accomplishments

We're proud of the following 2006 and 2007 accomplishments:

- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Reporting.
- Maintained the city's AAA (Standard & Poor's) and Aa2 (Moody's) bond ratings.
- Developed and implemented balanced 2006 and 2007 operating, capital and debt budgets for the city.
- Worked collaboratively with Ramsey County and Saint Paul Public Schools to share information and contract for an actuarial valuation of the city's retiree health insurance liability.
- Maintained \$8 million in the City of Saint Paul's Socially Responsible Investment Fund.
- Launched and completed a Disparity Study of City and HRA contracting practices.
- Implemented remote printing of payroll registers; which eliminated printing in Central Payroll and distribution issues with delivery to non-courthouse locations.

### Statistical Profile

- City bond ratings: AAA and Aa2
- City tax rate has fallen by 27.1% from 2002-2007.
- 2006 year end General Fund balance as percent of 2007 budget: 16.3%
- Percent of payroll checks issued on time without errors: 99.9%
- Percent of vendor checks paid within 35 days of invoice date: 90%
- 2006 General Fund actual-to-budget spending as percentage of budget: 97.8%
- 2006 General Fund actual-to-budget revenues as percentage of budget: 99.2%

## Key Performance Measures

<b>Performance Objective:</b> Observe prudent budget and financial management policies to maintain fund balance within an acceptable range				
<b>Performance Indicator:</b> Fund balance as a percent of the next year's General Fund and Library expenditures—planned adopted budget actual at yr end				
<b>MEASURES:</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Projected*</b>
Budget	18.62%	14.9%	16.3%	15.1%
Actual	19.7%	15.1%	16.3%	--

<b>Performance Objective:</b> Preserve the city's AAA and Aa2 bond ratings by promoting prudent financial, spending and reserve policies				
<b>Performance Indicator:</b> Bond rating outcomes				
<b>MEASURES:</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Projected</b>
Moody's	Aa2	Aa2	Aa2	Aa2
Standard & Poor's	AAA	AAA	AAA	AAA

<b>Performance Objective:</b> Ensure the integrity of citywide financial practices				
<b>Performance Indicator:</b> Receive an unqualified opinion from the State Auditor, which means that there are no significant audit findings				
<b>MEASURES:</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Projected</b>
Unqualified State Auditor Opinion	Yes	Yes	Yes	Yes

<b>Performance Objective:</b> Maximize returns on the city's portfolio, subject to the city's investment policy				
<b>Performance Indicator:</b> Average yield on city cash portfolio				
<b>MEASURES:</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Projected</b>
Benchmark	4.00	4.50	5.25	4.60
Actual	4.61	4.46	5.00	----

<b>Performance Objective:</b> City contracting reflects a representative share for women-owned, minority-owned and small business vendors				
<b>Performance Indicator:</b> City contracts awarded to women-owned, minority-owned and small business vendors				
<b>MEASURES:</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Projected</b>
Total Dollars to Certified Vendors	16,313,420	12,726,728	13,175,000	16,000,000
Utilization of City Total	14.03%	12.4%	15%	16%

\* The City fund balance policy, adopted in 2006 and refined during the 2007 budget process, requires the General Fund to maintain an unreserved fund balance of at least 15% of spending in the City's and Library's general funds. The fund balance represented above is both reserved *and* unreserved fund balance as a percentage of 2005, 2006, and 2007 and 2008 adopted spending.

## 2008 Budget Plan

### 2008 Priorities

- Provide the basic services that are at the core of the Office's mission, at continued high quality: financial accounting, management and reporting; budget development, implementation, and monitoring; contract services and vendor outreach; payroll system management and tax reporting; intergovernmental printing (RiverPrint); cash, investment, and debt management; and citywide financial planning, analysis, and management.
- Staff development and capacity building within OFS, including current skills inventory and future needs assessments to support staff development planning in recognition of recent and anticipated turnover, individualized development planning, and standardizing performance management tools and practices across the office.
- Improving city-wide financial management infrastructure, both 'hard' (technology) and 'soft' (staff capacity and work practices), including evaluation of the potential benefits of an integrated ERP System which includes Budget, Finance, Inventory, Payroll, HR, and Benefits functions, and standardizing city business processes, beginning with accounts payable.
- Special initiatives including leadership in the financial planning and management aspects of the 2008 Republican National Convention, completing work on the City/HRA Disparity Study and implementation of recommendations, and implementing *GASB 45–OPEB Other Post employment benefits* reporting requirements beginning with FY07.

### 2008 Budget Explanation

#### Base Adjustments

The 2007 adopted budget was adjusted to set the budget base for 2008. The base includes the anticipated growth in salaries and fringes for 2008 for employees related to the bargaining process. It also includes 2.5% inflation growth on services and 3% on goods and materials.

#### Mayor's Recommendation

The proposed 2008 General Fund budget of the Office of Financial Services (OFS) is \$2,002,716, which is \$70,634 (3.6%) more than the adopted 2007 budget. The department's base grew by \$98,338, or 5% (for the anticipated growth in salaries and fringes for 2008 inflation on services and goods and materials), and then was decreased by \$20,638 to reflect department suggested reductions.

The anticipated \$50 million federal security grant for the 2008 Republican National Convention is also reflected in the 2008 budget for Financial Services in special funds.

The remaining special fund budget is \$15,105,265, which is \$547,818 more than the 2007 adopted budget. This is due to:

- the adjustment in the approach to handling the City's Central Service Cost Allocation system (a \$569,280 increase),
- a change in the active transactions in the Internal Borrowing Fund (a decrease of \$256,500),
- removal of the one time 2007 budget for the disparity study,
- a one time replacement of equipment in RiverPrint, and
- an increase in the Capital Projects Ledger Fund to reflect the transfers to other funds for assessment revenues.

## **2008 Budget Plan (continued)**

### **2008 Budget Explanation (continued)**

#### **Council Actions**

The City Council adopted the Office of Financial Services budget and recommendations as proposed by the Mayor.

The 2008 adopted budget is \$2,002,716 for the general fund, \$15,105,265 in special funds, and \$50,000,000 in federal security funding for the 2008 Republican National Convention. The general fund includes 16.6 FTEs, special funds include 28.4 FTEs, and debt funds include 2.1 FTEs, for 47.1 FTEs in total.

# Spending Reports

## Financial Services Office

Department/Office Director: **MATTHEW G SMITH**

	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Mayor's Proposed	2008 Council Adopted	Change from Mayor's Proposed	2007 Adopted
<b><u>Spending By Unit</u></b>							
001 GENERAL FUND	1,822,359	2,607,222	1,932,082	2,002,716	2,002,716		70,634
050 SPECIAL PROJECTS:GEN GOV ACCTS FUND	7,042,356	7,162,933	7,514,870	8,059,708	8,059,708		544,838
070 INTERNAL BORROWING FUND	526,077	2,847,297	732,500	476,000	476,000		-256,500
080 CITYWIDE MAJOR EVENTS			300,000	50,000,000	50,000,000		49,700,000
124 CONTRACT AND ANALYSIS SERVICES	861,091	957,488	1,329,954	1,048,121	1,048,121		-281,833
127 ST PAUL/RAMSEY COUNTY PRINT CENTRAL	1,298,716	1,226,730	1,664,811	1,771,757	1,771,757		106,946
165 OFS SPECIAL PROJECTS FUND	294,153		0	0	0		
802 CPL OPERATING FUND	3,392,534	3,703,552	3,315,312	3,749,679	3,749,679		434,367
Total Spending by Unit	<b>15,237,285</b>	<b>18,505,222</b>	<b>16,789,529</b>	<b>67,107,981</b>	<b>67,107,981</b>	<b>0</b>	<b>50,318,452</b>
<b><u>Spending By Major Object</u></b>							
SALARIES	2,284,370	2,355,939	2,542,431	2,651,537	2,651,537		109,106
SERVICES	1,216,015	1,346,062	1,966,943	51,376,979	51,401,979	25,000	49,435,036
MATERIALS AND SUPPLIES	467,166	510,585	748,363	706,957	706,957		-41,406
EMPLOYER FRINGE BENEFITS	719,120	721,372	790,411	833,223	833,223		42,812
MISC TRANSFER CONTINGENCY ETC	8,294,907	11,983,016	8,633,881	9,688,285	9,663,285	-25,000	1,029,404
DEBT	526,077	422,297	707,500	451,000	451,000		-256,500
STREET SEWER BRIDGE ETC IMPROVEMENT	1,582,190	1,158,497	1,400,000	1,400,000	1,400,000		
EQUIPMENT LAND AND BUILDINGS	147,441	7,455	0	0	0		
Total Spending by Object	<b>15,237,285</b>	<b>18,505,222</b>	<b>16,789,529</b>	<b>67,107,981</b>	<b>67,107,981</b>	<b>0</b>	<b>50,318,452</b>
Percent Change from Previous Year		<b>21.4%</b>	<b>-9.3%</b>	<b>299.7%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>299.7%</b>
<b><u>Financing By Major Object</u></b>							
GENERAL FUND	1,822,359	2,607,222	1,932,082	2,002,716	2,002,716		70,634
SPECIAL FUND							
TAXES	1,782,238	1,912,529	1,755,350	1,791,505	1,791,505		36,155
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE				50,015,000	50,015,000		50,015,000
FEES, SALES AND SERVICES	7,018,480	6,855,573	7,864,621	8,201,644	8,201,644		337,023
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE	4,726,374	4,411,390	4,652,812	4,520,679	4,520,679		-132,133
TRANSFERS	183,546	789,726	326,939	18,577	18,577		-308,362
FUND BALANCES			257,725	557,860	557,860		300,135
Total Financing by Object	<b>15,532,997</b>	<b>16,576,440</b>	<b>16,789,529</b>	<b>67,107,981</b>	<b>67,107,981</b>	<b>0</b>	<b>50,318,452</b>
Percent Change from Previous Year		<b>6.7%</b>	<b>1.3%</b>	<b>299.7%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>299.7%</b>

# City of Saint Paul

## 2008 Budget Division Spending Plan Summary

### Council Adopted Budget

Fund: **001 GENERAL FUND**

Fund Manager: MATTHEW G SMITH

Department: **03 EXECUTIVE ADMINISTRATION**

Division Manager: MATTHEW G SMITH

Division: **0303 FINANCIAL SERVICES OFFICE**

Division Mission:

THE MISSION OF THE OFFICE IS TO MANAGE THE CITY'S FINANCIAL RESOURCES AND ASSETS TO ENSURE TAXPAYERS' CONFIDENCE, THE ORGANIZATION'S EFFECTIVENESS AND THE CITY'S FISCAL INTEGRITY.

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)							
	2005	2006	2007	2008			2005	2006	2007	2008		Change from		
	2nd Prior	Last Year	Adopted	Council Adopted			Authorized	Adopted	Council Adopted		2007			
	Exp. & Enc.	Exp. & Enc.		Amount	Change/Percent		FTE	FTE/Amount	FTE/Amount	FTE/Amount				
<b>by Type of Expenditure</b>														
SALARIES	1,008,715	1,007,129	1,100,439	1,139,198	38,759	3.5%								
SERVICES	482,798	589,199	461,320	478,370	17,050	3.7%								
MATERIALS AND SUPPLIES	17,232	8,319	27,135	27,419	284	1.0%								
EMPLOYER FRINGE BENEFITS	313,615	312,301	342,188	357,229	15,041	4.4%								
MISC TRANSFER CONTINGENCY ETC		682,818	1,000	500	-500	-50.0%								
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT														
EQUIPMENT LAND AND BUILDINGS		7,455												
Division Total	1,822,359	2,607,222	1,932,082	2,002,716	70,634	3.7%								
<b>by Activity</b>														
00110 FINANCIAL SERVICES	1,351,020	2,064,776	1,473,056	1,516,907	43,851	3.0%	16.1	15.8	15.8	1,059,812	15.8	1,095,501		35,689
00125 GASB 34 IMPLEMENTATION		88,787												
00130 PURCHASING SERVICES CITY	407,015	392,015	390,169	410,168	19,999	5.1%								
00135 VENDOR OUTREACH PROGRAM	64,325	61,644	68,857	75,641	6,784	9.9%	1.0	0.8	0.8	40,627	0.8	43,697		3,070
Division Total	1,822,359	2,607,222	1,932,082	2,002,716	70,634	3.7%	17.1	16.6	16.6	1,100,439	16.6	1,139,198	0.0	38,759
Percent Change from Previous Year		43.1%	-25.9%					-2.9%	0.0%				0.0%	3.5%



# City of Saint Paul

## 2008 Budget Fund Spending Plan Summary

### Council Adopted Budget

Fund: **050 SPECIAL PROJECTS:GEN GOV ACCTS FUND**Department: **0303 FINANCIAL SERVICES OFFICE**

Fund Manager: RONALD G KLINE

Department Director: MATTHEW G SMITH

Fund Purpose:

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

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)							
	2005	2006	2007	2008			2005	2006	2007	2008		Change from		
	2nd Prior	Last Year	Adopted	Council Adopted			Authorized	Adopted	Council Adopted		2007			
	Exp. & Enc.	Exp. & Enc.		Amount	Change/Percent		FTE	FTE/Amount	FTE/Amount	FTE/Amount				
<u>by Type of Expenditure</u>														
SALARIES	260,932	285,524	289,878	322,443	32,565	11.2%								
SERVICES	311,967	302,803	314,096	321,521	7,425	2.4%								
MATERIALS AND SUPPLIES	1,402	6,802	58,175	67,670	9,495	16.3%								
EMPLOYER FRINGE BENEFITS	78,745	88,914	90,340	100,289	9,949	11.0%								
MISC TRANSFER CONTINGENCY ETC	6,389,310	6,478,891	6,762,381	7,247,785	485,404	7.2%								
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT														
EQUIPMENT LAND AND BUILDINGS														
Spending Total	7,042,356	7,162,933	7,514,870	8,059,708	544,838	7.3%								
<u>by Activity</u>														
30101 GOVERNMENT RESPONSIVENESS PROGRAM			150,000	75,000	-75,000	-50.0%								
30108 PROMOTE ST PAUL: CITY FNDG LEVERAGE	1,744,758	1,788,799	1,755,350	1,791,505	36,155	2.1%								
30116 CDBG ACCOUNTING SERVICE	15,196	16,257	16,939	18,577	1,638	9.7%	0.3	0.3	0.3	13,020	0.3	14,080		1,060
30117 CENTRAL SERVICE COST	4,727,727	4,801,195	5,022,486	5,591,766	569,280	11.3%	1.1	1.1	1.1	68,878	1.1	72,232		3,354
30120 TREASURY SPECIAL FISCAL SERVICES	554,675	556,682	570,095	582,860	12,765	2.2%	4.2	4.2	4.4	207,980	4.4	236,131		28,151
Fund Total	7,042,356	7,162,933	7,514,870	8,059,708	544,838	7.3%	5.6	5.6	5.8	289,878	5.8	322,443	0.0	32,565
Percent Change from Previous Year		1.7%	4.9%					0.0%	3.6%				0.0%	11.2%

**City of Saint Paul**  
**2008 Budget Fund Spending Plan Summary**  
**Council Adopted Budget**

Fund: **070 INTERNAL BORROWING FUND**  
 Department: **0303 FINANCIAL SERVICES OFFICE**  
 Fund Purpose:

Fund Manager: LORI J LEE  
 Department Director: MATTHEW G SMITH

TO MAKE INTERNAL LOANS TO OTHER DEPARTMENTS FOR CITY PROJECTS.

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)				
	2005	2006	2007	2008			2005	2006	2007	2008	Change from
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Council Amount	Adopted Change/Percent		Authorized FTE	Adopted FTE/Amount	Adopted FTE/Amount	Council FTE/Amount	2007 FTE/Amount
<b>by Type of Expenditure</b>											
SALARIES											
SERVICES											
MATERIALS AND SUPPLIES											
EMPLOYER FRINGE BENEFITS											
MISC TRANSFER CONTINGENCY ETC		2,425,000	25,000	25,000							
DEBT	526,077	422,297	707,500	451,000	-256,500 -36.3%						
STREET SEWER BRIDGE ETC IMPROVEMENT											
EQUIPMENT LAND AND BUILDINGS											
Spending Total	<b>526,077</b>	<b>2,847,297</b>	<b>732,500</b>	<b>476,000</b>	<b>-256,500 -35.0%</b>						
<b>by Activity</b>											
10300 DISTRICT ENERGY ASSET	299,058	260,038	450,000	266,000	-184,000 -40.9%						
CONVERSION											
10301 UPPER LANDING INTERFUND LOAN	86,369	92,566	137,500	120,000	-17,500 -12.7%						
10302 HIGHLAND 18 RENOVATION	140,650	7,989	0	0							
10303 WEST MIDWAY LOAN		2,486,704	145,000	90,000	-55,000 -37.9%						
Fund Total	<b>526,077</b>	<b>2,847,297</b>	<b>732,500</b>	<b>476,000</b>	<b>-256,500 -35.0%</b>					<b>0.0</b>	<b>0</b>
Percent Change from Previous Year		<b>441.2%</b>	<b>-74.3%</b>								

**City of Saint Paul**  
**2008 Budget Fund Spending Plan Summary**  
**Council Adopted Budget**

Fund: **080 CITYWIDE MAJOR EVENTS**Department: **0303 FINANCIAL SERVICES OFFICE**

Fund Purpose:

Fund Manager: MATTHEW G SMITH

Department Director: MATTHEW G SMITH

TO RECORD FINANCING AND SPENDING RELATED TO EVENTS IN THE CITY - LIKE NATIONAL CONVENTIONS, DISASTERS, ETC.

	Spending Amount					Personnel FTE/Amount (salary+Allowance+Negotiated Increase)				
	2005	2006	2007	2008		2005	2006	2007	2008	Change from
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Council Adopted Amount	Change/Percent	Authorized FTE		Adopted FTE/Amount	Council Adopted FTE/Amount	2007 FTE/Amount
<b>by Type of Expenditure</b>										
SALARIES										
SERVICES			300,000	50,000,000	49,700,000 *****					
MATERIALS AND SUPPLIES										
EMPLOYER FRINGE BENEFITS										
MISC TRANSFER CONTINGENCY ETC										
DEBT										
STREET SEWER BRIDGE ETC IMPROVEMENT										
EQUIPMENT LAND AND BUILDINGS										
Spending Total	0	0	300,000	50,000,000	49,700,000 *****					
<b>by Activity</b>										
30401 REPUBLICAN NATIONAL CONVENTION			300,000		-300,000 -100.0%					
ADVANCE PLANNING										
30410 REPUBLICAN NATIONAL CONVENTION				50,000,000	50,000,000					
SECURITY PART 1										
Fund Total	0	0	300,000	50,000,000	49,700,000 *****					0.0
Percent Change from Previous Year		0.0%	0.0%							0

**City of Saint Paul**  
**2008 Budget Fund Spending Plan Summary**  
**Council Adopted Budget**

Fund: **124 CONTRACT AND ANALYSIS SERVICES**Department: **0303 FINANCIAL SERVICES OFFICE**

Fund Manager: LINDA J CAMP

Department Director: MATTHEW G SMITH

Fund Purpose:

TO PROVIDE CONSULTING AND CENTRALIZED PURCHASING SERVICES FOR CITY AND COUNTY DEPARTMENTS, GOVERNMENTAL AGENCIES AND NON-PROFIT ORGANIZATIONS. TO HELP CUSTOMERS SECURE GREATER VALUE WHEN MAKING ACQUISITIONS BY PERFORMING PRODUCT RESEARCH, LIFE CYCLE COSTING, AND STANDARDIZATION OF SPECIFICATIONS. TO SUPPORT CITY AND COUNTY ECONOMIC DEVELOPMENT GOALS BY HELPING SMALL, FEMALE, HANDICAPPED AND MINORITY BUSINESSES TO PARTICIPATE IN THE BIDDING PROCESS.

		Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)							
		2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008		Change from 2007	2005 Authorized FTE	2006	2007 Adopted FTE/Amount	2008		Change from 2007		
					Council Adopted						FTE/Amount				
					Amount	Change/Percent					FTE/Amount	FTE/Amount			
<b>by Type of Expenditure</b>															
SALARIES		585,923	629,142	668,826	698,177	29,351	4.4%								
SERVICES		71,483	119,354	388,069	89,387	-298,682	-77.0%								
MATERIALS AND SUPPLIES		7,704	12,187	19,700	23,668	3,968	20.1%								
EMPLOYER FRINGE BENEFITS		184,454	191,079	207,859	221,889	14,030	6.7%								
MISC TRANSFER CONTINGENCY ETC		5,961	5,726	45,500	15,000	-30,500	-67.0%								
DEBT															
STREET SEWER BRIDGE ETC IMPROVEMENT															
EQUIPMENT LAND AND BUILDINGS		5,566		0	0										
Spending Total		861,091	957,488	1,329,954	1,048,121	-281,833	-21.2%								
<b>by Activity</b>															
11250	CONTRACT AND ANALYSIS SERVICES	748,191	803,537	858,949	989,339	130,390	15.2%	11.0	11.0	11.0	591,572	12.0	662,496	1.0	70,924
11254	VENDOR OUTREACH/INTERGOV. INITIATIVES	29,483	44,075	57,310	58,782	1,472	2.6%	0.4	0.8	0.8	34,769	0.8	35,681		912
11255	ST PAUL RAMSEY CNTY SURPLUS DISPOSAL	65,421	48,709	103,195	0	-103,195	-100.0%	1.0	1.0	1.0	42,485			-1.0	-42,485
11256	ELECTRONIC GOVERNMENT SERVICES	17,996	1,168	10,500	0	-10,500	-100.0%								
11259	2007 DISPARITY STUDY		60,000	300,000	0	-300,000	-100.0%								
Fund Total		861,091	957,488	1,329,954	1,048,121	-281,833	-21.2%	12.4	12.8	12.8	668,826	12.8	698,177	0.0	29,351
Percent Change from Previous Year			11.2%	38.9%				3.2%	0.0%					0.0%	4.4%

**City of Saint Paul**  
**2008 Budget Fund Spending Plan Summary**  
**Council Adopted Budget**

Fund: **127 ST PAUL/RAMSEY COUNTY PRINT CENTRAL**Department: **0303 FINANCIAL SERVICES OFFICE**

Fund Manager: JEFFREY PLUFF

Department Director: MATTHEW G SMITH

Fund Purpose:

TO RECORD REVENUE AND EXPENSES FOR PRINTING, PAPER SUPPLIES AND MAILING SERVICES TO CITY DEPARTMENTS, RAMSEY COUNTY, OUTSIDE AGENCIES AND COMMUNITY ORGANIZATIONS.

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)							
	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008			2005 Authorized FTE	2006	2007 Adopted FTE/Amount	2008		Change from 2007 FTE/Amount		
				Council Adopted		Change from 2007 FTE/Amount				Council Adopted FTE/Amount				
				Amount	Change/Percent						FTE/Amount			
<u>by Type of Expenditure</u>														
SALARIES	330,383	330,175	374,138	376,455	2,317	0.6%								
SERVICES	270,065	317,118	485,003	493,501	8,498	1.8%								
MATERIALS AND SUPPLIES	440,828	482,215	639,353	584,700	-54,653	-8.5%								
EMPLOYER FRINGE BENEFITS	110,406	96,471	116,317	117,101	784	0.7%								
MISC TRANSFER CONTINGENCY ETC	3,616		50,000	200,000	150,000	300.0%								
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT	1,543	751												
EQUIPMENT LAND AND BUILDINGS	141,875		0	0										
Spending Total	1,298,716	1,226,730	1,664,811	1,771,757	106,946	6.4%								
<u>by Activity</u>														
16002 RIVERPRINT SERVICES	1,096,799	1,078,617	1,384,365	1,546,129	161,764	11.7%	6.9	7.0	7.0	345,689	7.0	342,813	-2,876	
16003 PAPER SALES & DELIVERY	201,918	148,113	280,446	225,628	-54,818	-19.5%	0.4	1.0	1.0	28,449	1.0	33,642	5,193	
Fund Total	1,298,716	1,226,730	1,664,811	1,771,757	106,946	6.4%	7.3	8.0	8.0	374,138	8.0	376,455	0.0	2,317
Percent Change from Previous Year		-5.5%	35.7%					9.6%	0.0%			0.0%	0.6%	

**City of Saint Paul**  
**2008 Budget Fund Spending Plan Summary**  
**Council Adopted Budget**

Fund: **802 CPL OPERATING FUND**Department: **0303 FINANCIAL SERVICES OFFICE**

Fund Purpose:

Fund Manager: JOAN RUTTEN

Department Director: MATTHEW G SMITH

TO RECORD ASSESSMENTS FOR IMPROVEMENTS SUCH AS SIDEWALKS, STREETS, TREES, AND SUMMARY ABATEMENTS. TRANSFERS ARE THEN MADE TO THE INDIVIDUAL PROJECTS WHERE THE EXPENDITURES ARE INCURRED. THE FUND BALANCE IS DEDICATED FOR THE PAYMENT OF ASSESSMENT OBLIGATIONS.

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)							
	2005	2006	2007	2008			2005	2006	2007	2008		Change from		
	2nd Prior	Last Year	Adopted	Council Adopted			Authorized	Adopted	Council Adopted		2007			
	Exp. & Enc.	Exp. & Enc.		Amount	Change/Percent		FTE	FTE/Amount	FTE/Amount		FTE/Amount			
<b>by Type of Expenditure</b>														
SALARIES	99,795	103,969	109,150	115,264	6,114	5.6%								
SERVICES	17,515	17,588	18,455	19,200	745	4.0%								
MATERIALS AND SUPPLIES		1,061	4,000	3,500	-500	-12.5%								
EMPLOYER FRINGE BENEFITS	31,336	32,607	33,707	36,715	3,008	8.9%								
MISC TRANSFER CONTINGENCY ETC	1,663,242	2,390,581	1,750,000	2,175,000	425,000	24.3%								
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT	1,580,647	1,157,746	1,400,000	1,400,000										
EQUIPMENT LAND AND BUILDINGS														
Spending Total	3,392,534	3,703,552	3,315,312	3,749,679	434,367	13.1%								
<b>by Activity</b>														
60002 CPL OPERATING	3,392,534	3,703,552	3,315,312	3,749,679	434,367	13.1%	1.8	1.8	1.8	109,150	1.8	115,264	6,114	
Fund Total	3,392,534	3,703,552	3,315,312	3,749,679	434,367	13.1%	1.8	1.8	1.8	109,150	1.8	115,264	0.0	6,114
Percent Change from Previous Year		9.2%	-10.5%					0.0%	0.0%				0.0%	5.6%

# Financing Reports

## Financing by Major Object Code

Department: **0303FINANCIAL SERVICES OFFICE**

### SPECIAL FUNDS

	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007 Adopted
1035 EXCESS TAX INCREMENTS					
1401 HOTEL AND MOTEL	1,782,238	1,912,529	1,755,350	1,791,505	36,155
<b>TAXES</b>	1,782,238	1,912,529	1,755,350	1,791,505	36,155
3099 OTHER FED DIRECT GRANTS-IN-AID				50,000,000	50,000,000
3490 OTHER STATE AIDS				15,000	15,000
<b>INTERGOVERNMENTAL REVENUE</b>	0	0	0	50,015,000	50,015,000
4095 ADMINISTRATION			46,000	40,000	-6,000
4099 FEES - N.O.C.	264	72	10,500		-10,500
4215 SURPLUS - PURCHASING		535			
4216 PAPER SALES & DELIVERY - CITY	87,954	83,084	88,706	78,970	-9,736
4217 PAPER SALES & DELIVERY - COUNTY	148,744	129,428	149,533	130,864	-18,669
4299 SALES N.O.C.	7,723	1,930			
4301 NORMAL ACTIVITY SERVICES	855,124	890,807	1,243,074	998,121	-244,953
4332 PRINTING-CITY	488,104	371,207	481,486	548,352	66,866
4333 GRAPHICS				20,000	20,000
4334 PRINTING-OUTSIDE AGENCIES		64,132	63,068	15,794	-47,274
4335 MAILING SERVICES				50,000	50,000
4337 PRINTING-COUNTY	561,346	438,287	661,146	636,885	-24,261
4357 INDIRECT COST - N.O.C.	4,753,731	4,820,539	4,990,236	5,591,766	601,530
4398 SERVICES - SPECIAL PROJECTS	65,000		60,000		-60,000
4399 SERVICES N.O.C.	50,490	55,552	70,872	90,892	20,020
<b>FEES, SALES AND SERVICES</b>	7,018,480	6,855,573	7,864,621	8,201,644	337,023
6001 CURRENT YEAR	1,924,156	2,218,539	2,066,312	2,200,679	134,367
6002 1ST YEAR DELINQUENT	72,379	65,675	75,000	75,000	
6003 2ND YEAR DELINQUENT	22,186	11,636	15,000	15,000	
6004 3RD YEAR DELINQUENT	7,540	1,994	9,000	9,000	
6005 4TH YEAR DELINQUENT	3,189	1,398	3,500	3,500	
6006 5TH YEAR AND PRIOR	8,444	3,352	6,500	6,500	
6007 PENALTIES & INT. P. I. R. ASSETS	38,090	43,994	40,000	40,000	



## Financing by Major Object Code

Department: **0303FINANCIAL SERVICES OFFICE**

### GENERAL FUND

		2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007 Adopted
4057	GARNISHMENT	965	630	750	700	-50
4399	SERVICES N.O.C.		4,849	2,750	2,750	
<b>FEES, SALES AND SERVICES</b>		965	5,479	3,500	3,450	-50
6602	INTEREST ON INVESTMENTS					
6831	COMMISSIONS - TELEPHONE	3,497	2,602			
6839	COMMISSIONS - N.O.C.			22,000	22,000	
6905	CONTRIB. & DONATIONS - OUTSIDE	200				
6914	REFUNDS - JURY DUTY PAY	60				
6917	REFUNDS - OVERPAYMENTS		4,372			
<b>MISCELLANEOUS REVENUE</b>		3,757	6,974	22,000	22,000	0
7302	TRANSFER FROM ENTERPRISE FUND					
7303	TRANSFER FROM INTERNAL SERVICE FUND			25,000	25,000	
7304	TRANSFER FROM DEBT SERVICE FUND			19,352	19,352	
<b>TRANSFERS</b>		0	0	44,352	44,352	0
Fund Total		4,722	12,453	69,852	69,802	-50

## Financing by Major Object Code

Department: **0303FINANCIAL SERVICES OFFICE**

### SPECIAL FUNDS

		2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007 Adopted
6008	TAX EXEMPT PROPERTIES	236,907	30,411	50,000	50,000	
6009	TAX FORFEITED PROPERTIES	27,232	58,782			
6010	PREPAID ASSESSMENTS	1,033,727	884,197	1,050,000	1,000,000	-50,000
6602	INTEREST ON INVESTMENTS	538,242	506,934	480,000	490,000	10,000
6604	INTEREST ON ADVANCE OR LOAN	814,163	479,732	587,500	386,000	-201,500
6901	CASH OVER OR SHORT	39	-1,294			
6905	CONTRIB. & DONATIONS - OUTSIDE			20,000	20,000	
6914	REFUNDS - JURY DUTY PAY	80				
6919	REFUNDS - RETURN OF PURCHASE		293			
6922	REPAYMENT OF ADVANCE OR LOAN			250,000		-250,000
6928	RECOVERABLE ADVANCE FR GENERAL FUND		100,000		225,000	225,000
6969	CAPITAL ASSET CONTRIBUTION		4,020			
6999	OTHER MISCELLANEOUS REVENUE N.O.C.		1,727			
<b>MISCELLANEOUS REVENUE</b>		4,726,374	4,411,390	4,652,812	4,520,679	-132,133
7199	TRANSFER F/COMM DEVEL BLK GR/ENT	15,196	16,257	16,939	18,577	1,638
7299	TRANSFER FROM GENERAL FUND		772,718			
7301	TRANSFER FROM SEWER REPAIR FUND					
7302	TRANSFER FROM ENTERPRISE FUND			190,000		-190,000
7304	TRANSFER FROM DEBT SERVICE FUND					
7305	TRANSFER FROM SPECIAL REVENUE FUND			120,000		-120,000
7306	TRANSFER FROM CAP PROJ FUND-OTHER	166,807				
7499	TRANSFER IN - INTRAFUND - OTHER	1,543	751			
7604	ADJUSTMENT TO RE/FND BAL					
<b>TRANSFERS</b>		183,546	789,726	326,939	18,577	-308,362
9830	USE OF FUND BALANCE			252,345	482,860	230,515
9831	CONTRIBUTION TO FUND BALANCE			-295,000	-135,000	160,000
9925	USE OF NET ASSETS			300,380	210,000	-90,380
9926	CONTRIBUTION TO NET ASSETS					
<b>FUND BALANCES</b>		0	0	257,725	557,860	300,135

## Financing by Major Object Code

Department: **0303FINANCIAL SERVICES OFFICE**

### SPECIAL FUNDS

	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007 Adopted
Fund Total	13,710,638	13,969,218	14,857,447	65,105,265	50,247,818

<u>Department Total</u>	<u>13,715,360</u>	<u>13,981,671</u>	<u>14,927,299</u>	<u>65,175,067</u>	<u>50,247,768</u>
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## City of Saint Paul

### Financing Plan by Department and Activity

Fund: **001 GENERAL FUND**

Fund Manager: MATTHEW G SMITH

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

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

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
<b>0303</b>	<b>FINANCIAL SERVICES OFFICE</b>					
00110	FINANCIAL SERVICES	4,722	12,453	69,852	69,802	-50
	<b>Department Total</b>	<b>4,722</b>	<b>12,453</b>	<b>69,852</b>	<b>69,802</b>	<b>-50</b>
	<b><u>Financing by Major Object</u></b>					
	TAXES					
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE					
	FEES, SALES AND SERVICES	965	5,479	3,500	3,450	-50
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE	3,757	6,974	22,000	22,000	
	TRANSFERS			44,352	44,352	
	FUND BALANCES					
	<b>Total Financing by Object</b>	<b>4,722</b>	<b>12,453</b>	<b>69,852</b>	<b>69,802</b>	<b>-50</b>

## City of Saint Paul

### Financing Plan by Department and Activity

Fund: **050 SPECIAL PROJECTS:GEN GOV ACCTS FUND**

Fund Manager: RONALD G KLINE

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

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

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
<b>0303</b>	<b>FINANCIAL SERVICES OFFICE</b>					
30101	GOVERNMENT RESPONSIVENESS PROGRAM		90,000	150,000	75,000	-75,000
30108	PROMOTE ST PAUL: CITY FNDG LEVERAGE	1,782,238	1,912,529	1,755,350	1,791,505	36,155
30116	CDBG ACCOUNTING SERVICE	15,196	16,257	16,939	18,577	1,638
30117	CENTRAL SERVICE COST	4,753,731	4,820,539	5,022,486	5,591,766	569,280
30120	TREASURY SPECIAL FISCAL SERVICES	603,281	507,367	570,095	582,860	12,765
	<b>Department Total</b>	<b>7,154,446</b>	<b>7,346,692</b>	<b>7,514,870</b>	<b>8,059,708</b>	<b>544,838</b>
	<b><u>Financing by Major Object</u></b>					
	TAXES	1,782,238	1,912,529	1,755,350	1,791,505	36,155
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE				15,000	
	FEES, SALES AND SERVICES	4,818,731	4,820,539	4,990,236	5,591,766	601,530
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE	538,281	507,367	500,000	510,000	10,000
	TRANSFERS	15,196	106,257	16,939	18,577	1,638
	FUND BALANCES			252,345	132,860	-119,485
	<b>Total Financing by Object</b>	<b>7,154,446</b>	<b>7,346,692</b>	<b>7,514,870</b>	<b>8,059,708</b>	<b>529,838</b>

## City of Saint Paul

### Financing Plan by Department and Activity

Fund: **070 INTERNAL BORROWING FUND**

Fund Manager: LORI J LEE

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

REVENUE IS FROM LOAN REPAYMENTS.

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
<b>0303</b>	<b>FINANCIAL SERVICES OFFICE</b>					
10300	DISTRICT ENERGY ASSET CONVERSION	587,144	479,732	450,000	266,000	-184,000
10301	UPPER LANDING INTERFUND LOAN	86,369		137,500	120,000	-17,500
10302	HIGHLAND 18 RENOVATION	140,650				
10303	WEST MIDWAY LOAN		782,718	145,000	90,000	-55,000
	<b>Department Total</b>	<b>814,163</b>	<b>1,262,450</b>	<b>732,500</b>	<b>476,000</b>	<b>-256,500</b>
	<b><u>Financing by Major Object</u></b>					
	TAXES					
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE					
	FEES, SALES AND SERVICES					
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE	814,163	579,732	837,500	611,000	-226,500
	TRANSFERS		682,718	190,000		-190,000
	FUND BALANCES			-295,000	-135,000	160,000
	<b>Total Financing by Object</b>	<b>814,163</b>	<b>1,262,450</b>	<b>732,500</b>	<b>476,000</b>	<b>-256,500</b>

## City of Saint Paul

### Financing Plan by Department and Activity

Fund: **080 CITYWIDE MAJOR EVENTS**

Fund Manager: MATTHEW G SMITH

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

ANY FINANCING FOR THIS FUND WILL BE DERIVED FROM THE RELATED EVENT. FOR EXAMPLE, FEDERAL AND STATE FUNDING MAY BE PROVIDED FOR DISASTERS LIKE FLOODS, TORNADOS, OR OTHER EMERGENCIES. FEDERAL SUPPORT IS ALSO EXPECTED FOR SECURITY AND ADMINISTRATIVE COSTS RELATED TO THE REPUBLICAN NATIONAL CONVENTION SET FOR FALL, 2008.

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
<b>0303</b>	<b>FINANCIAL SERVICES OFFICE</b>					
30401	REPUBLICAN NATIONAL CONVENTION ADVANCE PLANNING			300,000		-300,000
30410	REPUBLICAN NATIONAL CONVENTION SECURITY PART 1				50,000,000	50,000,000
	<b>Department Total</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>50,000,000</b>	<b>49,700,000</b>
	<b><u>Financing by Major Object</u></b>					
	TAXES					
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE				50,000,000	
	FEES, SALES AND SERVICES			300,000		
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE					
	TRANSFERS					
	FUND BALANCES					
	<b>Total Financing by Object</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>50,000,000</b>	<b>0</b>

## City of Saint Paul

### Financing Plan by Department and Activity

Fund: **124 CONTRACT AND ANALYSIS SERVICES**

Fund Manager: LINDA J CAMP

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

REVENUES IN THIS FUND ARE FROM SEVERAL SOURCES: A TRANSFER FROM THE CITY'S GENERAL FUND; CITY DEFERRED REVENUE; SERVICE CHARGES TO RAMSEY COUNTY AND THE WATER UTILITY; AND FEES FROM RAMSEY COUNTY, HENNEPIN COUNTY AND THE CITY OF MINNEAPOLIS FOR VENDOR CERTIFICATION SERVICES.

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
<b>0303</b>	<b>FINANCIAL SERVICES OFFICE</b>					
11250	CONTRACT AND ANALYSIS SERVICES	749,700	805,046	858,949	989,339	130,390
11254	VENDOR OUTREACH/INTERGOV. INITIATIVES	41,464	42,822	57,310	58,782	1,472
11255	ST PAUL RAMSEY CNTY SURPLUS DISPOSAL	65,422	44,694	103,195		-103,195
11256	ELECTRONIC GOVERNMENT SERVICES	6,525		10,500		-10,500
11259	2007 DISPARITY STUDY			300,000		-300,000
	<b>Department Total</b>	<b>863,111</b>	<b>892,562</b>	<b>1,329,954</b>	<b>1,048,121</b>	<b>-281,833</b>
	<b><u>Financing by Major Object</u></b>					
	TAXES					
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE					
	FEES, SALES AND SERVICES	863,111	892,562	1,059,574	1,038,121	-21,453
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE			120,000		-120,000
	TRANSFERS			150,380	10,000	-140,380
	FUND BALANCES					
	<b>Total Financing by Object</b>	<b>863,111</b>	<b>892,562</b>	<b>1,329,954</b>	<b>1,048,121</b>	<b>-281,833</b>



## City of Saint Paul

### Financing Plan by Department and Activity

Fund: **127 ST PAUL/RAMSEY COUNTY PRINT CENTRAL**

Fund Manager: JEFFREY PLUFF

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

REVENUES ARE DERIVED FROM PRINTING AND MAILING SERVICES AND PAPER SALES TO CITY DEPARTMENTS, RAMSEY COUNTY, AND NON-CITY AGENCIES. BASED ON PAST EXPERIENCE, THE REVENUE ESTIMATES HAVE BEEN ADJUSTED TO REFLECT THE DEMAND FOR PRINT CENTRAL'S SERVICES.

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
<b>0303</b>	<b>FINANCIAL SERVICES OFFICE</b>					
16002	RIVERPRINT SERVICES	1,101,563	917,739	1,426,572	1,546,129	119,557
16003	PAPER SALES & DELIVERY	236,698	229,797	238,239	225,628	-12,611
	<b>Department Total</b>	<b>1,338,261</b>	<b>1,147,536</b>	<b>1,664,811</b>	<b>1,771,757</b>	<b>106,946</b>
	<b><u>Financing by Major Object</u></b>					
	TAXES					
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE					
	FEES, SALES AND SERVICES	1,336,638	1,142,472	1,514,811	1,571,757	56,946
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE	80	4,313			
	TRANSFERS	1,543	751			
	FUND BALANCES			150,000	200,000	50,000
	<b>Total Financing by Object</b>	<b>1,338,261</b>	<b>1,147,536</b>	<b>1,664,811</b>	<b>1,771,757</b>	<b>106,946</b>

# City of Saint Paul

## Financing Plan by Department and Activity

Fund: **802 CPL OPERATING FUND**

Fund Manager: JOAN RUTTEN

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

REVENUES ARE FROM PAYMENTS FOR ASSESSMENT-FINANCED CAPITAL PROJECTS.

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
<b>0303</b>	<b>FINANCIAL SERVICES OFFICE</b>					
60002	CPL OPERATING	3,373,850	3,319,978	3,315,312	3,749,679	434,367
	<b>Department Total</b>	<b>3,373,850</b>	<b>3,319,978</b>	<b>3,315,312</b>	<b>3,749,679</b>	<b>434,367</b>
	<b><u>Financing by Major Object</u></b>					
	TAXES					
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE					
	FEES, SALES AND SERVICES					
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE	3,373,850	3,319,978	3,315,312	3,399,679	84,367
	TRANSFERS					
	FUND BALANCES				350,000	350,000
	<b>Total Financing by Object</b>	<b>3,373,850</b>	<b>3,319,978</b>	<b>3,315,312</b>	<b>3,749,679</b>	<b>434,367</b>

# Personnel Reports

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

**GENERAL FUND**

Department		2005	2006	2007	2008	Change from
Division	Activity	Adopted FTE	Adopted FTE	Adopted FTE	Council Adopted FTE	2007 Adopted
0303	FINANCIAL SERVICES OFFICE					
0303	FINANCIAL SERVICES OFFICE					
	00110 FINANCIAL SERVICES	16.1	15.8	15.8	15.8	0.0
	00135 VENDOR OUTREACH PROGRAM	1.0	0.8	0.8	0.8	0.0
	<b>Division Total</b>	<b>17.1</b>	<b>16.6</b>	<b>16.6</b>	<b>16.6</b>	<b>0.0</b>
	<b>Department Total</b>	<b>17.1</b>	<b>16.6</b>	<b>16.6</b>	<b>16.6</b>	<b>0.0</b>

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

**SPECIAL FUNDS**

Department	Activity	2005 Adopted FTE	2006 Adopted FTE	2007 Adopted FTE	2008 Council Adopted FTE	Change from 2007 Adopted
0303	FINANCIAL SERVICES OFFICE					
0303	FINANCIAL SERVICES OFFICE					
	11250 CONTRACT AND ANALYSIS SERVICES	11.0	11.0	11.0	12.0	1.0
	11254 VENDOR OUTREACH/INTERGOV. INITIATIVES	0.4	0.8	0.8	0.8	0.0
	11255 ST PAUL RAMSEY CNTY SURPLUS DISPOSAL	1.0	1.0	1.0		-1.0
	16002 RIVERPRINT SERVICES	6.9	7.0	7.0	7.0	0.0
	16003 PAPER SALES & DELIVERY	0.4	1.0	1.0	1.0	0.0
	30116 CDBG ACCOUNTING SERVICE	0.3	0.3	0.3	0.3	0.0
	30117 CENTRAL SERVICE COST	1.1	1.1	1.1	1.1	0.0
	30120 TREASURY SPECIAL FISCAL SERVICES	4.2	4.2	4.4	4.4	0.0
	60002 CPL OPERATING	1.8	1.8	1.8	1.8	0.0
	<b>Division Total</b>	<b>27.1</b>	<b>28.2</b>	<b>28.4</b>	<b>28.4</b>	<b>0.0</b>
	<b>Department Total</b>	<b>27.1</b>	<b>28.2</b>	<b>28.4</b>	<b>28.4</b>	<b>0.0</b>