

2016 Adopted Budget



The Most Livable
City in America

CITY OF SAINT PAUL, MINNESOTA
MAYOR CHRISTOPHER B. COLEMAN

Photo and Design Credits

The cover image highlights CHS Field located in the City of St. Paul's Lowertown District. The St. Paul Saints played their first game in the newly designed ballpark on May 18, 2015. The stadium also serves as a venue for concerts and various special events. The field has been recognized for its high level of environmentally sustainable practices.

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CHS Field. Photo courtesy Robert Ferdinandt.

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City of Saint Paul
2016 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.

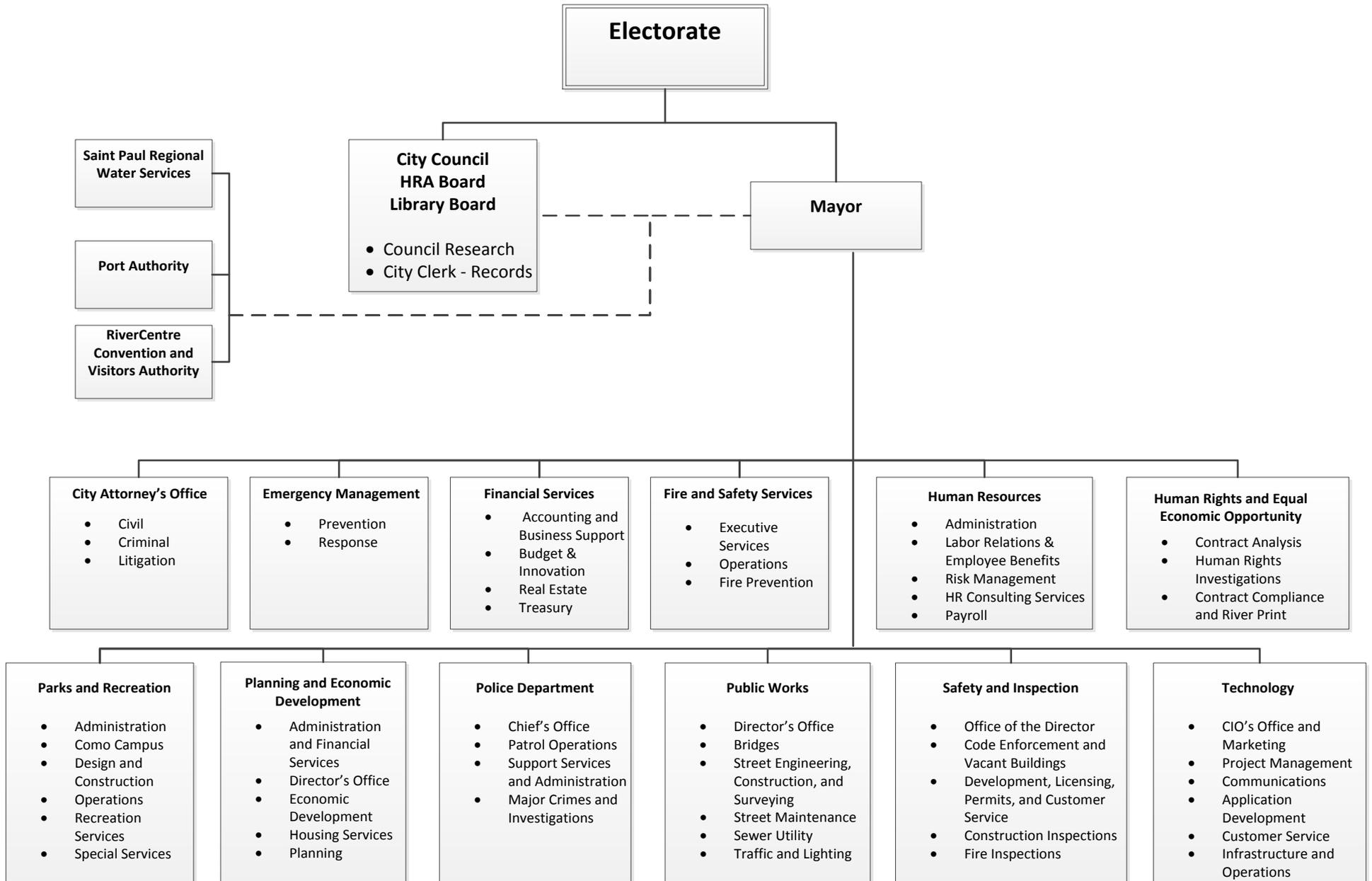
Elected Officials			Appointed Officials		
Office	Name	Term Expires	Department/Office	Director’s Name	Term Expires
Mayor	Christopher B. Coleman	01-01-2018	City Attorney	Samuel Clark	*
			City Clerk	Shari Moore	*
Council members:			Emergency Management	Rick Larkin	*
Ward 1	Dai Thao	01-01-2016	Financial 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	Kristin Beckmann	*
Ward 7	Bill Finney	01-01-2016	Mayor – Chief of Staff	Dana Bailey	*
			Parks and Recreation	Michael Hahm	*
			Planning and Econ. Dev	Jonathan Sage-Martinson	*
			Police	Thomas Smith	2016
			Public Libraries	Jane Eastwood	*
			Public Works	Kathy Lantry	*
			Safety and Inspection	Ricardo Cervantes	*
			Technology	Tarek Tomes	*
			Regional Water Services	Steve Schneider	**

* Serves at pleasure of the Mayor

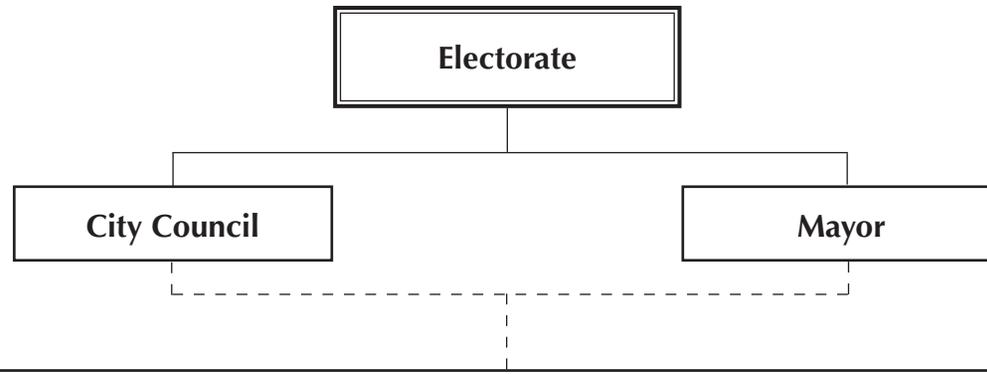
** Serves at pleasure of the Board of Water Commissioners

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 | <ul style="list-style-type: none"> • Saint Paul Civil Service Commission • 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

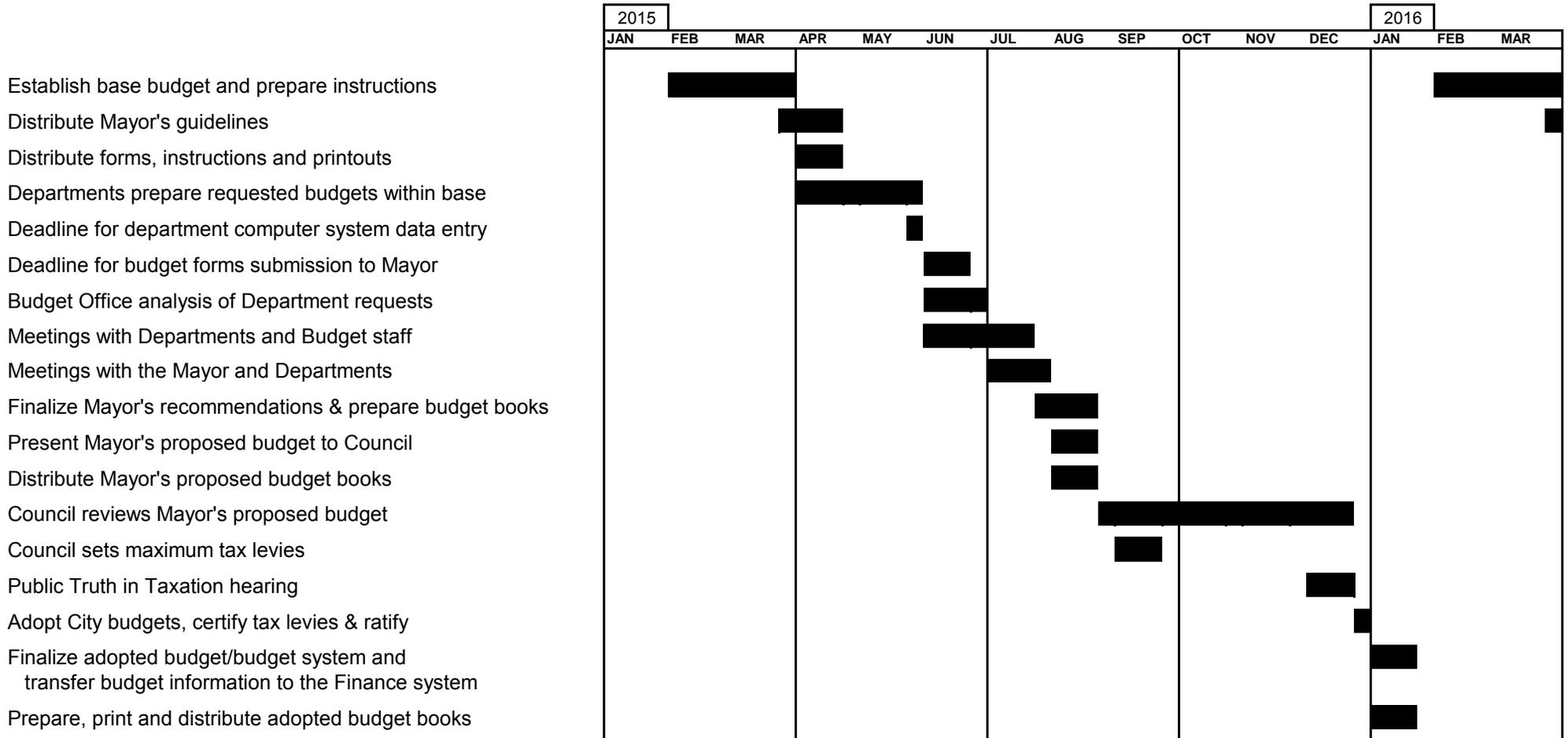
The budget staff finalizes the Mayor’s recommendations and produces the Mayor’s proposed budget. The Mayor then submits the recommended budget to the City Council by August 15, as required by the City Charter.

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 651-266-8800. 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)
Contact Joy Thao at 651-266-8835
- ❖ General Obligation Debt Overlapping on the Saint Paul Tax Base: Debt report from 2007 to 2013 and projected from 2014 to 2016
Contact Michael Solomon at 651-266-8837
- ❖ 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
2015 Adopted vs. 2016 Adopted**

Property Tax Levy*

	<u>2015 Adopted</u>	<u>2016 Adopted</u>	<u>Amount Change</u>	<u>Pct. Change</u>	<u>Pct of City 15 Total</u>	<u>Pct of City 16 Total</u>
City of Saint Paul						
General Fund	72,662,437	74,439,438	1,777,001	2.4%	71.4%	71.7%
General Debt Service	12,408,754	12,393,448	(15,306)	-0.1%	12.2%	11.9%
Saint Paul Public Library Agency	16,753,951	16,961,357	207,406	1.2%	16.5%	16.3%
Total (City and Library combined)	101,825,142	103,794,243	1,969,101	1.9%	100.0%	100.0%
Port Authority	1,811,700	1,811,700	-	0.0%		
Overall Levy (City, Library & Port)*	103,636,842	105,605,943	1,969,101	1.9%		

* 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.

Local Government Aid Financing

	<u>2015 Adopted</u>	<u>2016 Adopted</u>	<u>Amount Change</u>	<u>Pct. Change</u>	<u>Pct. of 15 Total</u>	<u>Pct. of 16 Total</u>
City of Saint Paul						
General Fund	61,775,944	62,225,545	449,601	0.7%	99.8%	99.8%
General Debt Service	-	-	-	-	0.0%	0.0%
Saint Paul Public Library Agency	112,044	112,044	-	0.0%	0.2%	0.2%
Total (City and Library combined)	61,887,988	62,337,589	449,601	0.7%	100.0%	100.0%

Composite Summary - Total Budget

City of Saint Paul: All Funds			
Composite Plan	2014 Actual	2015 Adopted Budget	2016 Adopted Budget
City General Fund	228,859,519	234,209,819	242,019,427
Library General Fund (a)	16,027,819	16,725,326	17,028,586
General Fund Subtotal:	<u>244,887,338</u>	<u>250,935,145</u>	<u>259,048,013</u>
Less Transfers	(2,434,016)	(1,638,239)	(1,600,618)
Net General Fund Subtotal:	<u>242,453,322</u>	<u>249,296,906</u>	<u>257,447,395</u>
City Special Funds	257,171,083	270,975,923	288,540,384
Library Special Funds (a)	1,693,399	1,533,971	1,373,110
Special Fund Subtotal:	<u>258,864,482</u>	<u>272,509,894</u>	<u>289,913,494</u>
Less Transfers	(51,189,704)	(44,267,718)	(49,673,282)
Net Special Fund Subtotal:	<u>207,674,778</u>	<u>228,242,176</u>	<u>240,240,212</u>
City Debt Service Funds	73,831,282	63,157,694	69,677,088
Less Subsequent Year Debt	0	(13,458,092)	(12,854,838)
Debt Service Subtotal	<u>73,831,282</u>	<u>49,699,602</u>	<u>56,822,250</u>
Less Transfers	(31,205,424)	(4,870)	(6,231,984)
Net Debt Service Subtotal:	<u>42,625,859</u>	<u>49,694,732</u>	<u>50,590,266</u>
Net Spending Total:	<u><u>492,753,958</u></u>	<u><u>527,233,814</u></u>	<u><u>548,277,873</u></u>
City Capital Improvements	64,465,491	52,263,000	45,679,984
Library Capital Improvements (a)	0	0	0
Capital Improvements Subtotal:	<u>64,465,491</u>	<u>52,263,000</u>	<u>45,679,984</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 budget. 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 Spending - By Department

2016 Adopted Budget (By Department and Fund Type)						
Department	General Funds	Special Funds	Total All Budgets	Less Transfers	Less Subsequent Year Debt	Net Total All Budgets
Attorney	8,045,134	1,303,803	9,348,937	(48,944)		9,299,993
Council	3,152,886		3,152,886			3,152,886
Debt Service		69,677,088	69,677,088	(6,231,984)	(12,854,838)	50,590,266
Emergency Management	392,983	999,061	1,392,044			1,392,044
Financial Services	3,867,555	24,228,318	28,095,873	(13,279,483)		14,816,390
Fire and Safety Services	58,533,130	7,145,666	65,678,796	(29,228)		65,649,568
General Government Accounts	9,854,589	4,033,160	13,887,749	(600,377)		13,287,372
StP-RC Health		3,129,688	3,129,688			3,129,688
HREEO	2,382,837	1,708,056	4,090,893			4,090,893
Human Resources	4,165,648	4,803,397	8,969,045			8,969,045
Libraries (a)	17,028,586	1,373,110	18,401,696	(47,450)		18,354,246
Mayor's Office	1,879,710	492,196	2,371,906			2,371,906
Parks and Recreation	29,334,576	29,301,935	58,636,510	(4,709,524)		53,926,986
Planning and Economic Development		49,331,203	49,331,203	(23,886,650)		25,444,553
Police	88,358,514	21,288,738	109,647,253	(1,991,621)		107,655,632
Public Works	2,213,782	139,780,649	141,994,431	(6,520,124)		135,474,307
Safety and Inspection	18,510,696	545,515	19,056,211	(160,499)		18,895,712
Technology	11,327,387	449,000	11,776,387			11,776,387
Total	<u>259,048,013</u>	<u>359,590,582</u>	<u>618,638,595</u>	<u>(57,505,884)</u>	<u>(12,854,838)</u>	<u>548,277,873</u>

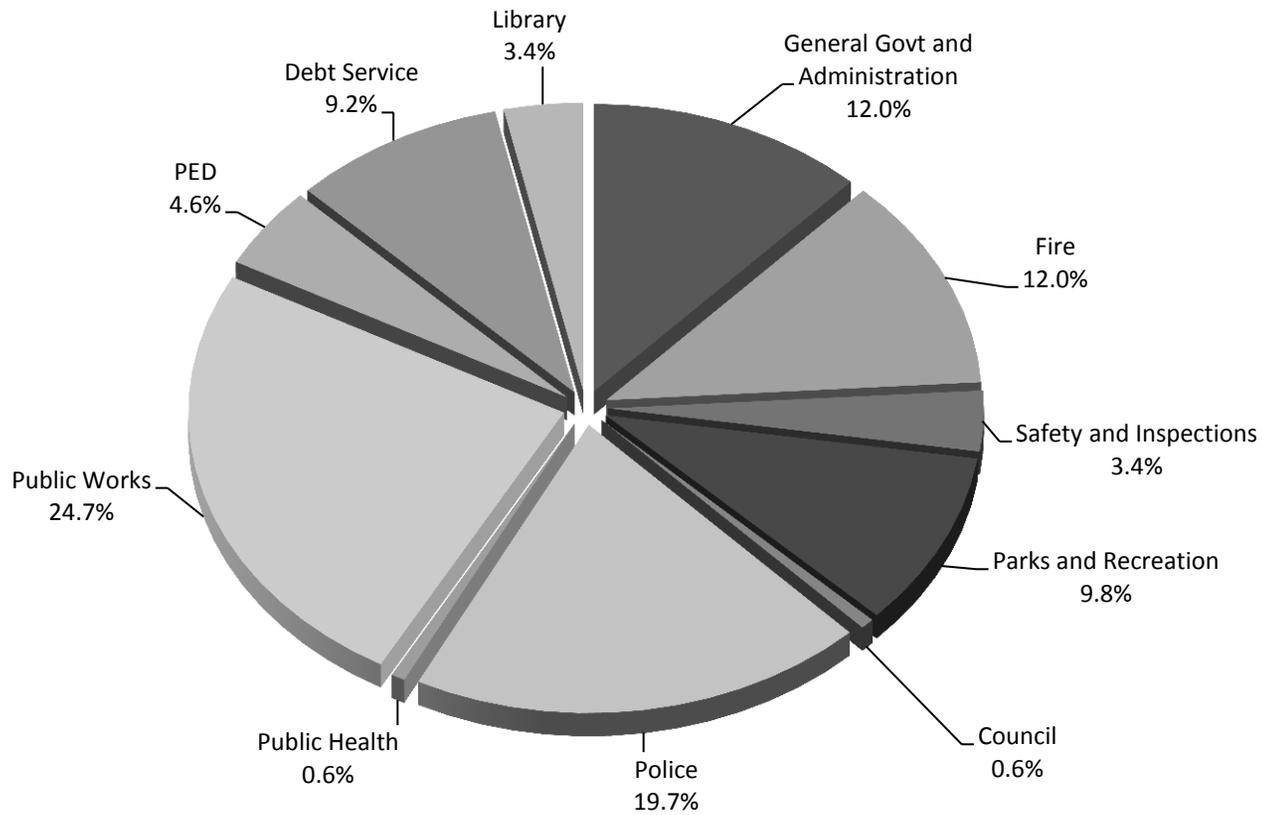
(a) Saint Paul Library became independent (the Library Agency) effective in 2004 and is no longer a part of the City of Saint Paul's operating budget. Information is included here in the Composite Summary section for reference. The Saint Paul Public Library also publishes its own budget book each year.

Composite Summary - Workforce

City of Saint Paul and Saint Paul Public Library Agency Full Time Equivalents (FTEs)			
Department	2014 Adopted Budget	2015 Adopted Budget	2016 Adopted Budget
Attorney	64.25	64.25	66.25
Council	28.50	28.50	28.50
Debt Service Fund	1.90	1.95	1.95
Emergency Management	8.00	8.00	8.00
Financial Services	45.10	45.05	46.05
Fire and Safety Services	470.00	474.00	479.00
General Government Accounts	0.20	0.00	0.00
StP-RC Health	38.42	38.42	32.62
HREEO	29.00	29.00	26.50
Human Resources	36.80	37.80	37.80
Library Agency	167.00	175.10	174.50
Mayor's Office	16.00	16.00	16.00
Parks and Recreation	577.72	554.48	555.03
Planning and Economic Development	70.10	72.10	74.10
Police	781.80	772.40	771.40
Public Works	383.90	383.90	385.40
Safety and Inspection	136.00	143.00	145.00
Office of Technology	74.50	75.50	75.50
Total	<u>2,929.09</u>	<u>2,919.35</u>	<u>2,923.59</u>
Total City and Library General Fund	<u>2,016.45</u>	<u>2,046.21</u>	<u>2,055.10</u>
Total City and Library Special Fund	<u>912.63</u>	<u>873.24</u>	<u>868.49</u>

Composite Spending - By Department

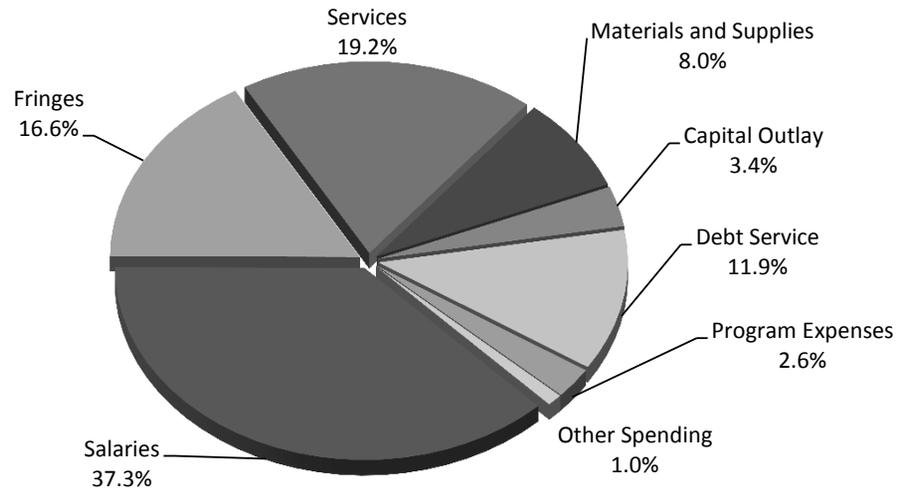
2016 Adopted Budget



Composite Summary - Spending

Adopted Spending Summary (2016 Spending by Major Account)					
Object	City and Library General Fund	City and Library Special Funds	City and Library Total	Less Transfers and Subsequent Year Debt	City and Library Net Total*
Salaries	148,481,779	56,229,039	204,710,817		204,710,817
Fringes	63,295,031	27,915,698	91,210,730		91,210,730
Services	31,891,248	73,333,765	105,225,012		105,225,012
Materials and Supplies	11,143,662	32,893,748	44,037,410		44,037,410
Capital Outlay	408,777	17,960,982	18,369,759		18,369,759
Debt Service	66,937	77,804,759	77,871,696	(12,854,838)	65,016,858
Program Expenses	811,267	13,279,220	14,090,487		14,090,487
Other Spending	2,949,311	60,173,371	63,122,682	(57,505,884)	5,616,798
TOTAL	<u>259,048,013</u>	<u>359,590,582</u>	<u>618,638,595</u>	<u>(70,360,722)</u>	<u>548,277,873</u>

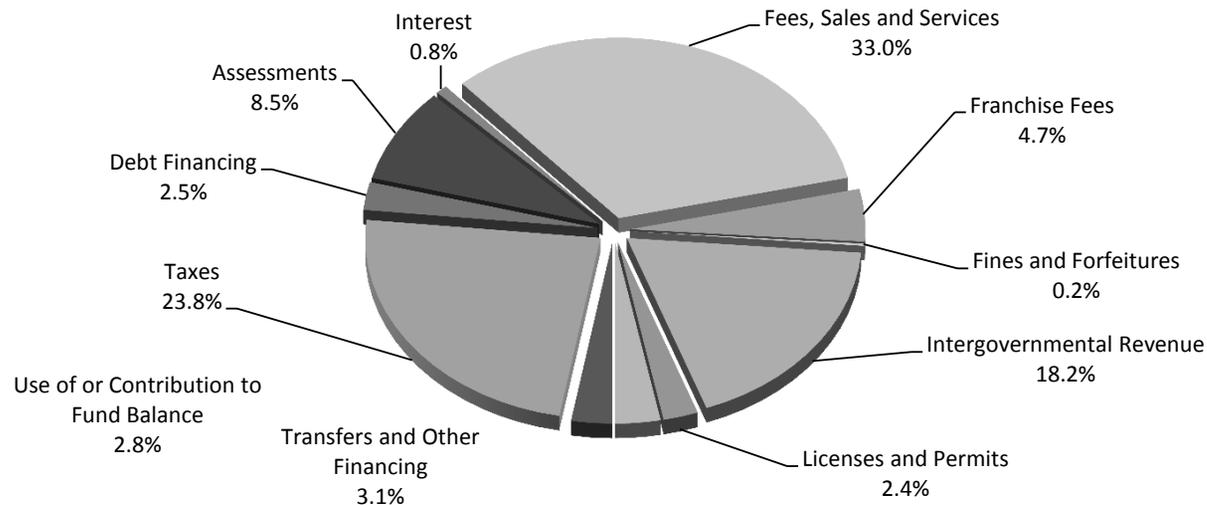
* Total spending and financing by major account contains transfers to and from the city's component units, including the Saint Paul Housing & Redevelopment Authority, Rivercentre Convention & Visitor's Authority, and Saint Paul Regional Water Services. Component unit budgets are not otherwise recorded in this book. As such, total spending and financing net of transfers do not balance.



Composite Summary - Financing

Adopted Financing Summary (2016 Revenue By Source)					
Source	City and Library General Fund	City and Library Special Funds	City and Library Total	Less Transfers and Subsequent Year Debt	City and Library Net Total*
Use of or Contribution to Fund Balance		28,555,913	28,555,913	(12,854,838)	15,701,075
Taxes	93,016,200	38,840,295	131,856,495		131,856,495
Assessments		47,251,340	47,251,340		47,251,340
Fees, Sales and Services	41,635,090	140,826,204	182,461,294		182,461,294
Franchise Fees	25,656,218		25,656,218		25,656,218
Fines and Forfeitures	77,000	912,972	989,972		989,972
Intergovernmental Revenue	74,152,484	26,662,129	100,814,613		100,814,613
Debt Financing		13,675,067	13,675,067		13,675,067
Interest	3,115,034	1,317,371	4,432,405		4,432,405
Licenses and Permits	11,477,649	1,950,764	13,428,413		13,428,413
Transfers and Other Financing	9,918,337	59,598,529	69,516,866	(52,826,394)	16,690,472
TOTAL	259,048,013	359,590,582	618,638,595	(65,681,232)	552,957,363

* Total spending and financing by major account contains transfers to and from the city's component units, including the Saint Paul Housing & Redevelopment Authority, Rivercentre Convention & Visitor's Authority, and Saint Paul Regional Water Services. Component unit budgets are not otherwise recorded in this book. As such, total spending and financing net of transfers do not balance.





City General Fund

General Fund – 2016 Adopted Budget

Purpose: The General Fund is the principal financial support for such basic 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 internal services). The major financing sources for this fund are property taxes, local government aid, franchise fees, and other general revenues. The tables and graphs on the following pages detail the General Fund's adopted 2016 spending and financing plan.

Financing Highlights

The major financing sources for this fund are:

- ❖ Property Taxes – 30.3% (34.7% incl Library Agency)
- ❖ Local Gov't Aid – 25.7% (24.1% incl Library Agency)
- ❖ Franchise fees – 10.6%
- ❖ Other revenues, aids, and user fees – 33.4%

Certified Local Government Aid (LGA): Local Government Aid has been generally lower and less predictable since state aid cuts that began in 2003. However, the trend has reversed since 2014, with a significant restoration in 2014 of \$10.1 million followed by an inflationary increase in 2015, and a small increase in 2016 of less than 1%. Even after these increases, LGA is still nearly \$13.7 million less than the amount certified in 2003, and approximately \$47 million less than the 2003 certified amount after adjusting for inflation.

Property Tax Levy: Financing for the adopted budget includes 1.9% increase in property tax resources. The total adopted levy is \$105.6 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: The 2016 financing increase slightly based on recent performance. Franchise fees have experienced steady and consistent results over the past several years.

Parking Meter & Fine Revenue: The parking meter & fine budget increases by over \$1.1 million in revenue, primarily due to an expansion of the city's Downtown parking meter system. Informed by the Downtown Parking Study, expanding meter enforcement will maximize use of the parking supply by turning over on-street parking and encouraging ramp/lot use. By doing so, the city will spur economic development, street vitality and transit use. The parking meter expansion is expected to net about \$900k in revenue in 2016 from the parking meter system expansion. In addition, one-time parking meter maintenance costs will be funded by the HRA parking fund in 2016.

Budget Issues and Challenges

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 both inflationary adjustments, such as cost of living allowances, and adjustments that reflect historical spending patterns, including fringe benefits and non-personnel expenses.

General Fund – 2016 Adopted Budget

Rate of Spending Growth: Saint Paul's General Fund budget as adopted will increase by \$7.8 million, or 3.0% relative to 2015. The budget includes investments in innovation & technology modernization, maintains sworn officer complements in public safety, and advances strategic investments to enhance equity in city services.

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 just over 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 Decisions and LGA: Local Government Aid is a significant revenue source for the City's General Fund, accounting for 25.7% of General Fund revenues (24.1% 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. Recent increases in 2014, 2015 and 2016 are 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 – 82% of all General Fund spending is for personnel costs. The 2016 budget includes a significant amount of cost containment that prudently and responsibly manages costs while preserving service delivery levels.

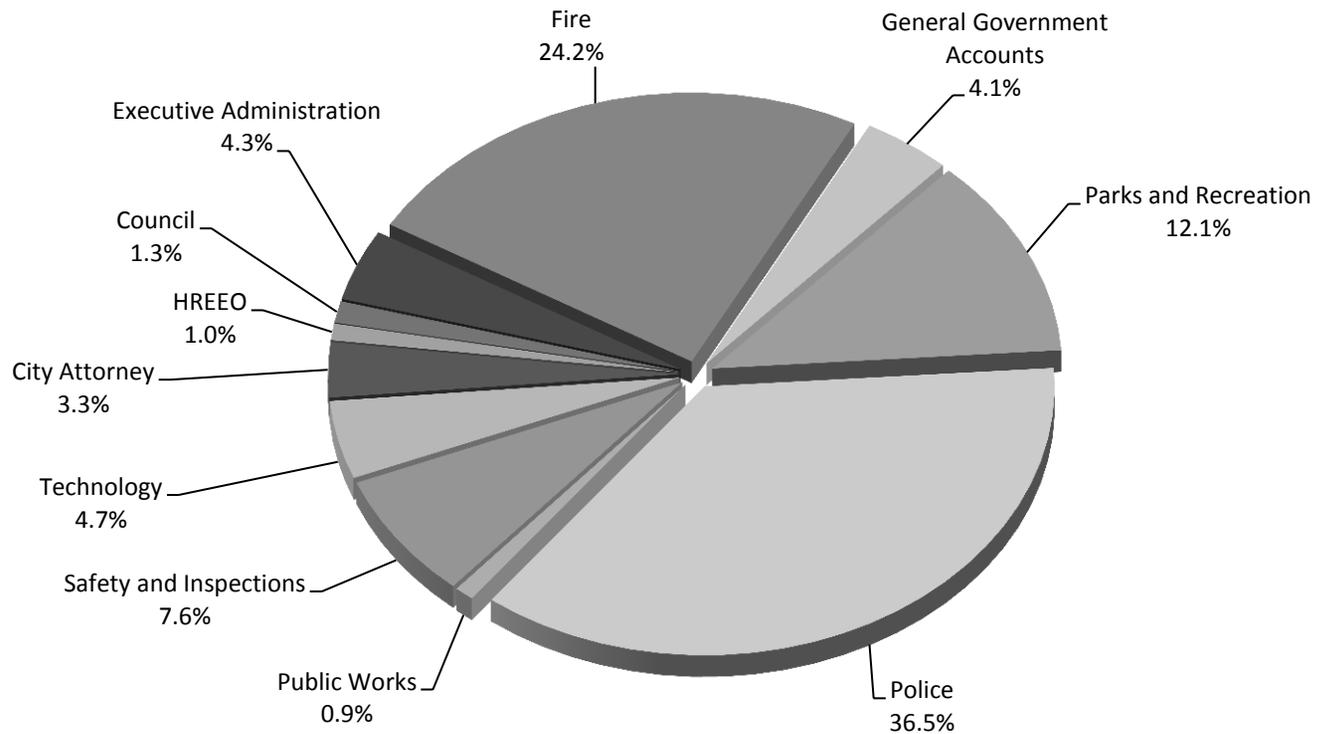
Maintaining Adequate Financial Reserves: From 1994 - 2005, the City spent from its General Fund balance to finance a share of the annual operating budget, which decreased the fund balance from its peak of 31% of subsequent year spending in 1998 to just under 15% in 2005. In 2006, the City enacted a fund 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 2016 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	2014 Actual	2015 Adopted Budget	2016 Adopted Budget
City Attorney	7,395,755	7,668,399	8,045,134
Council	2,941,529	3,076,661	3,152,886
Emergency Management	399,614	382,551	392,983
Financial Services	3,542,936	3,711,083	3,867,555
Fire and Safety Services	55,593,714	56,951,351	58,533,130
General Government Accounts	10,978,421	9,524,841	9,854,589
HREEO	1,723,407	1,853,545	2,382,837
Human Resources	4,296,206	4,039,162	4,165,648
Mayor's Office	1,405,712	1,822,069	1,879,710
Parks and Recreation	26,654,617	28,023,809	29,334,576
Police	84,686,992	86,068,806	88,358,514
Public Works	2,049,432	2,088,727	2,213,782
Safety and Inspection	15,778,886	17,927,343	18,510,696
Technology	11,412,298	11,071,470	11,327,387
Total	228,859,519	234,209,819	242,019,427

General Fund Budget

2016 Adopted Spending by Department



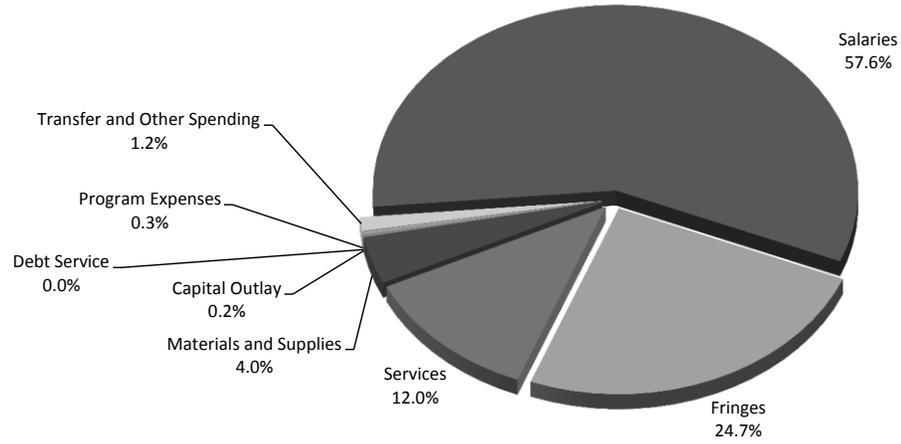
General Fund Budget

General Fund Spending (By Major Account)			
	2014 Actual	2015 Adopted Budget	2016 Adopted Budget
Salaries	129,554,669	135,327,707	139,628,279
Fringes	54,544,067	57,272,394	59,738,906
Services	28,105,177	28,273,887	28,979,534
Materials and Supplies	10,705,683	9,141,122	9,581,691
Capital Outlay	354,351	582,580	408,777
Debt Service	37,650	103,700	66,937
Program Expenses	897,315	811,267	811,267
Transfer and Other Spending	4,660,607	2,697,161	2,804,035
Total	<u>228,859,519</u>	<u>234,209,819</u>	<u>242,019,427</u>

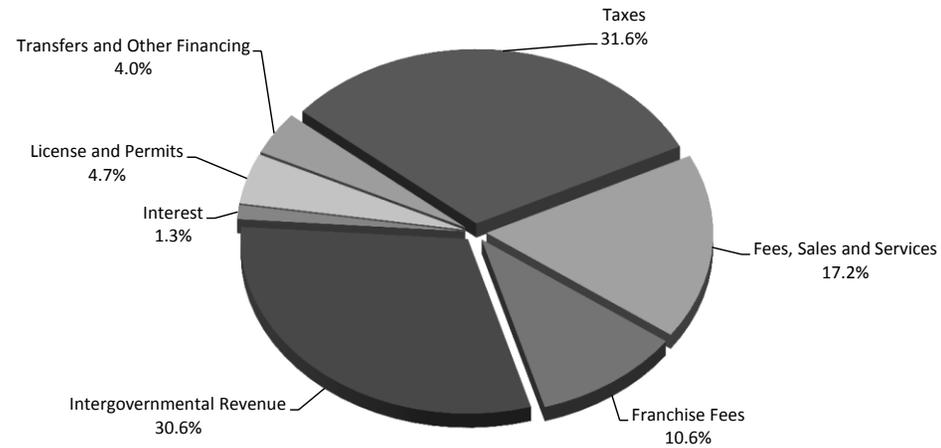
General Fund Financing (Revenue By Source)			
	2014 Actual	2015 Adopted Budget	2016 Adopted Budget
Taxes	75,038,986	74,837,564	76,374,659
Fees, Sales and Services	38,145,950	39,433,834	41,635,090
Franchise Fees	25,957,526	25,584,650	25,656,218
Fines and Forfeitures	84,787	77,000	77,000
Intergovernmental Revenue	71,274,355	73,234,077	74,040,440
Assessments	71,200		
Interest	3,047,213	2,365,034	3,115,034
License and Permits	10,815,726	10,458,669	11,477,649
Transfers and Other Financing	6,301,061	8,218,991	9,643,337
Total	<u>230,736,803</u>	<u>234,209,819</u>	<u>242,019,427</u>

General Fund Budget

2016 Adopted Spending By Major Object



2016 Adopted Revenue By Source





City Special Funds

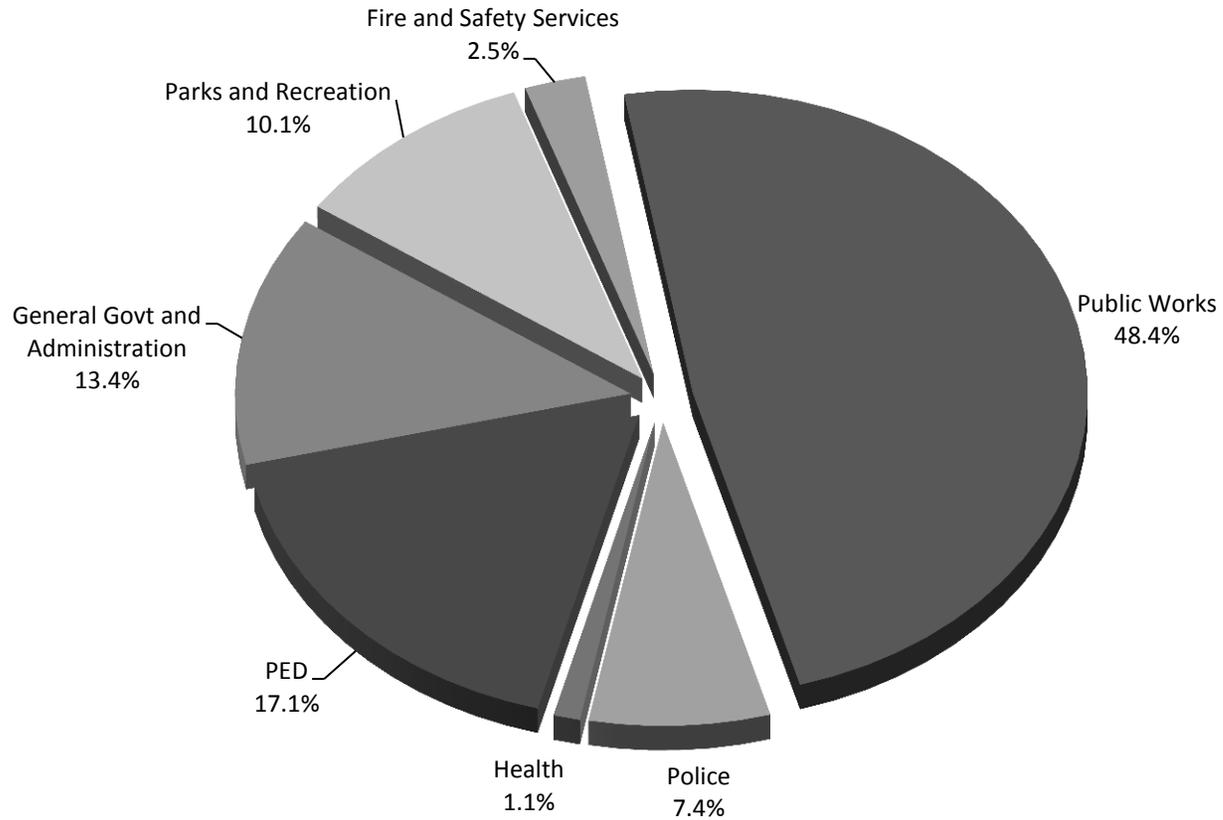
Special Fund Budgets

Special Fund Spending (By Department)			
Department	2014 Actual	2015 Adopted Budget	2016 Adopted Budget
Attorney	1,084,605	1,169,418	1,303,803
Emergency Management	857,887	990,000	999,061
Financial Services Office	16,500,867	14,681,185	24,228,318
Fire and Safety Services	6,193,717	8,170,632	7,145,666
General Government Accounts	1,239,580	2,465,658	4,033,160
StP-RC Health	3,355,468	3,573,457	3,129,688
HREEO	2,447,874	2,354,165	1,708,056
Human Resources	3,896,662	4,110,486	4,803,397
Mayor's Office	516,937	488,645	492,196
Parks and Recreation	26,997,480	28,972,112	29,301,935
Planning and Economic Development	50,558,808	48,274,982	49,331,203
Police	15,628,997	17,004,860	21,288,738
Public Works	127,322,989	137,993,075	139,780,649
Safety and Inspection	534,349	536,248	545,514
Office of Technology	34,862	191,000	449,000
Total	257,171,083	270,975,923	288,540,384

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

2016 Adopted Spending by Department



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.

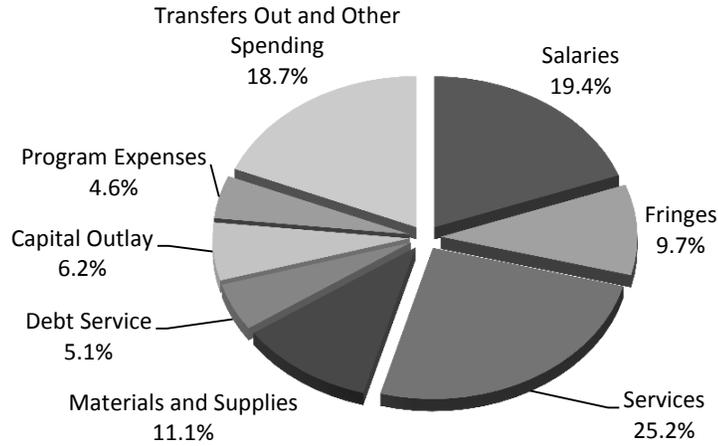
Special Fund Budgets

Special Fund Spending (By Major Account)			
	2014 Actual	2015 Adopted Budget	2016 Adopted Budget
Object			
Salaries	50,818,367	53,945,752	55,958,551
Fringes	25,190,066	26,902,103	27,835,650
Services	71,529,769	72,767,559	72,780,644
Materials and Supplies	25,689,868	27,181,446	31,930,223
Debt Service	3,263,481	10,788,896	14,853,726
Capital Outlay	10,169,476	17,585,676	17,960,982
Program Expenses	16,450,784	13,538,107	13,279,220
Transfers Out and Other Spending	<u>54,059,272</u>	<u>48,266,383</u>	<u>53,941,387</u>
Total	257,171,083	270,975,923	288,540,384

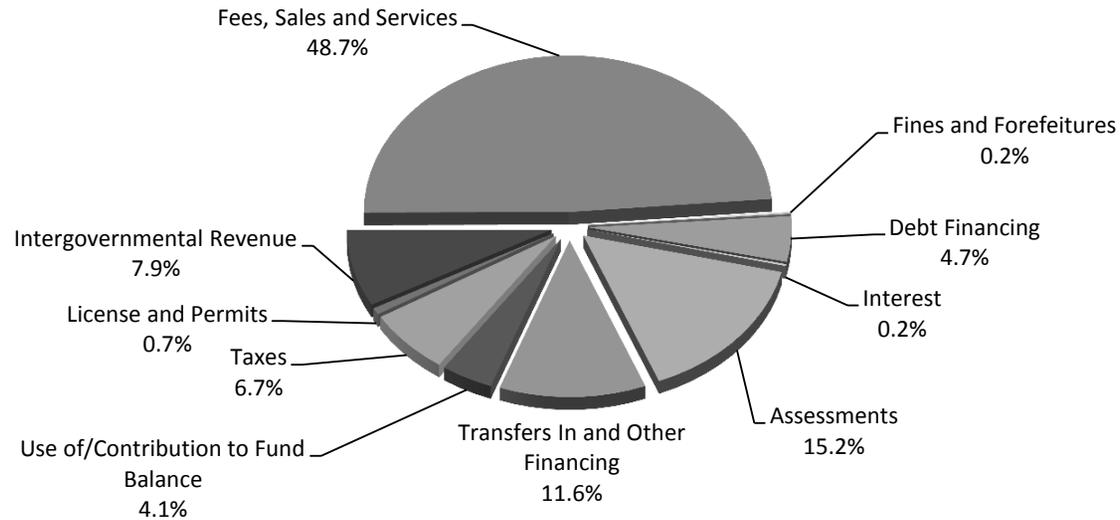
Special Fund Financing (Revenue By Source)			
	2014 Actual	2015 Adopted Budget	2016 Adopted Budget
Source			
Use of/Contribution to Fund Balance	73,553	4,377,312	11,840,530
Taxes	20,472,603	18,641,699	19,185,895
License and Permits	2,016,483	1,961,962	1,950,764
Intergovernmental Revenue	24,581,983	21,916,707	22,797,232
Fees, Sales and Services	135,212,544	140,800,291	140,674,567
Fines and Forfeitures	366,024	577,122	588,622
Debt Financing	2,045,599	14,047,599	13,675,067
Interest	1,390,522	478,772	572,355
Assessments	41,599,128	40,659,708	43,851,340
Transfers In and Other Financing	<u>28,100,727</u>	<u>27,514,751</u>	<u>33,404,013</u>
Total	255,859,165	270,975,923	288,540,384

Special Fund Budgets

2016 Spending By Major Object



2016 Revenue By Source





City Debt Service

Debt Service Funds

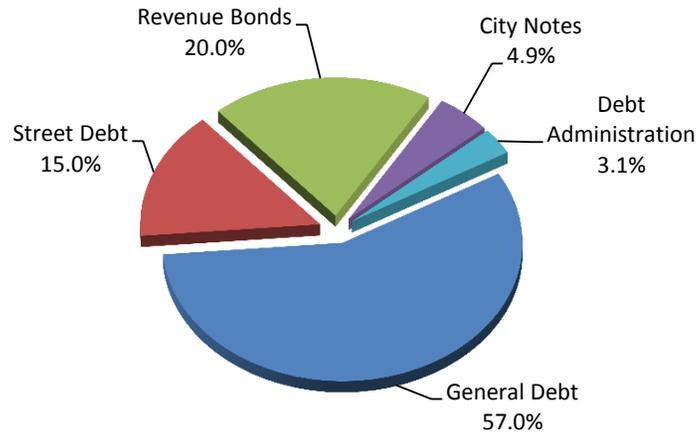
Debt Service Spending (By Major Account)			
Object	2014 Actual	2015 Adopted Budget	2016 Adopted Budget
Salaries	119,950	169,824	188,208
Fringes	58,625	55,720	60,893
Services	150,161	228,363	226,801
Materials and Supplies	15,805	18,170	18,169
Additional Expenses	1,958,995	0	0
Debt Service	40,322,323	62,680,747	62,951,034
Other Spending Uses	31,205,423	4,870	6,231,984
Total	<u>73,831,282</u>	<u>63,157,694</u>	<u>69,677,089</u>

Debt Service Financing (Revenue By Source)			
Source	2014 Actual	2015 Adopted Budget	2016 Adopted Budget
Use of Fund Balance	0	14,929,289	16,632,684
Taxes	11,862,140	19,408,414	19,654,400
Assessments	3,338,189	3,400,000	3,400,000
Fees, Sales and Services	3,871,165	50,000	50,000
Intergovernmental Revenue	644,318	3,637,575	3,627,435
Interest	1,515,552	713,800	725,000
Debt Financing	0	0	0
Other Financing Sources	70,251,526	21,018,616	25,587,570
Total	<u>91,482,891</u>	<u>63,157,694</u>	<u>69,677,089</u>

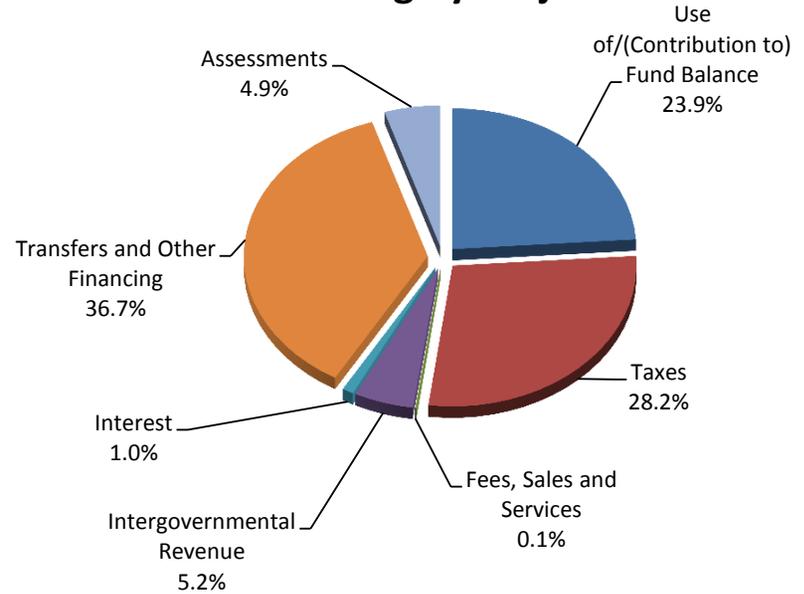
The city's general debt service budget provides for the principal and interest payments on its general obligation bond issues. The budget consists of two sets of appropriations: 1) an amount needed to meet the budget year debt service obligations, and 2) an amount needed to meet the obligations of the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

2016 Spending by Major Category



2016 Financing by Major Source



Allocation of Outstanding General Obligation Debt by Type

As of December 31, 2015

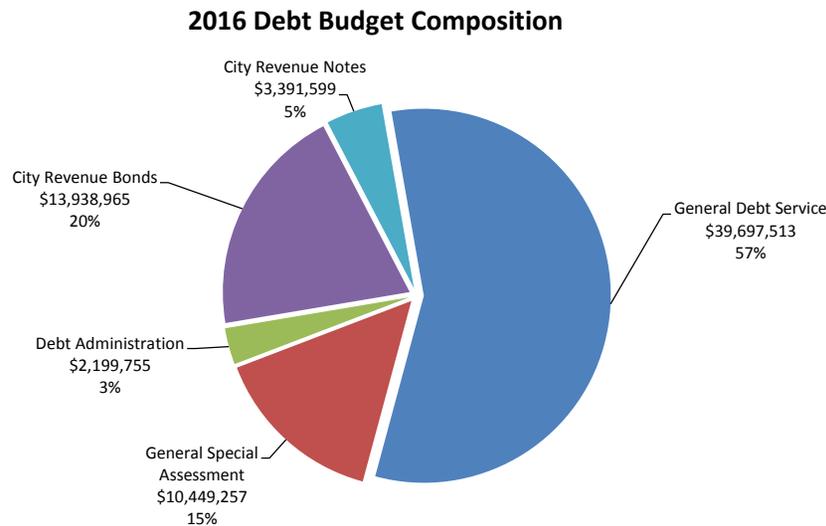
General Obligation Debt

General Obligation Tax Levy	\$	104,560,888
General Obligation Levy (Library)		17,240,000
General Obligation Special Assessment		94,085,000
General Obligation Tax Increment		32,995,000
General Obligation Utility Revenue		5,605,549
		\$ 254,486,437

2016 Adopted Budget Debt Service

Department Description:

The Debt Management section of the Office of Financial Services sells city debt instruments at the lowest possible cost, manages the city's existing debt, researches and implements alternative financing scenarios for major capital projects to ensure savings, and facilitates all facets of the bond sale and post-sale compliance processes. 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.



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

- The city maintained its AAA bond rating from Standard and Poor's and Fitch Ratings due to the diverse economy, strong financial management and improving debt burden.
- Saint Paul is one of only 215 municipalities nationally with a AAA bond rating.
- OFS manages a \$500 million debt portfolio consisting of City General Obligation and City Revenue bonds.
- Successfully sold General Obligation, "Green" sewer and lease revenue bonds with record low interest rates totaling roughly \$46 million in 2014, utilizing various financing tools.
- Accurately paid existing debt on time and in full.
- Complied with ongoing disclosure and arbitrage requirements in a newly regulated market.

- Total City Debt Budget: \$69,677,089
- Total FTEs: 1.95
- AAA bond rating from Standard & Poor's and Fitch Ratings
- "Very Strong" financial management rating from Standard & Poor's.
- More than 70% of general obligation debt is retired in 10 years; nearly 100% in 20 years.

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

Department: **FINANCIAL SERVICES**
Fund: **CITY DEBT**

Budget Year: **2016**

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
<u>Spending by Fund</u>					
CITY DEBT	54,620,803	73,831,282	63,157,694	69,677,089	6,519,395
TOTAL SPENDING BY FUND	54,620,803	73,831,282	63,157,694	69,677,089	6,519,395
<u>Spending by Major Account</u>					
EMPLOYEE EXPENSE	239,401	178,575	225,544	249,101	23,557
SERVICES	591,572	150,161	228,363	226,801	(1,562)
MATERIALS AND SUPPLIES	19,973	15,805	18,170	18,169	(1)
ADDITIONAL EXPENSES	2,138,880	1,958,995	-	-	-
DEBT SERVICE	40,548,054	40,322,323	62,680,747	62,951,034	270,287
OTHER FINANCING USES	11,082,924	31,205,423	4,870	6,231,984	6,227,114
TOTAL SPENDING BY MAJOR ACCOUNT	54,620,803	73,831,282	63,157,694	69,677,089	6,519,394
<u>Financing by Major Account</u>					
DEBT FUND REVENUES					
TAXES	11,210,077	11,862,140	19,408,414	19,654,400	245,986
INTERGOVERNMENTAL REVENUE	650,564	644,318	3,637,575	3,627,435	(10,141)
FEES SALES AND SERVICES	2,766,822	3,871,165	50,000	50,000	-
ASSESSMENTS	3,302,254	3,338,189	3,400,000	3,400,000	-
INVESTMENT EARNINGS	16,579	1,515,552	713,800	725,000	11,200
MISCELLANEOUS REVENUE	8,216,224	4,744,885	8,262,784	8,617,723	354,939
OTHER FINANCING SOURCES	43,046,183	65,506,642	27,685,121	33,602,531	5,917,410
TOTAL FINANCING BY MAJOR ACCOUNT	69,208,702	91,482,891	63,157,694	69,677,089	6,519,394



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 2014	\$17,136,978,400
Payable in 2015	\$18,505,760,900
Payable in 2016 (est.)	\$19,415,107,100

St. Paul Tax Capacity	
Payable in 2014	\$214,507,991
Payable in 2015	\$228,673,698
Payable in 2016 (est.)	\$239,713,558

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 2016</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

2016 Adopted Budget and Levy

The 2016 Adopted City levy is \$105,605,943 which is an increase of 1.9% from 2015. Of the adopted levy, \$103.8 million will fund city activities. \$74.4 million will go to the City's general fund, \$12.4 million for debt service, and \$17 million will fund the St. Paul Public Library Agency. The City also levies taxes on behalf of the St. Paul Port Authority, whose adopted 2016 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 2016:

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 2016, a home with a taxable value of \$151,500 had a total property tax bill of \$2,131.

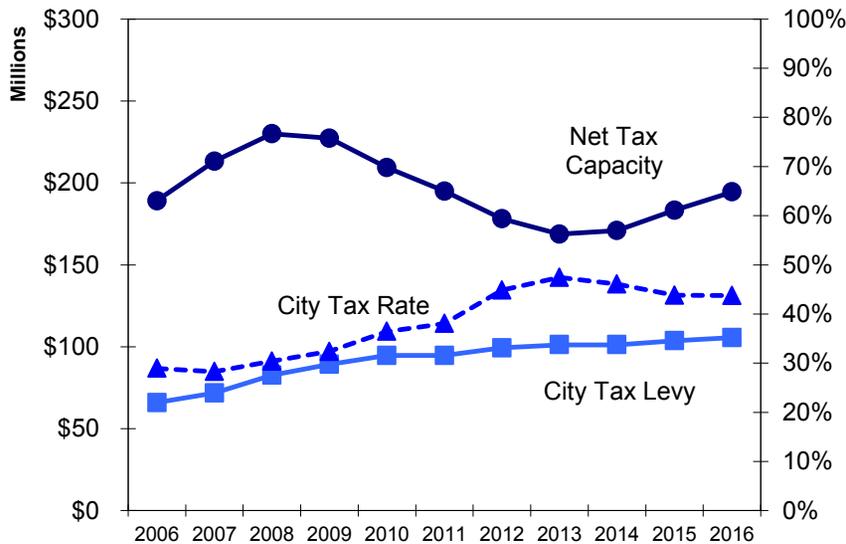
Approximately 26% of the total property tax payment for taxes payable in 2016 pays for City services – \$543 in this example.

For this particular home, the property tax payment of \$543 to the City would include the following amounts for key city services:

- \$160 per year for police services
- \$106 per year for fire and emergency medical services
- \$53 per year to operate and maintain the parks and recreation system
- \$31 per year to operate and buy materials for the Saint Paul Public Libraries
- \$63 per year for capital debt service—the cost of building new park and library facilities, playgrounds, and street construction

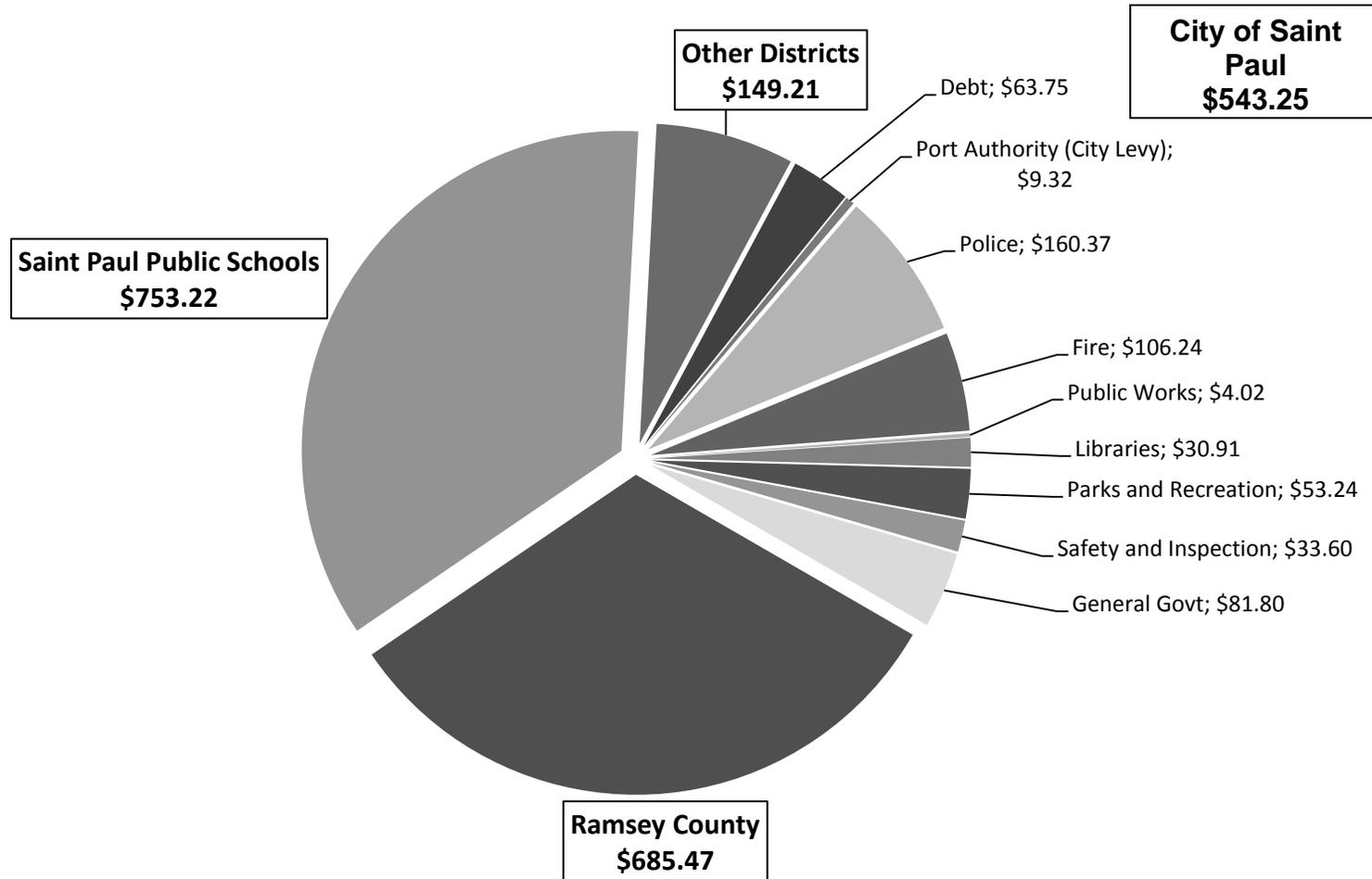
Property taxes cover only a small part of the total cost of services. In total, property taxes supply only about 17% of the City's total revenue and cover about 35% of the combined City and Library General Fund budgets. In comparison, the City's total adopted 2016 property tax levy for all city purposes—approximately \$105.6 million—is less than the \$109.6 million operating budget of the Police Department.

City of St. Paul Property Tax Levy, Tax Rates and Net Tax Capacity, 2006-2016



Estimated 2016 Saint Paul Property Taxes

2016 TNT Tax Rates Applied to a Typical Home Valued at \$151,500

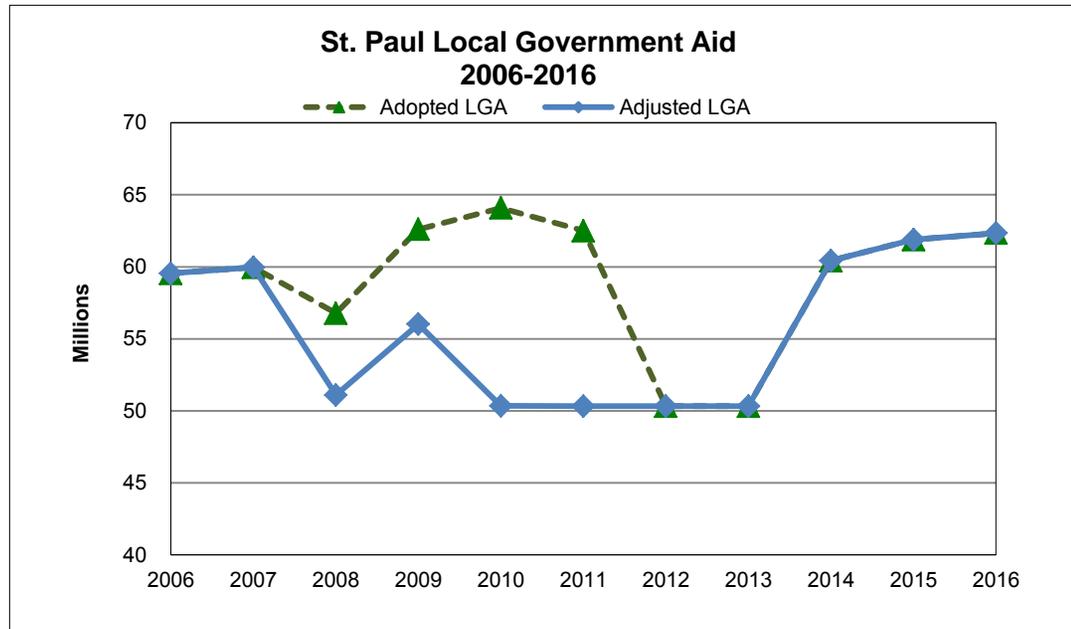


Local Government Aid (LGA)

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 was 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. After a significant restoration in 2014 of \$10.1 million and an inflationary increase in 2015, the 2016 certified LGA is only modestly increasing by less than 1%.

St. Paul Local Government Aid 2006-2016		
	LGA Funding	Change
2006	59,544,561	
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	60,422,253	20.1%
2015	61,887,988	2.4%
2016	62,337,589	0.7%



*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

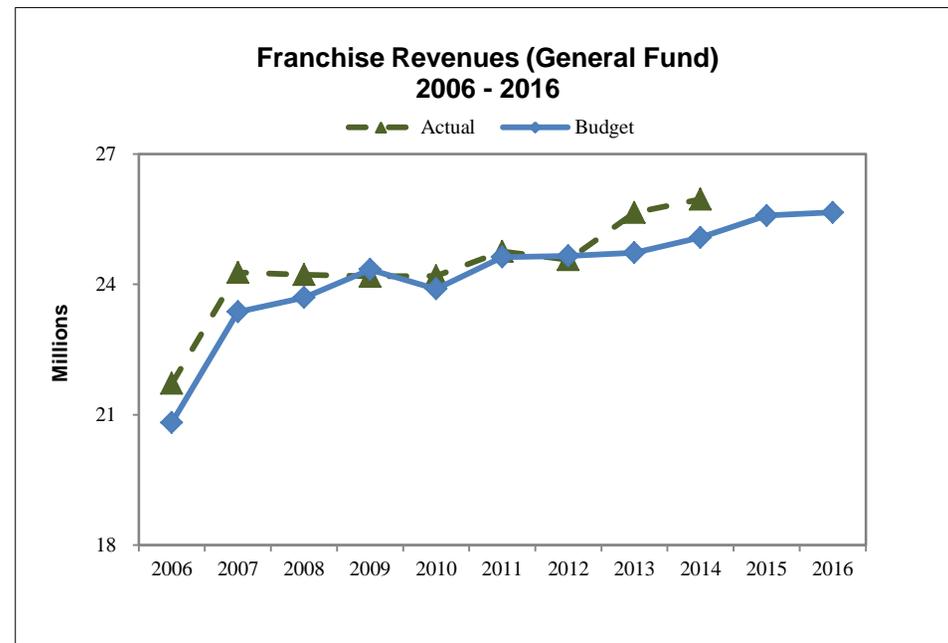
Utilities pay the City of St. Paul a fee for use of City streets and right-of-ways in delivering services to the residents and businesses of St. Paul. This fee represents usage charges for City-owned assets that utilities may use or disrupt in the process of constructing, installing, and maintaining 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 2016:

- **Xcel Energy** supplies natural gas and electrical service to St. Paul homes and businesses.
- **Comcast and CenturyLink** 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.

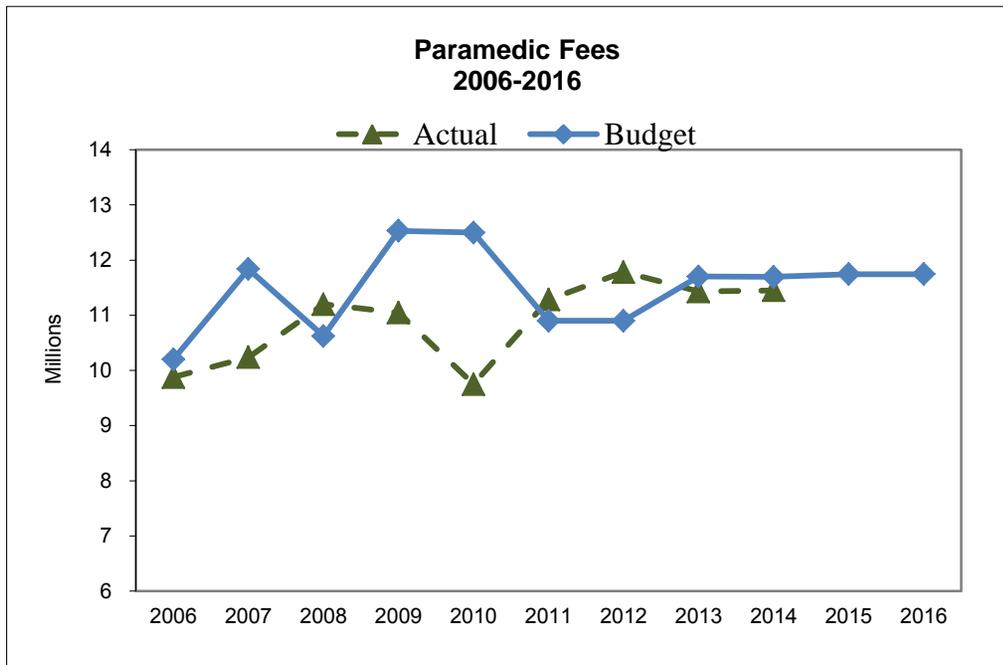
	Budget	Actual*
2006	20,819,867	21,719,071
2007	23,368,043	24,274,128
2008	23,695,500	24,224,292
2009	24,342,799	24,184,937
2010	23,893,730	24,195,778
2011	24,629,518	24,758,457
2012	24,654,518	24,568,433
2013	24,729,518	25,654,850
2014	25,079,518	25,957,526
2015 Adopted	25,584,650	N/A
2016 Adopted	25,656,218	N/A



Paramedic Fees

The St. Paul Fire Department's paramedics and emergency medical technicians respond to nearly 30,000 emergency calls each year. Most of their calls require ambulance trips to hospitals from fires, accidents or other incidents. For these transportation and life support services, the Fire Department charges a series of fees. Most of these fees are paid through insurance and are based on the prices of private providers and other municipalities. Medicare and Medicaid reimburse for paramedic services at a fixed rate below that of most providers, which can reduce the collected fee per run.

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



	Budget	Actual
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	11,700,000	11,428,650
2014	11,694,962	11,450,440
2015 Adopted	11,744,962	N/A
2016 Adopted	11,744,962	N/A

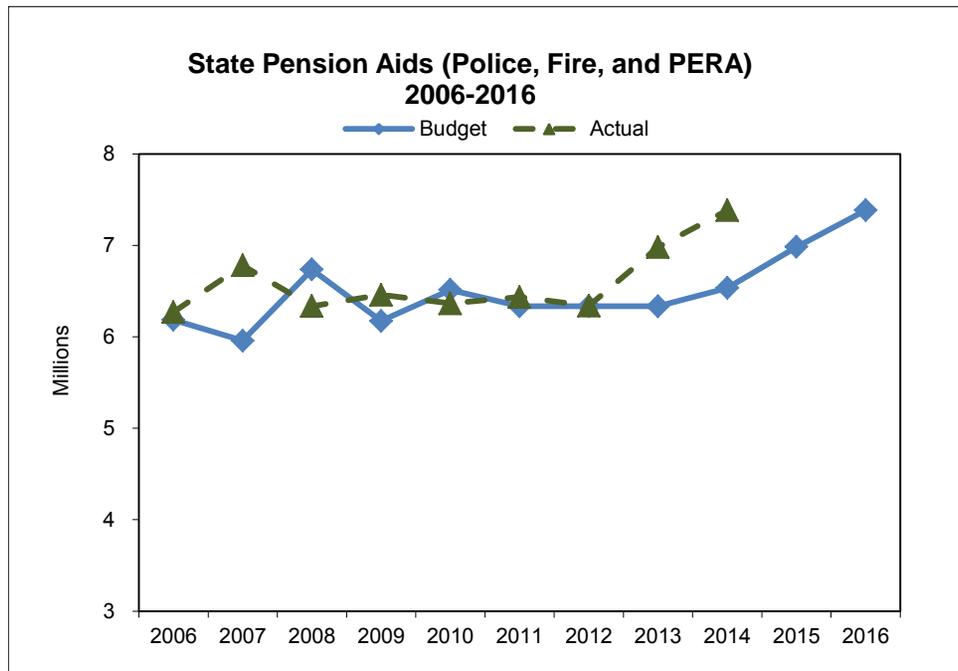
State Pension Aids

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.

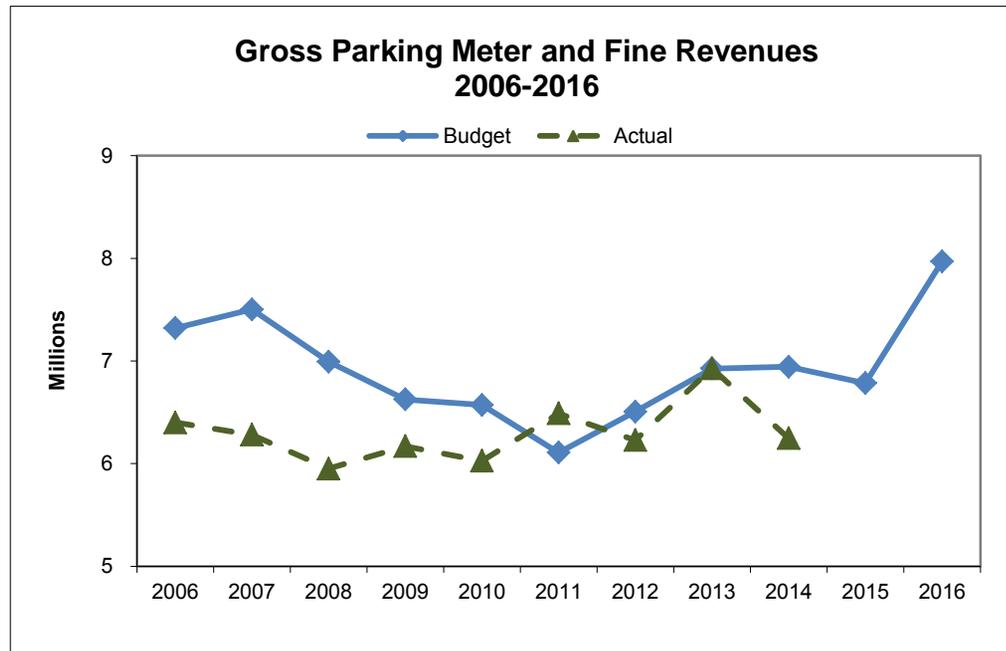
State aid is also given to support PERA, the pension fund that includes non-public safety City employees. In 2016, pension aids are expected to increase to \$7.38 million.



	Budget	Actual
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	6,333,132	6,982,099
2014	6,533,134	7,382,706
2015 Adopted	6,982,199	N/A
2016 Adopted	7,382,706	N/A

Parking Meters and Fines

Parking meters and fines include 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. In 2014 the State of Minnesota changed the way Continuance for Dismissals operated causing fewer people to chose using it as an option leading to a reduction in revenue. Fiscal year 2016 is expected to have increased parking meter revenue due to the expansion of the parking meter system.



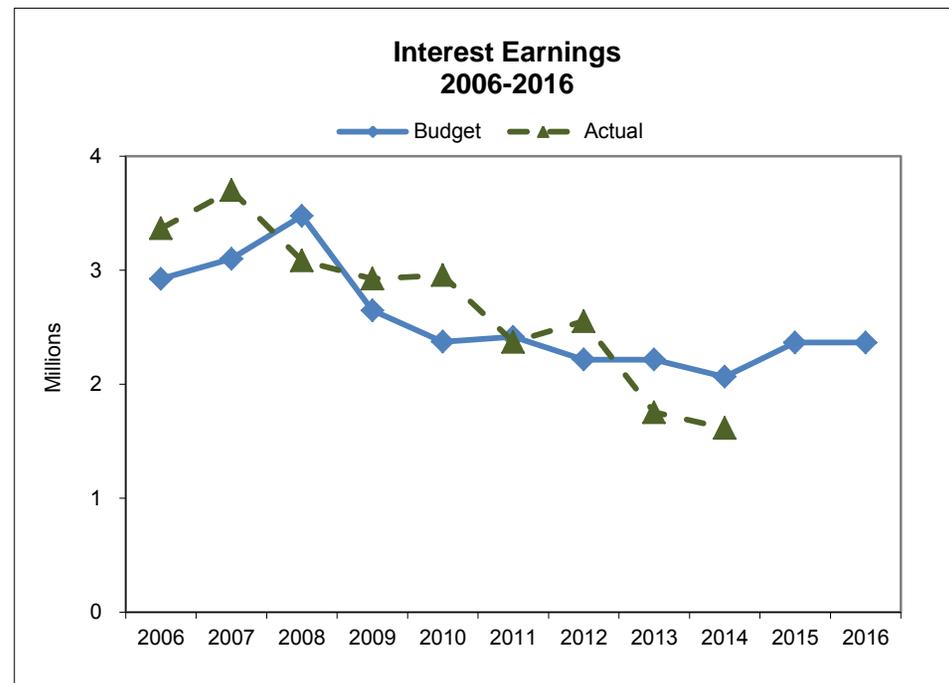
	Budget	Actual
2006	7,320,747	6,401,298
2007	7,501,542	6,281,951
2008	6,993,276	5,950,394
2009	6,625,705	6,169,521
2010	6,570,987	6,026,438
2011	6,106,783	6,488,799
2012	6,505,758	6,228,829
2013	6,926,580	6,928,761
2014	6,943,080	6,247,564
2015 Adopted	6,783,810	N/A
2016 Adopted	7,969,294	N/A

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.

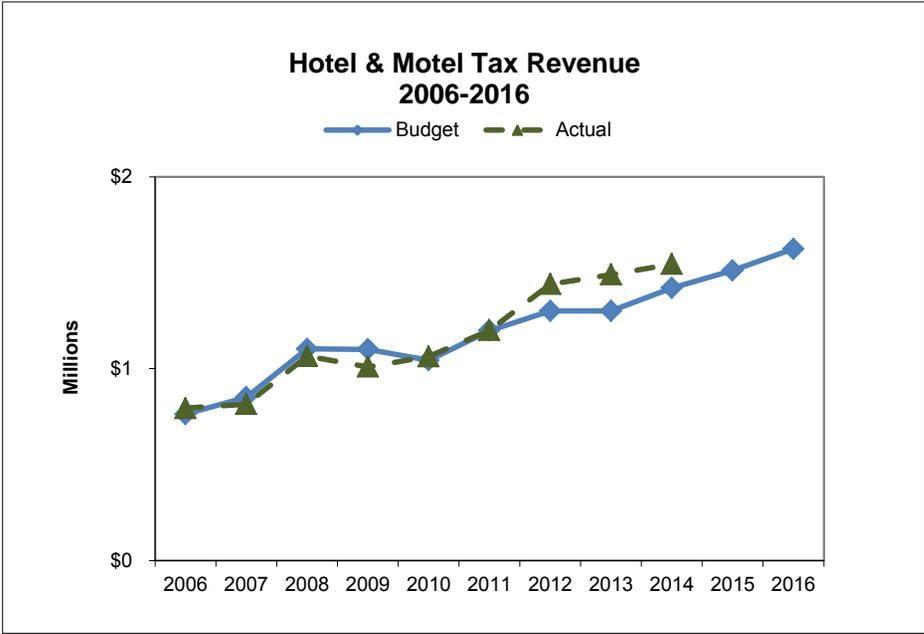
	Budget	Actual
2006	2,923,500	3,366,431
2007	3,100,000	3,700,995
2008	3,477,000	3,083,717
2009	2,646,534	2,924,892
2010	2,371,534	2,955,923
2011	2,415,034	2,370,093
2012	2,215,034	2,552,191
2013	2,215,034	1,752,840
2014	2,065,034	1,614,972
2015 Adopted	2,365,034	N/A
2016 Adopted	2,365,034	N/A



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 2016, Hotel & Motel Taxes are budgeted to increase by an additional \$112,610.



	Budget	Actual
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	1,198,400	1,199,831
*2012	1,300,900	1,440,985
2013	1,300,900	1,490,362
2014	1,420,900	1,545,077
2015 Adopted	1,511,400	N/A
2016 Adopted	1,624,010	N/A

* Beginning in 2012, the City of Saint Paul transitioned to a new chart of accounts leading to an impact on the distribution of Hotel & Motel Tax.



Department Summaries



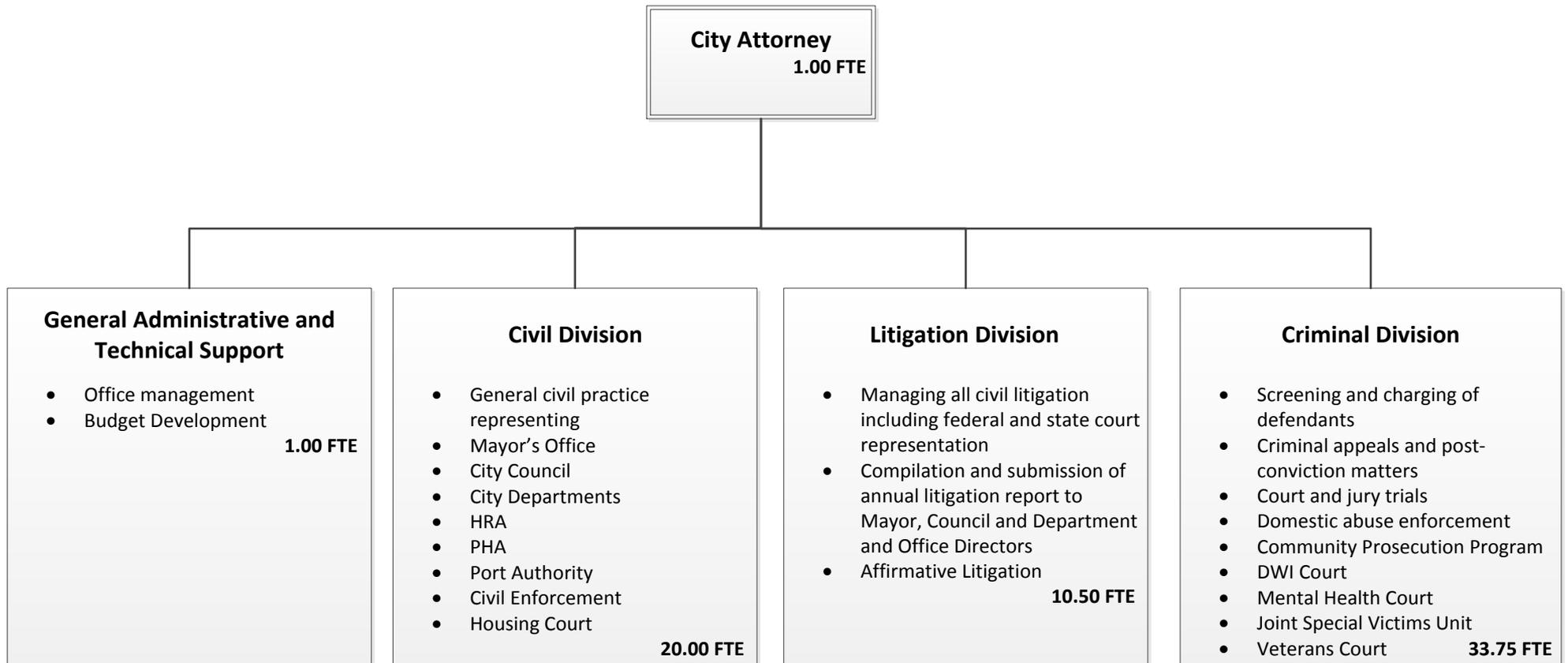
City Attorney's Office

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 to the city, to continuously seek improvements to the quality of legal services and the efficiency with which they are provided.



Total (66.25 FTE)

7/31/2015

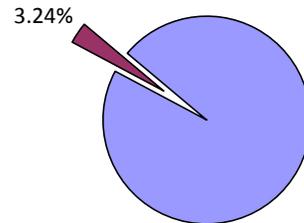
2016 Adopted Budget City Attorney's Office

Department Description:

The Office of the City Attorney 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: 8,045,134
- Total Special Fund Budget: 1,303,803
- Total FTEs: 66.25
- The CAO handles over 10,000 misdemeanor and gross misdemeanor cases per year.
- Legal settlements and judgments paid in 2014 total \$1,947,411.
- The CAO's Civil Litigation Division defends approximately 85 cases each year.
- In 2014, 54% of the civil lawsuits concluded during the year were 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

- Served vulnerable victims in designated high lethality domestic cases via the Joint Special Victims Unit (JSVU).
- Provided leadership on issues involving race disparity and enforcement of Domestic Assault No Contact Orders (DANCO).
- Provided mandatory training to all SPPD officers on detecting the abuse and neglect of elders and vulnerable adults.
- In collaboration with Ramsey County, designed and implemented the first Warrant Resolution Day.
- Started the St. Paul Diversion Calendar, a monthly specialty court calendar that hears neighborhood livability cases and offers diversion to qualifying low-risk offenders.
- Partnered with the Minneapolis City Attorney's Office and Metro Transit to provide an innovative restorative justice alternative to fare evasion offenders.
- Prosecuted multiple defendants involved in a large illegal gambling operation.
- Ramsey County Veteran's Court conducted its first graduation.
- Ramsey County DWI Court celebrated its 10 year anniversary in January 2015.
- In May 2015, Ramsey County Mental Health Court was selected to be a National Learning Site (more commonly known as a "mentor court").

2016 Adopted Budget

City Attorney's Office

Fiscal Summary

	<u>2014 Actuals</u>	<u>2015 Adopted</u>	<u>2016 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2015 Adopted FTE</u>	<u>2016 Adopted FTE</u>
Spending							
100: General Fund	7,395,755	7,668,399	8,045,134	376,735	4.9%	57.25	58.25
710: Central Service Fund	1,084,605	1,169,418	1,303,803	134,385	11.5%	7.00	8.00
Total	8,480,360	8,837,817	9,348,937	511,120	5.8%	64.25	66.25
Financing							
100: General Fund	1,125,661	1,530,658	1,552,244	21,586	1.4%		
710: Central Service Fund	883,917	1,169,418	1,303,803	134,385	11.5%		
Total	2,009,578	2,700,076	2,856,047	155,971	5.8%		

Budget Changes Summary

Spending changes in the City Attorney's Office's (CAO) 2016 adopted budget are largely due to current service level updates and staffing changes, including the addition of a Victim Witness Advocate in CAO's Criminal Division. Victim Witness Advocates are specially trained professionals who can offer victims information on the criminal justice process, assist with safety planning, provide information on resources in the community, and generally provide emotional support throughout the criminal justice process. Having a dedicated Victim Witness Advocate will allow the CAO to better serve an estimated 3,000 victims annually. The 2016 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.

100: General Fund**City Attorney's Office**

		Change from 2015 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		301,161	21,586	-
	Subtotal:	301,161	21,586	-
<u>Mayor's Proposed Changes</u>				
Victim Witness Advocate				
<p>The 2016 budget includes resources for the CAO to hire a Victim Witness Advocate. This specially trained professional will be dedicated to providing coordinated victim-witness services and ensuring that victims' rights are fulfilled throughout the criminal justice process. Having a dedicated Victim Witness Advocate helps the CAO to honor its commitment to extensive victim engagement under the terms of the St. Paul Blueprint for Safety.</p>				
	Legal Assistant II	75,574	-	1.00
	Subtotal:	75,574	-	1.00
Fund 100 Budget Changes Total		376,735	21,586	1.00

710: Central Service Fund

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 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>				
Current service level adjustments include an Associate Attorney that was hired in 2015 to work with the Public Housing Authority (PHA) and other inflationary costs.				
Current service level adjustments		134,385	134,385	1.00
	Subtotal:	<u>134,385</u>	<u>134,385</u>	<u>1.00</u>
Fund 710 Budget Changes Total		<u><u>134,385</u></u>	<u><u>134,385</u></u>	<u><u>1.00</u></u>

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

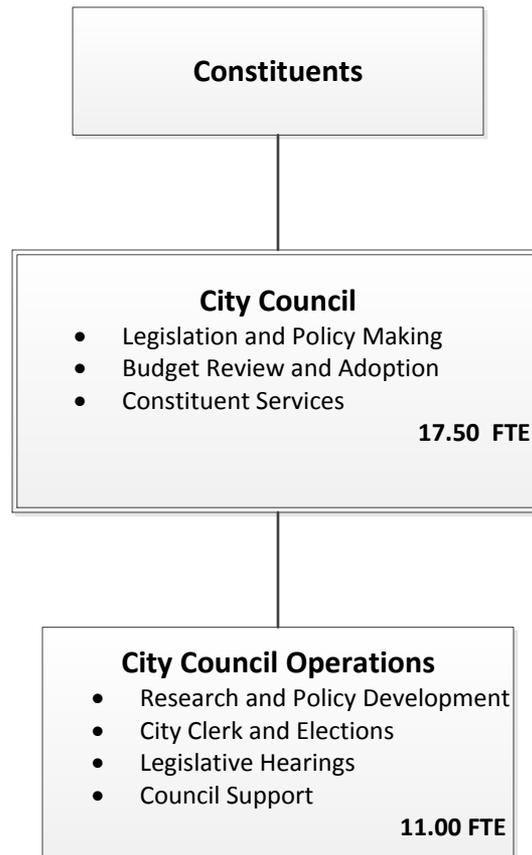
Department: CITY ATTORNEY

Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
Spending by Fund					
CITY GENERAL FUND	6,815,848	7,395,755	7,668,399	8,045,134	376,735
CENTRAL SERVICE FUND	1,013,021	1,084,605	1,169,418	1,303,803	134,385
TOTAL SPENDING BY FUND	7,828,869	8,480,359	8,837,817	9,348,937	511,119
Spending by Major Account					
EMPLOYEE EXPENSE	7,274,509	7,909,649	8,204,491	8,716,799	512,308
SERVICES	424,437	491,358	518,295	504,920	(13,375)
MATERIALS AND SUPPLIES	104,191	63,301	87,673	78,274	(9,399)
OTHER FINANCING USES	25,733	16,051	27,358	48,944	21,586
TOTAL SPENDING BY MAJOR ACCOUNT	7,828,869	8,480,359	8,837,817	9,348,937	511,119
Financing by Major Account					
INTERGOVERNMENTAL REVENUE	183,941	37,737	47,000	47,000	
CHARGES FOR SERVICES	2,499,144	1,945,540	2,615,718	2,725,103	109,385
MISCELLANEOUS REVENUE		10,250	10,000	10,000	
OTHER FINANCING SOURCES	42,943	16,051	27,358	73,944	46,586
TOTAL FINANCING BY MAJOR ACCOUNT	2,726,028	2,009,578	2,700,076	2,856,047	155,971

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 28.50 FTE)

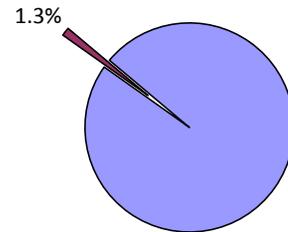
2016 Adopted Budget City Council

Department Description:

The 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 Library Board, and the Board of Health.

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: \$3,152,885
- 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 over 2,100 legislative items annually as part of the weekly City Council meetings.
- Contracted with over 50 local non-profits to provide services to residents.
- Legislative hearing officers conducted hearings on more than 1,000 matters, including assessments, license applications, and nuisance issues.
- The District Council Coordinator provided support services to Saint Paul's 17 recognized neighborhood groups or district councils. Services included information and referral, training and support for district council staff and board members and coordinating joint neighborhood projects.

2016 Adopted Budget

City Council

Fiscal Summary

	<u>2014 Actuals</u>	<u>2015 Adopted</u>	<u>2016 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2015 Adopted FTE</u>	<u>2016 Adopted FTE</u>
Spending							
100: General Fund	2,941,529	3,076,661	3,152,885	76,224	2.5%	28.50	28.50
Financing							
100: General Fund	370,336	368,095	368,095	-	0.0%		

Budget Changes Summary

The Saint Paul City Council operations budget will continue to support the work of the City's legislative body in 2016. The increase in the 2016 adopted budget is due to the inflationary pressures on current services provided.

100: General Fund

City Council

		Change from 2015 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		76,224	-	-
Subtotal:		<u>76,224</u>	<u>-</u>	<u>-</u>
Fund 100 Budget Changes Total		<u>76,224</u>	<u>-</u>	<u>-</u>

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

Department: CITY COUNCIL

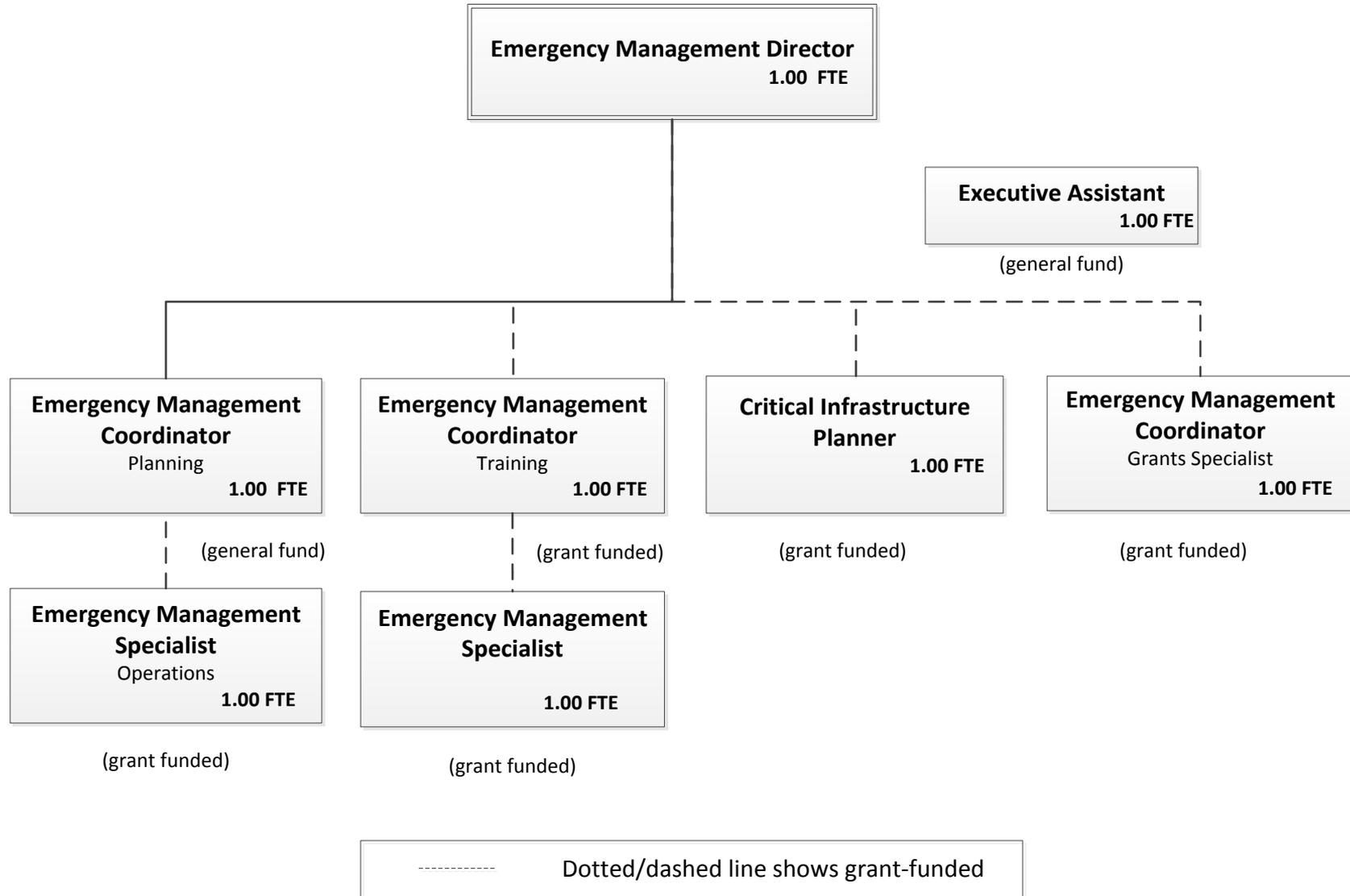
Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
Spending by Fund					
CITY GENERAL FUND	2,836,710	2,941,529	3,076,661	3,152,886	76,225
TOTAL SPENDING BY FUND	2,836,710	2,941,529	3,076,661	3,152,886	76,225
Spending by Major Account					
EMPLOYEE EXPENSE	2,630,044	2,731,325	2,813,002	2,892,215	79,213
SERVICES	181,571	164,689	176,146	173,158	(2,988)
MATERIALS AND SUPPLIES	25,095	45,516	86,813	86,813	
ADDITIONAL EXPENSES			700	700	
TOTAL SPENDING BY MAJOR ACCOUNT	2,836,710	2,941,529	3,076,661	3,152,886	76,225
Financing by Major Account					
CHARGES FOR SERVICES	71,042	102,711	100,540	100,540	
MISCELLANEOUS REVENUE		70			
OTHER FINANCING SOURCES	267,555	267,555	267,555	267,555	
TOTAL FINANCING BY MAJOR ACCOUNT	338,597	370,336	368,095	368,095	



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 8.00 FTE)

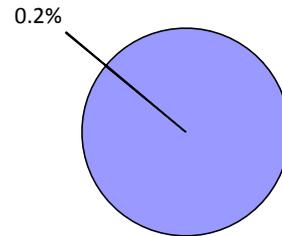
7/31/2015

2016 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: \$392,983
- Total Special Fund Budget: \$999,061
- Total FTEs: 8.00
- The department continues to manage the planning, training, and exercise requirements for Federal and State regulations. The federally-driven Threat Hazard Identification and Risk Analysis (THIRA) is a major assessment of the risks and capabilities of the city.
- 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

- Coordinated a FEMA-sponsored Integrated Emergency Management Course for 80 city staff and partner agency personnel, enabling an unprecedented opportunity to train and exercise emergency plans in a multi-day environment.
- Led recovery efforts for the June 2014 Severe Storms and Flooding disaster. The city was able to recover an estimated \$1.7 M in disaster assistance from state and federal sources.
- Held 3 multi-agency tabletop exercises with 91 city staff and 13 external partners
- Provided Integrated Emergency Management Course through FEMA for 74 attendees, representing nearly all city departments and key partner agencies for minimal personnel costs only to the City of Saint Paul
- Provided multiple training opportunities in required subjects – 6 offerings, serving 182 city staff and 57 partner agency staff.
- Staff are involved in the Beyond Diversity Racial Equity program and Emerging Leaders development academy.
- Worked with the Minnesota Legislature to ensure passage of a state Disaster Assistance Program and Railroad Safety legislation.
- Assisted with development of the Lowertown Ballpark Emergency Plan.

2016 Adopted Budget
Office of Emergency Management

Fiscal Summary

	<u>2014 Actuals</u>	<u>2015 Adopted</u>	<u>2016 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2015 Adopted FTE</u>	<u>2016 Adopted FTE</u>
Spending							
100: General Fund	399,614	382,551	392,983	10,432	2.7%	3.00	3.00
200: City Grants	857,887	990,000	999,061	9,061	0.9%	5.00	5.00
Total	1,257,501	1,372,551	1,392,044	19,493	1.4%	8.00	8.00
Financing							
100: General Fund	-	-	-	-	0.0%		
200: City Grants	1,089,017	990,000	999,061	9,061	0.9%		
Total	1,089,017	990,000	999,061	9,061	0.9%		

Budget Changes Summary

The 2016 Emergency Management budget maintains critical staffing levels, and operating and maintenance costs for both the emergency siren system and the emergency operations center (EOC).

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

		Change from 2015 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		10,432	-	-
Subtotal:		10,432	-	-
Fund 100 Budget Changes Total		10,432	-	-

200: City Grants**Office of Emergency Management**

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

		Change from 2015 Adopted		
		Spending	Financing	FTE
<u>Mayor's Proposed Changes</u>				
Grant Changes				
This department receives several grants. Homeland Security, Urban Area 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 in grant spending and revenue.				
Net grant adjustments		9,061	9,061	-
Subtotal:		9,061	9,061	-
Fund 200 Budget Changes Total		9,061	9,061	-

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

Department: **EMERGENCY MANAGEMENT**

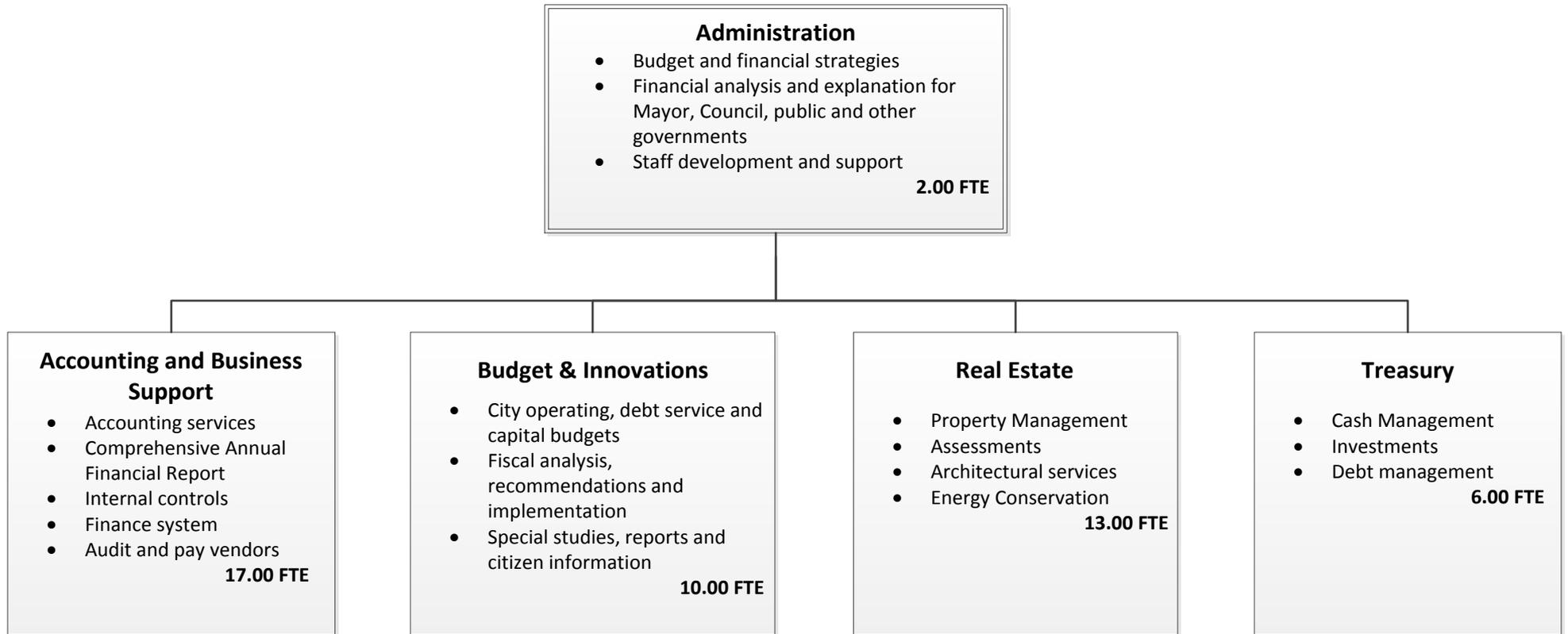
Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
Spending by Fund					
CITY GENERAL FUND	270,226	399,614	382,551	392,983	10,432
CITY GRANTS	3,114,433	857,887	990,000	999,061	9,061
TOTAL SPENDING BY FUND	3,384,659	1,257,501	1,372,550	1,392,044	19,494
Spending by Major Account					
EMPLOYEE EXPENSE	1,139,078	756,053	862,929	883,406	20,477
SERVICES	912,176	196,424	234,134	234,134	
MATERIALS AND SUPPLIES	659,829	223,277	115,487	114,504	(983)
CAPITAL OUTLAY	673,576	81,747	160,000	160,000	
TOTAL SPENDING BY MAJOR ACCOUNT	3,384,659	1,257,501	1,372,550	1,392,044	19,494
Financing by Major Account					
INTERGOVERNMENTAL REVENUE	3,114,433	1,089,017	990,000	999,061	9,061
TOTAL FINANCING BY MAJOR ACCOUNT	3,114,433	1,089,017	990,000	999,061	9,061



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 48.00 FTE)

1.95 FTE included in this total are budgeted in Debt Service

7/31/2015

2016 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:

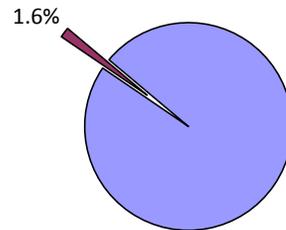
Budget and Innovation prepares, implements and monitors annual operating, debt service and capital budgets; provides fiscal analysis and projections for the Mayor and City Council; provides portfolio management, guidance, and facilitation support to city-wide innovation projects.

Accounting and 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 acquisition and disposal services, property management, facility design, space planning, and construction management; facilitates energy conservation efforts; and processes assessment approvals, billings, and collections.

OFS's Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$3,867,555
- Total Special Fund Budget: \$24,228,318
- Total FTEs: 46.05
- Saint Paul's operating, capital and debt service budgets total over \$579 million.
- Saint Paul is one of only 215 municipalities nationally with a AAA bond rating.
- OFS manages over \$250 million of cash balances and \$500 million debt portfolio.
- OFS processes over \$250 million of annual payments to vendors.
- OFS annually processes \$50m+ in assessment and service charges against 83,000 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
- Proper Management of the City's debt burden and policy driven fund balances
- Use of special assessments to finance capital construction and maintenance
- Responsible management of city facilities planning and management

Recent Accomplishments

- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for excellence in reporting for the 38th consecutive year.
- The City maintained its AAA bond rating from Standard and Poor's and Fitch Ratings due to a diverse economy, strong financial management and improving debt burden.
- Developed and implemented the Saint Paul Innovation Team, which is responsible for facilitation of citywide innovation and process improvement projects.
- Successfully sold General Obligation, "Green" Sewer Revenue and lease revenue bonds (\$46 million YTD in FY15), with historically low interest rates, utilizing various financing tools.
- Accurately paid existing debt on time and in full; complied with ongoing disclosure and arbitrage requirements in a newly regulated market.

2016 Adopted Budget
Office of Financial Services

Fiscal Summary

	<u>2014 Actual</u>	<u>2015 Adopted</u>	<u>2016 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2015 Adopted FTE</u>	<u>2016 Adopted FTE</u>
Spending							
100: General Fund	3,542,936	3,711,083	3,867,555	156,472	4.2%	28.21	28.00
211: General Govt Special Projects	1,888,160	1,704,450	1,770,380	65,930	3.9%	-	-
215: Assessments	350,972	5,193,455	11,992,945	6,799,490	130.9%	0.79	1.00
700: Internal Borrowing	570,747	250,000	2,916,901	2,666,901	1066.8%	-	-
710: Central Service Internal	7,362,715	7,533,278	7,548,092	14,814	0.2%	16.05	17.05
Total	13,715,530	18,392,266	28,095,873	9,703,607	52.8%	45.05	46.05
Financing							
100: General Fund	475,829	448,133	448,133	-	0.0%		
211: General Govt Special Projects	1,982,483	1,704,450	1,770,380	65,930	3.9%		
215: Assessments	5,667,016	5,193,455	11,992,945	6,799,490	130.9%		
700: Internal Borrowing	304,199	250,000	2,916,901	2,666,901	1066.8%		
710: Central Service Internal	7,103,853	7,533,278	7,548,092	14,814	0.2%		
Total	15,533,380	15,129,316	24,676,451	9,547,135	63.1%		

Budget Changes Summary

The adopted budget continues to reflect OFS's key priorities, including aligning staff to manage central accounting functions in the most effective and efficient manner possible, to solidify the Innovation Team as the primary resource for city-wide innovation and process improvement projects, and to ensure continued strong financial management of city resources.

100: General Fund**Office of Financial Services**

		Change from 2015 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		184,700	-	-
	Subtotal:	<u>184,700</u>	<u>-</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>				
Staffing Realignment				
A small portion of an FTE has been reallocated to other funds to better align resources with work assignments.				
	Staffing adjustment	(28,228)	-	(0.21)
	Subtotal:	<u>(28,228)</u>	<u>-</u>	<u>(0.21)</u>
Fund 100 Budget Changes Total		<u><u>156,472</u></u>	<u><u>-</u></u>	<u><u>(0.21)</u></u>

211: General Govt Special Projects

Office of Financial Services

OFS budgets the portion of revenues from the tax on hotel and motel rooms that is transferred to Visit Saint Paul.

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		65,930	65,930	-
	Subtotal:	<u>65,930</u>	<u>65,930</u>	<u>-</u>
Fund 211 Budget Changes Total		<u>65,930</u>	<u>65,930</u>	<u>-</u>

215: Assessments**Office of Financial Services**

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

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		178,213	50,000	-
	Subtotal:	<u>178,213</u>	<u>50,000</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>				
Staffing Realignment				
A small portion of an FTE has been reallocated from other funds to better align resources with work assignments.				
	Staffing adjustment	28,228	-	0.21
	Subtotal:	<u>28,228</u>	<u>-</u>	<u>0.21</u>
Lighting Projects				
The State of Minnesota is in the process of reconstructing parts of Snelling Avenue. A portion of the construction's lighting enhancements will be financed with property assessment resources.				
	Lighting project financing	1,248,379	-	-
	Subtotal:	<u>1,248,379</u>	<u>-</u>	<u>-</u>
Street Construction Projects				
Property assessment resources will be used to help fund the City's portion of several Ramsey County projects such as Ford Parkway and sections of Randolph Avenue.				
	Street construction financing	848,420	-	-
	Subtotal:	<u>848,420</u>	<u>-</u>	<u>-</u>

215: Assessments

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

	<u>Change from 2015 Adopted</u>		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
Mayor's Proposed Changes			
8-80 Street Projects			
The City is undertaking a citywide initiative to make all streets accessible to all citizens between the ages of 8 to 80 years old. Some street improvement portions of this project will be funded with property assessment resources.			
8-80 Street project financing	4,496,250	-	-
Subtotal:	<u>4,496,250</u>	<u>-</u>	<u>-</u>
Assessment Financing			
Property assessments may be paid by adjacent property owners over a period of years, depending on the type of assessment. Some assessments are "pre-paid", meaning they are paid in the year of the assessment without interest. Other assessments are temporarily financed with fund equity reserves. Both types of assessment financing are increasing in 2016 due to a higher number of assessable projects taking place in 2015 and 2016.			
Pre-paid assessments	-	2,311,545	-
Use of fund equity	-	4,437,945	-
Subtotal:	<u>-</u>	<u>6,749,490</u>	<u>-</u>
Fund 215 Budget Changes Total	<u><u>6,799,490</u></u>	<u><u>6,799,490</u></u>	<u><u>0.21</u></u>

700: Internal Borrowing

Office of Financial Services

Budget for the internal borrowing projects.

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	-	-	-
Subtotal:	-	-	-
<u>Mayor's Proposed Changes</u>			
Energy Conservation Loan Program			
To be consistent with how the city tracks internal loans, the Energy Conservation Loan Program's finances will be moved to the Internal Borrowing Fund. Fund 710 will now be used as a project fund for new energy projects.			
Energy conservation program	166,901	166,901	-
Subtotal:	166,901	166,901	-
Police RMS Internal Loan			
A new internal loan has been established to fund the new Police Records Management System. The total budgeted cost of the project is \$3.0 million, of which \$2.5 million will be financed by an internal loan.			
Police RMS	2,500,000	2,500,000	-
Subtotal:	2,500,000	2,500,000	-
Fund 700 Budget Changes Total	2,666,901	2,666,901	-

710: Central Service Internal

Office of Financial Services

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

		Change from 2015 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		125,831	213,846	-
Subtotal:		125,831	213,846	-
 <u>Mayor's Proposed Changes</u>				
Energy Conservation Loan Program				
To be consistent with how the city tracks internal loans, the Internal Borrowing Fund will be used to budget Energy Conservation Loans. As a result, the old Energy Conservation Loan Program will be closed out. However, this fund will continue to host the loan program budget.				
Old energy conservation loan program		(199,032)	(199,032)	-
New energy conservation program budget		166,901	166,901	-
Subtotal:		(32,131)	(32,131)	-
 Staffing Adjustment				
An FTE that was temporarily reduced in 2014 has been restored to help provide support in the property assessment area.				
Office Assistant		88,015	-	1.00
Subtotal:		88,015	-	1.00
 <u>Adopted Changes</u>				
Energy Conservation Loan Program				
Shift Energy Conservation Loan Program projects from Real Estate to department operating budgets.				
Energy conservation program budget		(166,901)	(166,901)	-
Subtotal:		(166,901)	(166,901)	-
Fund 710 Budget Changes Total		14,814	14,814	1.00

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

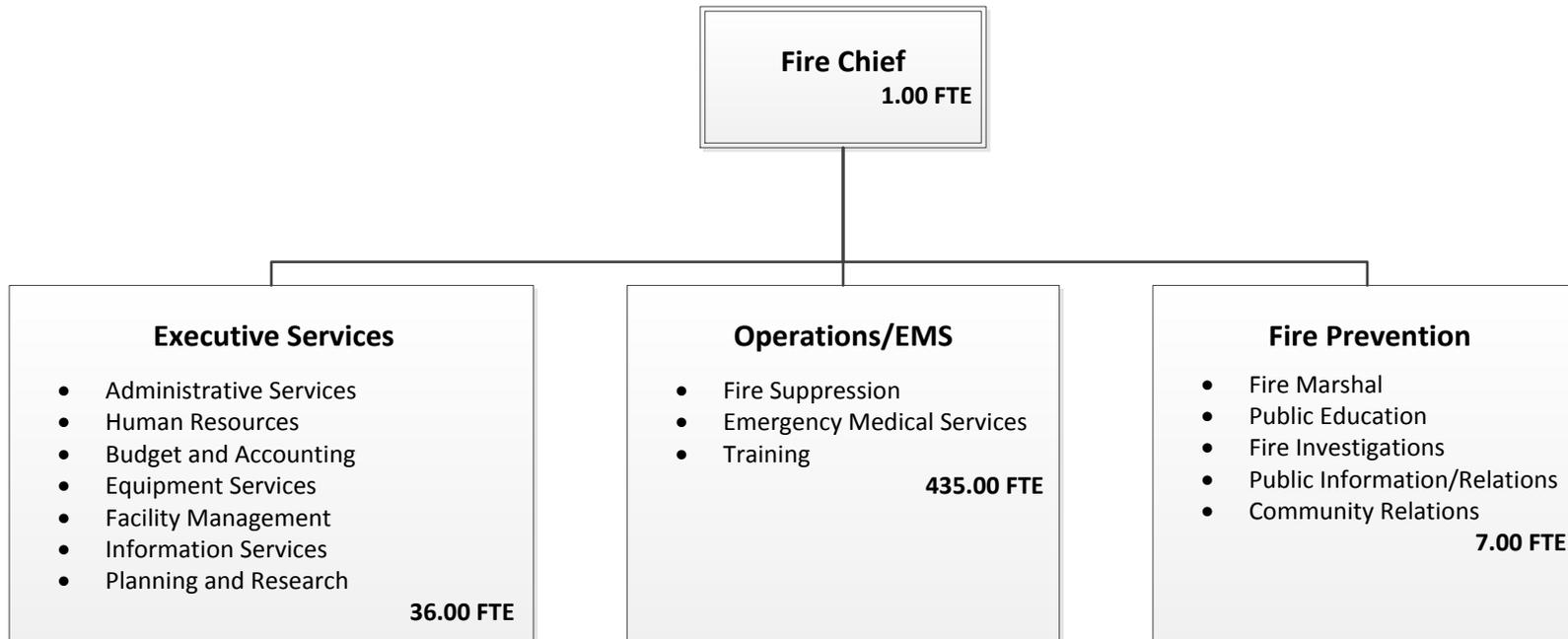
Department: **FINANCIAL SERVICES**

Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
Spending by Fund					
CITY GENERAL FUND	3,258,294	3,542,936	3,711,083	3,867,555	156,472
GENERAL GOVT SPECIAL PROJECTS	1,999,186	1,888,160	1,704,450	1,770,380	65,930
ASSESSMENT FINANCING	4,430,964	6,899,019	5,193,455	11,992,945	6,799,490
INTERNAL BORROWING	3,615,226	350,972	250,000	2,916,901	2,666,901
CENTRAL SERVICE FUND	4,303,929	7,362,715	7,533,278	7,548,092	14,814
TOTAL SPENDING BY FUND	17,607,599	20,043,804	18,392,266	28,095,873	9,703,607
Spending by Major Account					
EMPLOYEE EXPENSE	5,013,518	4,714,772	4,957,891	5,273,069	315,178
SERVICES	2,983,184	3,627,190	3,595,134	3,485,625	(109,510)
MATERIALS AND SUPPLIES	435,262	404,482	492,982	494,905	1,923
PROGRAM EXPENSE	146,098	141,555	205,000	165,000	(40,000)
ADDITIONAL EXPENSES	1,944,042	1,927,141	1,791,925	1,857,855	65,930
CAPITAL OUTLAY	639,649	603,209	247,783	213,036	(34,747)
DEBT SERVICE	138,527	120,414	650,000	3,326,901	2,676,901
OTHER FINANCING USES	6,307,318	8,505,041	6,451,551	13,279,483	6,827,932
TOTAL SPENDING BY MAJOR ACCOUNT	17,607,599	20,043,804	18,392,266	28,095,873	9,703,607
Financing by Major Account					
TAXES	1,735,601	2,137,482	1,859,450	1,925,380	65,930
LICENSE AND PERMIT	21,239	19,157	15,000	15,000	
INTERGOVERNMENTAL REVENUE	79,820		15,000	15,000	
CHARGES FOR SERVICES	2,570,724	7,420,387	6,541,447	7,168,318	626,871
ASSESSMENTS	5,490,316	6,492,198	5,208,455	7,570,000	2,361,545
INVESTMENT EARNINGS	726,384	304,201	383,446	434,173	50,727
MISCELLANEOUS REVENUE	628,703	110,801	5,000	5,000	
OTHER FINANCING SOURCES	877,660	34,337	1,101,518	7,543,580	6,442,062
TOTAL FINANCING BY MAJOR ACCOUNT	12,130,446	16,518,563	15,129,316	24,676,451	9,547,135

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 479.00 FTE)

7/31/2015

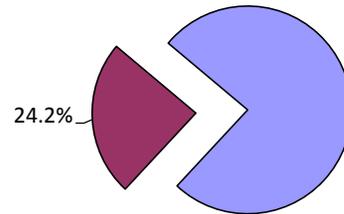
2016 Adopted Budget Saint Paul Fire Department

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/EMS**--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: \$58,533,130
- Total Special Fund Budget: \$7,145,666
- Total FTEs: 479.00
- 2014 total emergency responses: 40,378 (Fire 9,647 and EMS 30,731)
- 2014 department average response time: 5 minutes 22 seconds
- 2014 total dollar loss (due to fire) \$10,620,223
- 2014 total dollar loss (due to arson) \$3,757,484
- 2014 total property amount saved in excess of \$174,037,637
- 12 arson arrests in 2014
- Of the 819 structure fires, 80% 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 and full staffing on all rigs.
- Despite a 5% call volume increase, met National Fire Protection Association (NFPA) 1,710 response time standards on 90% of fire responses.
- Maintained super medic in-service rate of 104%
- Provided Incident Command leadership and EMS services at a variety of large scale community events
- Hosted a variety of fire prevention initiatives, media events, and open houses.

2016 Adopted Budget

Fire Department

Fiscal Summary

	2014 Actuals	2015 Adopted	2016 Adopted	Change	% Change	2015 Adopted FTE	2016 Adopted FTE
Spending							
100: General Fund	55,593,714	56,951,351	58,533,130	1,581,779	2.8%	457.00	462.00
200: City Grants	480,034	-	-	-	0.0%	-	-
222: Fire Responsive Services	1,864,593	3,170,953	3,150,711	(20,242)	-0.6%	1.00	1.00
722: Equipment Service Fire & Police	3,849,091	4,999,679	3,994,955	(1,004,724)	-20.1%	16.00	16.00
Total	61,787,432	65,121,983	65,678,796	556,813	0.9%	474.00	479.00
Financing							
100: General Fund	12,863,620	13,717,435	13,809,681	92,246	0.7%		
200: City Grants	480,034	-	-	-	0.0%		
222: Fire Responsive Services	1,903,181	3,170,953	3,150,711	(20,242)	-0.6%		
722: Equipment Service Fire & Police	3,505,290	4,999,679	3,994,955	(1,004,724)	-20.1%		
Total	18,752,125	21,888,067	20,955,347	(932,720)	-4.3%		

Budget Changes Summary

The Fire Department's 2016 budget allows the department to continue building out a three-year apprenticeship program for Fire Medic Cadets. By adding this training program Fire is able to complete the EMS Academy-BLS Unit-Fire Medic Cadet-Fire Medic career pathway.

Special fund adjustments for 2016 include the removal of one-time capital expenses from the 2015 budget.

100: General Fund**Fire Department****Change from 2015 Adopted**

	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
--	-----------------	------------------	------------

Current Service Level Adjustments

Current service level adjustments include the addition of clerical staff hired in 2015 to support Fire's time keeping functions, and other inflationary costs.

Staffing	64,817		1.00
Other current service level adjustments	1,244,418		
Subtotal:	1,309,235	-	1.00

Mayor's Proposed Changes**Planned Reductions**

The 2015 adopted budget included grant-funded training from the Minnesota Board of Firefighter Training and Education (MBFTE). These grant dollars have been removed for 2016.

MBFTE training	(113,595)	(113,595)	-
Subtotal:	(113,595)	(113,595)	-

Fire Medic Cadets

In 2015, the Fire Department began a three-year apprenticeship program to train Fire Medic Cadets for careers as St. Paul fire medics. 2016 funding will allow the department to bring on four cadets for half the year. The program is expected to grow by 4 cadets per year until there are 12 total cadets enrolled in the three year apprenticeship.

Fire Medic Cadets	180,298	-	4.00
Subtotal:	180,298	-	4.00

100: General Fund

Fire Department

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Adopted Changes</u>				
Grant Adjustments				
Funding from the Minnesota Board of Firefighter Training and Education (MBFTE) will carry forward into the 2016 budget.				
MBFTE funding		205,841	205,841	-
	Subtotal:	<u>205,841</u>	<u>205,841</u>	<u>-</u>
Fund 100 Budget Changes Total		<u><u>1,581,779</u></u>	<u><u>92,246</u></u>	<u><u>5.00</u></u>

200: City 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 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
No Changes from 2015 Adopted Budget				
	Subtotal:	<u>-</u>	<u>-</u>	<u>-</u>
Fund 200 Budget Changes Total		<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

222: Fire Responsive Services**Fire Department**

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

		Change from 2015 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		(20,242)	(20,242)	-
Subtotal:		(20,242)	(20,242)	-
Fund 222 Budget Changes Total		(20,242)	(20,242)	-

722: Equipment Service Fire & Police**Fire Department**

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

		Change from 2015 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		95,276	95,276	-
Subtotal:		95,276	95,276	-
<u>Mayor's Proposed Changes</u>				
Planned Reductions				
The 2015 budget included a one-time increase to Fire's equipment replacement program for the purchase of a ladder truck. This spending authority has been removed for the 2016 budget.				
Ladder truck		(1,100,000)	(1,100,000)	-
Subtotal:		(1,100,000)	(1,100,000)	-
Fund 722 Budget Changes Total		(1,004,724)	(1,004,724)	-

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

Department: **FIRE AND SAFETY SERVICES**

Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
Spending by Fund					
CITY GENERAL FUND	53,476,702	55,593,714	56,951,351	58,533,130	1,581,779
CITY GRANTS	1,167,602	480,034			
FIRE RESPONSIVE SERVICES	1,485,165	1,864,593	3,170,953	3,150,711	(20,242)
EQUIPMENT SERVICE FIRE POLICE	4,096,826	3,849,091	4,999,679	3,994,955	(1,004,724)
TOTAL SPENDING BY FUND	60,226,296	61,787,431	65,121,983	65,678,796	556,813
Spending by Major Account					
EMPLOYEE EXPENSE SERVICES	49,827,428	51,361,520	53,634,879	55,259,289	1,624,410
MATERIALS AND SUPPLIES	3,499,164	3,393,955	3,138,721	3,205,135	66,414
PROGRAM EXPENSE	5,289,659	5,761,846	4,748,091	4,751,091	3,000
ADDITIONAL EXPENSES	218,465				
CAPITAL OUTLAY	47,756	442,391	1,008,000	1,008,000	
OTHER FINANCING USES	1,318,543	666,693	2,564,856	1,426,053	(1,138,803)
	25,280	161,026	27,436	29,228	1,792
TOTAL SPENDING BY MAJOR ACCOUNT	60,226,296	61,787,431	65,121,983	65,678,796	556,813
Financing by Major Account					
LICENSE AND PERMIT		151,560	180,000	180,000	
INTERGOVERNMENTAL REVENUE	1,167,602	1,186,179	1,966,000	1,966,000	
CHARGES FOR SERVICES	16,557,430	16,198,919	16,900,998	16,951,641	50,643
INVESTMENT EARNINGS	657				
MISCELLANEOUS REVENUE	412,745	165,331	208,083	300,329	92,246
OTHER FINANCING SOURCES	14,079	1,050,136	2,632,986	1,557,377	(1,075,609)
TOTAL FINANCING BY MAJOR ACCOUNT	18,152,512	18,752,125	21,888,067	20,955,347	(932,720)



General Government Accounts

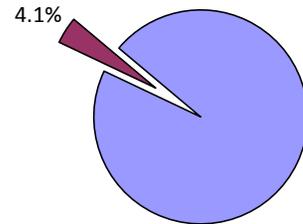
To budget for services provided on a city-wide basis and not directly associated with an opening department or office.

**2016 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's 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; 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 Accounts
Portion of General Fund
Spending**



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.

Department Facts

- Total General Fund Budget: \$9,854,589
- Total Special Fund Budget: \$4,033,160
- Total FTEs: -
- 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.

Recent Accomplishments

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

2016 Adopted Budget
General Government Accounts

Fiscal Summary

	2014 Actuals	2015 Adopted	2016 Adopted	Change	% Change	2015 Adopted FTE	2016 Adopted FTE
Spending							
100: General Fund	10,978,421	9,524,841	9,854,589	329,748	3.5%	-	-
710: Central Service Fund	1,239,580	2,465,658	4,033,160	1,567,502	63.6%	-	-
Total	12,218,001	11,990,499	13,887,749	1,897,250	15.8%	-	-
Financing							
Citywide General Revenues*	185,696,993	188,480,127	192,583,268	4,103,141	2.2%		
100: General Fund	1,041,619	967,384	1,088,539	121,155	12.5%		
710: Central Service Fund	1,938,136	2,465,658	4,033,160	1,567,502	63.6%		
Total	2,979,755	3,433,042	5,121,699	1,688,657	49.2%		

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

Budget Changes Summary

The General Government Accounts budget includes Saint Paul's share of annual elections. In 2016, Ramsey County will begin replacing voting machines, and the budget includes the City's contribution to that program. The General Government budget also includes the General Fund share of citywide technology investments, including continued investments in the new wide area network (WAN) and enhancements to the City's existing local area network (LAN).

The 2016 budget includes several changes to major general revenues, which are recorded in General Government Accounts. Changes to property taxes, Local Government Aid (LGA), franchise fees, and pension aids are all included for 2016. See the "Major General Fund Revenues" section for more detail.

The special fund budget makes several investments in the City's technology infrastructure, including replacing the City's aging phone system, a new case management system for the City Attorney's Office and enhancements to the city's business intelligence capabilities.

100: General Fund**General Government Accounts**

<u>Change from 2015 Adopted</u>		
<u>Spending</u>	<u>Financing</u>	<u>FTE</u>

Current Service Level Adjustments

Current service level adjustments in the General Government Accounts include inflation on public safety fleet, and the removal of a one-time contribution to the RCVA for parking ramp repairs. The 2016 budget also reduces Police-Fire Disability Benefit revenue from the State to more accurately track with recent collections.

Current service level adjustments

	37,798	(43,845)	-
Subtotal:	<u>37,798</u>	<u>(43,845)</u>	<u>-</u>

Mayor's Proposed Changes**Voting Machines**

In 2016, Ramsey County will begin replacing voting machines across the County. The 2016 budget includes St. Paul's share for the first year of that replacement plan.

Voting machines

	141,950	-	-
Subtotal:	<u>141,950</u>	<u>-</u>	<u>-</u>

100: General Fund

General Government Accounts

Change from 2015 Adopted		
Spending	Financing	FTE

Adopted Changes

Victoria Theater

The City Council allocated a \$150,000 grant for the Victoria Theater Arts Initiative (VTAI). The grant is intended to be put towards the purchase of the now-vacant Victoria Theater. The community organization intends to renovate the theater for use as a community performance and meeting space. The City will hold the grant in contingency, until the community group meets certain funding conditions.

Contingency for theater organization	150,000	-	-
Subtotal:	<u>150,000</u>	<u>-</u>	<u>-</u>

Sales Proceeds

In late 2015, the St. Paul Housing and Redevelopment Authority (HRA) sold the Lofts at Farmers Market apartment development. A portion of the sales proceeds are included as a general fund revenue in the 2016 budget.

Sales proceeds	-	165,000	-
Subtotal:	<u>-</u>	<u>165,000</u>	<u>-</u>

Fund 100 Budget Changes Total

329,748	<u><u>121,155</u></u>	<u><u>-</u></u>
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710: Central Service Fund**General Government Accounts**

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

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	87,177	87,177	-
Subtotal:	<u>87,177</u>	<u>87,177</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
Telephone System Replacement			
In 2016, the City will replace its telephone system, which is over 20 years old. A new system will provide better user features at a lower cost, producing long-term operating savings for the City. The budget includes a one-time lease financing mechanism to replace the existing system.			
Telephone system replacement	1,480,325	1,480,325	-
Subtotal:	<u>1,480,325</u>	<u>1,480,325</u>	<u>-</u>
Fund 710 Budget Changes Total	<u><u>1,567,502</u></u>	<u><u>1,567,502</u></u>	<u><u>-</u></u>

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

Department: **GENERAL GOVERNMENT**

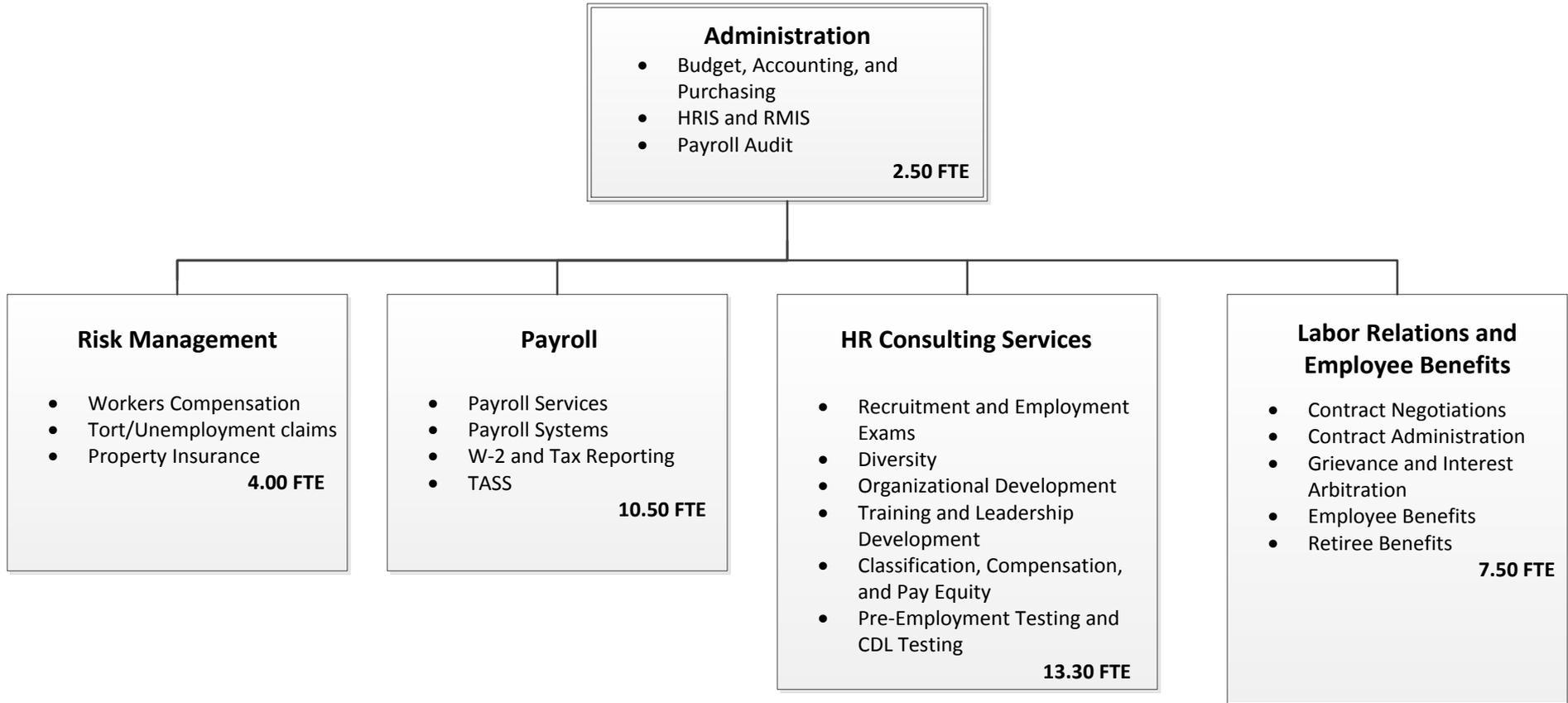
Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
Spending by Fund					
CITY GENERAL FUND	17,406,097	10,978,421	9,524,841	9,854,589	329,748
CITY GRANTS		1,239,580			
CENTRAL SERVICE FUND			2,465,658	4,033,160	1,567,502
TOTAL SPENDING BY FUND	17,406,097	12,218,000	11,990,499	13,887,748	1,897,250
Spending by Major Account					
EMPLOYEE EXPENSE	1,072,917	640,422	224,243	499,573	275,330
SERVICES	6,566,775	7,196,096	9,460,703	8,166,024	(1,294,679)
MATERIALS AND SUPPLIES	30,957	168,311	24,442	404,442	380,000
PROGRAM EXPENSE	784,681	897,315	811,267	811,267	
ADDITIONAL EXPENSES	660,942	2,255,856	909,467	1,059,467	150,000
CAPITAL OUTLAY				1,480,325	1,480,325
DEBT SERVICE				866,273	866,273
OTHER FINANCING USES	8,289,825	1,060,000	560,377	600,377	40,000
TOTAL SPENDING BY MAJOR ACCOUNT	17,406,097	12,218,000	11,990,499	13,887,748	1,897,250
Financing by Major Account					
TAXES	101,974,561	98,345,621	97,817,214	99,377,305	1,560,091
LICENSE AND PERMIT			2,951,800	3,063,844	112,044
INTERGOVERNMENTAL REVENUE	62,729,630	70,883,545	72,189,077	72,995,440	806,363
CHARGES FOR SERVICES	18,382,434	15,458,463	16,279,393	16,485,030	205,637
INVESTMENT EARNINGS	(2,213,199)	3,047,213	2,165,034	2,915,034	750,000
MISCELLANEOUS REVENUE	130,000	439,292	246,000	246,000	
OTHER FINANCING SOURCES	270,786	502,614	264,651	2,622,314	2,357,663
TOTAL FINANCING BY MAJOR ACCOUNT	181,274,211	188,676,748	191,913,169	197,704,967	5,791,798



Human Resources

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



(Total 37.80 FTE)

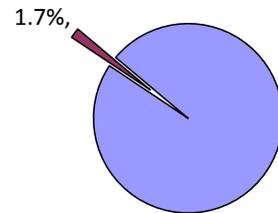
7/31/2015

**2016 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 and Saint Paul Regional Water Services. HR's major functions include: CONSULTING SERVICES - create and interpret personnel policies; recruit qualified and diverse candidates; administer and conduct the Civil Service employment testing process; administer the City's classification and compensation system including job study and analysis function; determine appropriate compensation based on comparable worth; advocacy work in Civil Service Commission hearings. LABOR RELATIONS and EMPLOYEE BENEFITS - manage employee and retiree benefit functions; ensure compliance with the Affordable Care Act and other benefit legislation; 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 assistance to all City and Saint Paul Regional Water Services risk management programs; measure, analyze and report risks; administer the workers' compensation, property insurance, unemployment insurance, safety and tort liability programs.

**Human Resource's Portion of
General Fund Spending**



Department Facts

- Total General Fund Budget: \$4,165,648
- Total Special Fund Budget: \$4,803,397
- Total FTEs: 37.80
- Number of active labor contracts: 22
- Administered 71 employment exams in 2014.
- Completed 163 Organizational design projects in 2014, including 4 organizational/multiple incumbent studies, 60 class specification updates, 4 development programs, 41 single-incumbent job studies (job profiles) and 84 special projects.
- Work comp files opened in 2014: 779
- Work comp files open at year end: 431
- Tort files opened in 2014: 504
- Tort files open at year end: 140
- Workplace conduct investigations closed in 2014: 23
- Grievances processed in 2014: 48
- Arbitrations: 2
- Complex accommodation cases in 2014: 7

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.

Recent Accomplishments

- Implemented a new time and attendance system (TASS) citywide.
- Implemented a new HR/Payroll System.
- Centralized payroll within HR.
- Provided citywide development programs (Emerging Leaders, Network Saint Paul, and New Employee Orientation).
- Implemented a successful Firefighter recruitment and examination process which resulted in 506 names on the eligible list, 25% of which were persons of color.
- Facilitated Fire and Police Diversity Committees.
- Established a Healthy Saint Paul website and expanded the program. Added onsite yoga, Pilates, Zumba classes and certified the Police Gym as a HealthPartners-recognized Frequent Fitness provider.
- Worked to ensure compliance with newly effective provisions in State and Federal law (MN Sick Leave Expansion, FMLA changes, and the Affordable Care Act.)
- Workers Comp staff recognized by the MN Department of Labor & Industry for 99% Prompt First Action Reporting.
- Renewed the City's property insurance coverage with a nominal premium increase despite a hardening property market.
- Successfully argued the City's case in interest arbitration.

2016 Adopted Budget
Office of Human Resources

Fiscal Summary

	<u>2014 Actuals</u>	<u>2015 Adopted</u>	<u>2016 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2015 Adopted FTE</u>	<u>2016 Adopted FTE</u>
Spending							
100: General Fund	4,298,258	4,039,162	4,165,648	126,486	3.1%	37.80	37.80
710: Central Service Fund	3,896,662	4,110,486	4,803,397	692,911	16.9%	-	-
Total	8,194,920	8,149,648	8,969,045	819,397	10.1%	37.80	37.80
Financing							
100: General Fund	79,053	466,100	466,100	-	0.0%		
710: Central Service Fund	4,167,984	4,110,486	4,803,397	692,911	16.9%		
Total	4,247,037	4,576,586	5,269,497	692,911	15.1%		

Budget Changes Summary

The 2016 adopted budget for Human Resources includes changes due to a staffing realignment, as well as one-time resources to replace an outdated and inefficient worker's compensation software system. Other changes are due to current service level updates.

100: General Fund

Office of Human Resources

		Change from 2015 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		153,782	-	-
	Subtotal:	<u>153,782</u>	<u>-</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>				
Staff Realignment				
<p>In 2016, Human Resources is going to implement two staff title changes that will allow the department to better align employee titles with responsibilities and repurpose a vacant position that will focus on diversity in recruitment and civil service examinations.</p>				
	Staffing adjustments	22,704	-	-
	Subtotal:	<u>22,704</u>	<u>-</u>	<u>-</u>
<u>Adopted Changes</u>				
Relocating Racial Equity Program Funds				
<p>Funds dedicated to the city's training program focused on the development of racial equity goals, and addressing disparities in policies and actions will now be located and administered by the HREEO department.</p>				
	Training costs	(50,000)	-	-
	Subtotal:	<u>(50,000)</u>	<u>-</u>	<u>-</u>
Fund 100 Budget Changes Total		<u><u>126,486</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

710: Central Service Fund**Office of Human Resources**

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

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>				
Current service level changes in the 2016 proposed budget are largely due to an increase in the estimates for worker's compensation costs in 2016.				
Current service level adjustments				
		492,911	492,911	-
	Subtotal:	<u>492,911</u>	<u>492,911</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>				
Worker's Compensation Software System				
The City's current worker's compensation software system was implemented in 2002 and has become outdated. The 2016 budget includes one-time resources to replace this software system to increase functionality and compatibility with newer operating systems and Microsoft products.				
Software expense				
		200,000	200,000	-
	Subtotal:	<u>200,000</u>	<u>200,000</u>	<u>-</u>
Fund 710 Budget Changes Total		<u><u>692,911</u></u>	<u><u>692,911</u></u>	<u><u>-</u></u>

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

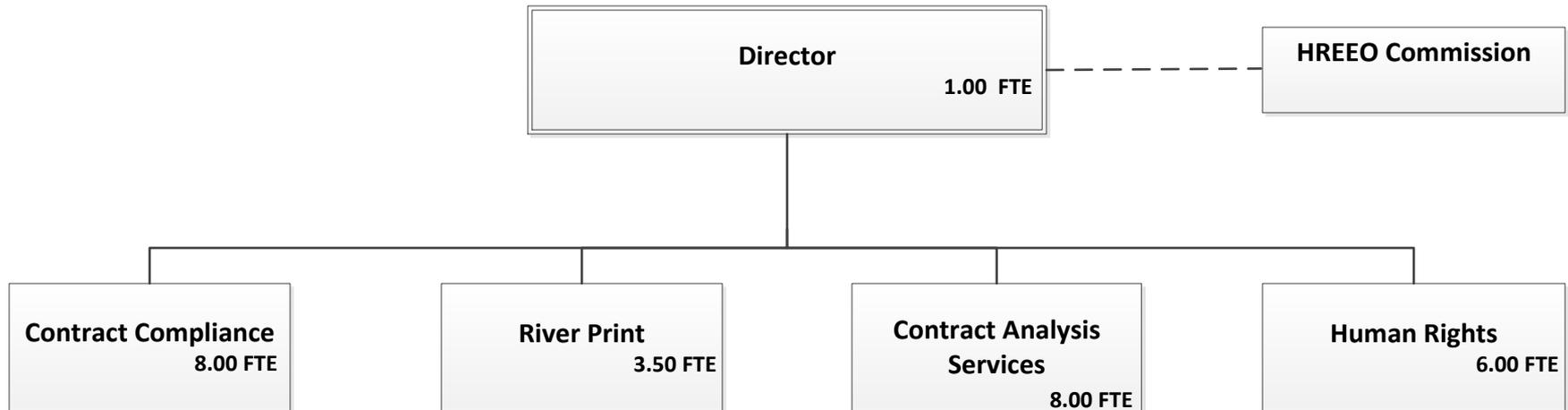
Department: HUMAN RESOURCES

Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
Spending by Fund					
CITY GENERAL FUND	3,206,994	4,296,206	4,039,162	4,165,648	126,486
CENTRAL SERVICE FUND	3,518,155	3,896,662	4,110,486	4,803,397	692,911
TOTAL SPENDING BY FUND	6,725,149	8,192,868	8,149,648	8,969,045	819,397
Spending by Major Account					
EMPLOYEE EXPENSE	5,373,509	6,408,672	6,182,708	6,844,371	661,663
SERVICES	1,261,553	1,715,080	1,604,349	1,762,083	157,734
MATERIALS AND SUPPLIES	84,543	68,269	55,091	55,091	
ADDITIONAL EXPENSES	5,544	847	307,500	307,500	
TOTAL SPENDING BY MAJOR ACCOUNT	6,725,149	8,192,868	8,149,648	8,969,045	819,397
Financing by Major Account					
CHARGES FOR SERVICES	14,684	2,851,247	4,062,986	4,455,897	392,911
MISCELLANEOUS REVENUE	4,546,804	1,395,791	503,600	603,600	100,000
OTHER FINANCING SOURCES			10,000	210,000	200,000
TOTAL FINANCING BY MAJOR ACCOUNT	4,561,487	4,247,037	4,576,586	5,269,497	692,911

Human Rights and Equal Economic Opportunity

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



(Total 26.50 FTE)

7/31/2015

2016 Adopted Budget

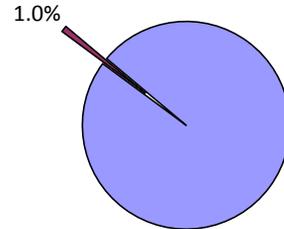
Department of Human Rights and Equal Economic Opportunity

Department Description:

The Department of Human Rights and Equal Economic Opportunity (HREEO) champions justice and equity by confronting issues of discrimination and providing innovative avenues for accessibility and economic opportunities for all residents and businesses. HREEO's major functions include:

- Procurement (Contract & Analysis Services)
- Print/Copy/Design Services
- Contract Compliance & Business Development
- Human Rights
- Racial Equity

HREEO Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$2,382,837
- Total Special Fund Budget: \$1,708,056
- Total FTEs: 26.50
- The Procurement Division built upon extensive 2013/2014 technology improvements to focus efforts on vendor and staff training, increasing community outreach, and promoting equitable purchasing practices.
- Human Rights investigators opened 61 new cases, closed 60 cases and collected \$20,599 in probable cause settlements for individuals filing complaints. The majority (66%) of cases were related to allegations of employment discrimination.
- CERT database has over 1300 certified vendors, making it the most extensive vendor database in the region for small, women and minority-owned businesses.
- \$662 million in construction projects were monitored for minority and female workforce inclusion.

Department Goals

- Champion justice and equity by confronting issues of discrimination and providing innovative avenues for accessibility and economic opportunities for all residents and businesses
- Create a framework for improving procurement related outcomes using Infor and results-driven contracting strategies
- Be a thought leader to cultivate anti-discriminatory practices through creative partnerships and effective community engagement

Recent Accomplishments

- The Procurement division processed and managed over 150 advertised bids, 450 contracts, 4,000 purchase orders and \$165 million in contract dollars.
- River Print successfully completed 3,451 orders totaling \$1,298,000 in revenue.
- The department's Vendor Outreach Program exceeded both its women and minority-owned business inclusion goals. More than \$180 million was awarded to small businesses including \$77 million to women-owned small businesses and \$23 million to minority-owned businesses.
- The department, in collaboration with other city departments and agencies, participated in more than 35 outreach events.
- The department partnered with numerous community organizations and local colleges to offer construction skills training, workforce development courses and business development initiatives.

2016 Adopted Budget

Department of Human Rights and Equal Economic Opportunity

Fiscal Summary

	<u>2014 Actual</u>	<u>2015 Adopted</u>	<u>2016 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2015 Adopted FTE</u>	<u>2016 Adopted FTE</u>
Spending							
100: General Fund	1,723,407	1,853,547	2,382,837	529,290	28.6%	19.36	18.18
211: General Govt Special Projects	1,011,609	890,777	931,622	40,845	4.6%	4.84	4.82
610: River Print	1,436,265	1,463,388	776,434	(686,954)	-46.9%	4.80	3.50
Total	4,171,281	4,207,712	4,090,893	(116,819)	-2.8%	29.00	26.50
Financing							
100: General Fund	152,777	195,000	495,000	300,000	153.8%		
211: General Govt Special Projects	895,696	890,777	931,622	40,845	4.6%		
610: River Print	1,491,618	1,463,388	776,434	(686,954)	-46.9%		
Total	2,540,091	2,549,165	2,203,056	(346,109)	-13.6%		

Budget Changes Summary

The Department of Human Rights and Equal Economic Opportunity continues to work 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 2016, Ramsey County will cease utilizing River Print for its printing needs, which will require significant changes to River Print's operations. In addition to major reductions in non-personnel spending, such as supplies, one position was eliminated and a portion of another was shifted to the General Fund. The adopted budget also includes moving the racial equity training program from Human Resources to HREEO.

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	106,112		0.02
Subtotal:	106,112	-	0.02
<u>Mayor's Proposed Changes</u>			
Disparity Study			
<p>City ordinance requires a disparity study be in place that identifies the underutilization of small, minority-owned and women-owned business enterprises for the City of Saint Paul and Saint Paul Housing and Redevelopment Authority (HRA). Courts view disparity studies that are older than 10 years as unreliable. Relying on outdated disparity studies could cause the city to be permanently enjoined from using racial, ethnic or gender criteria in consideration of bids. As such, it is planned that this be updated in 2016. HREEO will partner with the State of Minnesota, the City of Minneapolis and the Saint Paul HRA to share costs.</p>			
Disparity study	400,000	300,000	
Subtotal:	400,000	300,000	-
Staff adjustments			
<p>Based upon the decision by Ramsey County to discontinue using River Print, HREEO reviewed its entire staffing compliment to better utilize remaining resources to meet its goals. These included moving 0.30 FTE of the Deputy Director to the General Fund, promoting a current half-time employee to full-time and not filling 2.0 vacant Office Assistant positions.</p>			
Deputy Director (shift from Riverprint)	38,312		0.30
Office Assistant	(62,999)		(1.00)
Office Assistant	(56,975)		(1.00)
Part-time employee moved to full-time	54,840		0.50
Subtotal:	(26,822)	-	(1.20)
<u>Adopted Changes</u>			
Racial Equity Program			
<p>The Racial Equity training program has been previously budgeted in the Human Resources department. Starting in 2016, these resources will be transferred to HREEO. This technical change does not result in a change in overall city spending.</p>			
	50,000	-	-
Subtotal:	50,000	-	-
Fund 100 Budget Changes Total	529,290	300,000	(1.18)

211: General Govt Special Projects**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.

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		40,845	40,845	(0.02)
Subtotal:		40,845	40,845	(0.02)
Fund 211 Budget Changes Total		40,845	40,845	(0.02)

610: 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.

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	14,896	14,896	-
Subtotal:	<u>14,896</u>	<u>14,896</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
Reorganization			
In 2016, Ramsey County will cease utilizing River Print for its printing needs. As a result, River Print has been required to make significant changes to its operations in order to maintain financial and operational stability. Among staffing changes, one position has been eliminated, while 0.30 FTE of the Deputy Director that oversees River Print has been shifted to the General Fund. Non-personnel adjustments, such as reducing supplies to the lowered projected volume, accounts for the rest of this reduction.			
Personnel reduction	(159,118)	(159,118)	(1.30)
Non-personnel reduction	(542,732)	(542,732)	
Subtotal:	<u>(701,850)</u>	<u>(701,850)</u>	<u>(1.30)</u>
Fund 610 Budget Changes Total	<u><u>(686,954)</u></u>	<u><u>(686,954)</u></u>	<u><u>(1.30)</u></u>

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

Department: HUMAN RIGHTS EQUAL ECON OPP

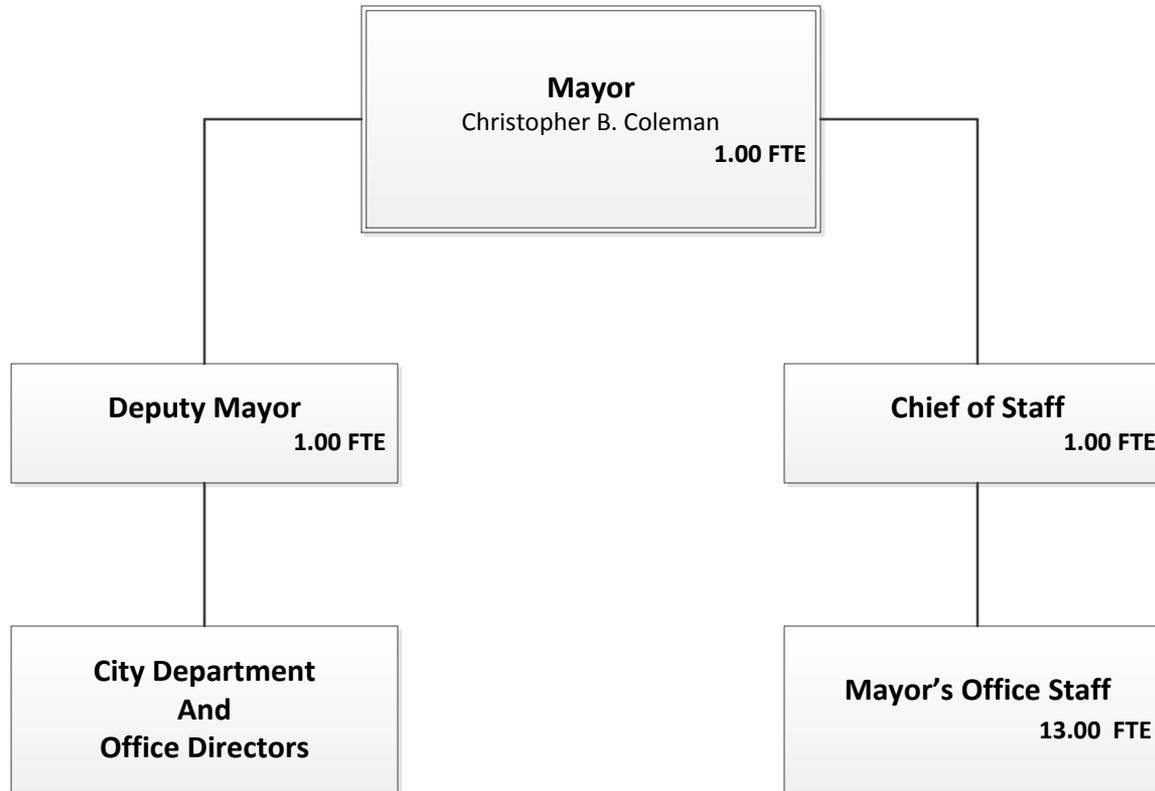
Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
Spending by Fund					
CITY GENERAL FUND	2,722,872	1,723,407	1,853,547	2,382,837	529,290
GENERAL GOVT SPECIAL PROJECTS	1,207,205	1,011,609	890,777	931,622	40,845
RIVER PRINT	1,404,766	1,436,265	1,463,388	776,434	(686,954)
TOTAL SPENDING BY FUND	5,334,843	4,171,281	4,207,712	4,090,893	(116,819)
Spending by Major Account					
EMPLOYEE EXPENSE	2,596,525	2,403,244	2,622,288	2,604,457	(17,831)
SERVICES	1,743,477	828,703	675,401	854,512	179,112
MATERIALS AND SUPPLIES	483,526	544,460	560,023	281,924	(278,099)
PROGRAM EXPENSE	493,442	409,681	350,000	350,000	
ADDITIONAL EXPENSES	160	(66,645)			
CAPITAL OUTLAY	17,713	2,952			
OTHER FINANCING USES		48,886			
TOTAL SPENDING BY MAJOR ACCOUNT	5,334,843	4,171,281	4,207,712	4,090,893	(116,819)
Financing by Major Account					
INTERGOVERNMENTAL REVENUE	88,925		75,140	75,537	397
CHARGES FOR SERVICES	2,614,569	1,746,253	1,717,912	1,044,547	(673,365)
FINE AND FORFEITURE		50,682			
MISCELLANEOUS REVENUE	5,929	1,035			
OTHER FINANCING SOURCES	714,682	742,120	756,113	1,082,972	326,859
TOTAL FINANCING BY MAJOR ACCOUNT	3,424,105	2,540,090	2,549,165	2,203,056	(346,109)



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 16.00 FTE)

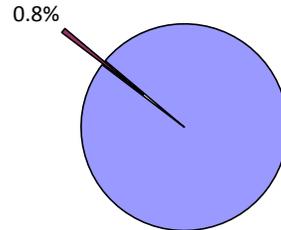
**2016 Adopted Budget
Mayor's Office**

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: \$1,879,710
- Total Special Fund Budget: \$492,196
- Total FTEs: 16.00
- Minnesota's Capital City has a population of approximately 297,640.
- 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

- Lowertown Ballpark has opened to the public and is one of the most environmentally-friendly professional sports facilities in the country.
- In its first year, Arlington Hills Community Center saw an 85 percent increase in library circulation, and more than 2,000 new library cards were registered.
- The Right Track program is booming, with more than 600 young people working in internships this summer alone across more than 100 worksites in a variety of industries.
- Finalized the plan for Great River Passage, the city's long-term vision for the Mississippi riverfront.
- Hired the first EMS Academy graduate into the Saint Paul Fire Department.

2016 Adopted Budget

Mayor's Office

Fiscal Summary

	<u>2014 Actuals</u>	<u>2015 Adopted</u>	<u>2016 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2015 Adopted FTE</u>	<u>2016 Adopted FTE</u>
Spending							
100: General Fund	1,405,712	1,822,069	1,879,710	57,641	3.2%	14.17	14.17
200: City Grants	516,937	468,646	472,196	3,550	0.8%	1.83	1.83
211: General Government Special Projects	-	20,000	20,000	-	0.0%	-	-
Total	1,922,649	2,310,715	2,371,906	61,191	2.6%	16.00	16.00
Financing							
100: General Fund	105,422	216,413	202,863	(13,550)	-6.3%		
200: City Grants	403,292	468,646	472,196	3,550	0.8%		
211: General Government Special Projects	-	20,000	20,000	-	0.0%		
Total	508,714	705,059	695,059	(10,000)	-1.4%		

Budget Changes Summary

Spending changes in the Mayor's Office's 2016 budget are due to current service level updates, including inflationary adjustments and a small revenue adjustment.

100: General Fund

Mayor's Office

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		57,641	(13,550)	-
	Subtotal:	<u>57,641</u>	<u>(13,550)</u>	<u>-</u>
Fund 100 Budget Changes Total		<u><u>57,641</u></u>	<u><u>(13,550)</u></u>	<u><u>-</u></u>

200: 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.

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		3,550	3,350	-
	Subtotal:	<u>3,550</u>	<u>3,350</u>	<u>-</u>
Fund 200 Budget Changes Total		<u><u>3,550</u></u>	<u><u>3,350</u></u>	<u><u>-</u></u>

211: General Government Special Projects

Mayor's Office

This Special Revenue fund is used for special initiatives.

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
No Changes from 2015 Adopted Budget		-	-	-
	Subtotal:	<u>-</u>	<u>-</u>	<u>-</u>
Fund 211 Budget Changes Total		<u>-</u>	<u>-</u>	<u>-</u>

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

116

Department: MAYOR

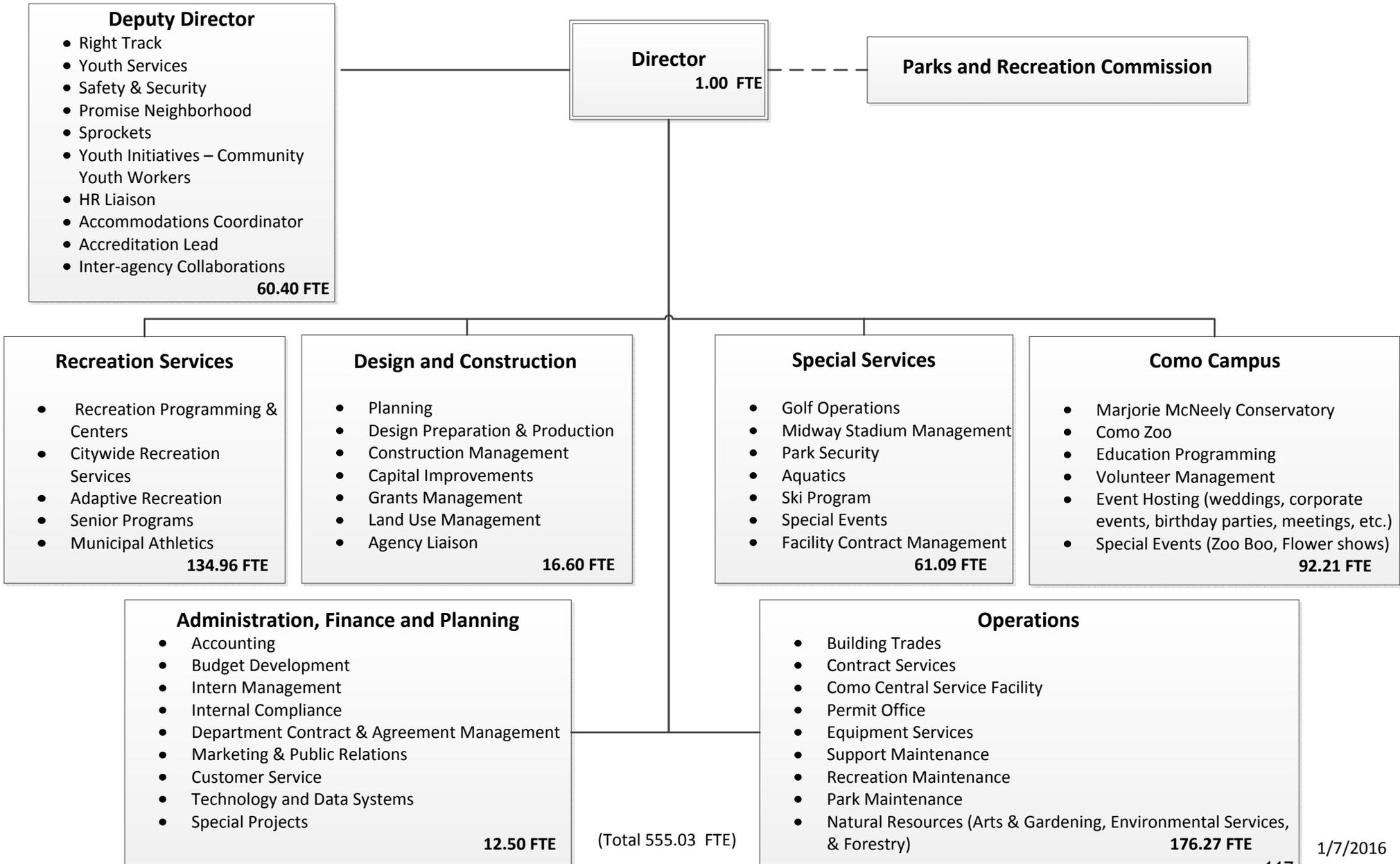
Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
Spending by Fund					
CITY GENERAL FUND	1,307,626	1,405,712	1,822,069	1,879,710	57,641
CITY GRANTS	590,339	516,937	468,646	472,196	3,550
GENERAL GOVT SPECIAL PROJECTS			20,000	20,000	
TOTAL SPENDING BY FUND	1,897,965	1,922,649	2,310,715	2,371,906	61,191
Spending by Major Account					
EMPLOYEE EXPENSE	1,686,680	1,790,972	2,079,652	2,148,568	68,916
SERVICES	106,321	92,659	204,239	196,514	(7,725)
MATERIALS AND SUPPLIES	34,696	33,174	26,824	26,824	
ADDITIONAL EXPENSES	50,724	(6)			
CAPITAL OUTLAY		5,850			
OTHER FINANCING USES	19,545				
TOTAL SPENDING BY MAJOR ACCOUNT	1,897,965	1,922,649	2,310,715	2,371,906	61,191
Financing by Major Account					
INTERGOVERNMENTAL REVENUE	355,297	196,362	263,666	263,666	
MISCELLANEOUS REVENUE	214,756	206,930	224,980	214,980	(10,000)
OTHER FINANCING SOURCES	110,412	105,422	216,413	216,413	
TOTAL FINANCING BY MAJOR ACCOUNT	680,466	508,714	705,059	695,059	(10,000)

Parks and Recreation

Mission: 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: 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.

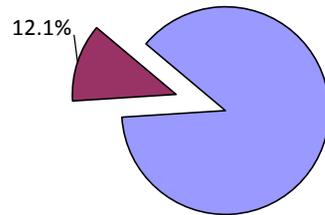


**2016 Adopted Budget
Parks and Recreation**

Department Description:

Saint Paul Parks and Recreation, The Trust for Public Land’s 2015 #1 Park System in America, is a nationally accredited and gold medal award-winning organization that manages 179 parks and open spaces, AZA-accredited Como Park Zoo and Conservatory, 25 city-operated recreation centers, more than 100 miles of trails, an indoor and two outdoor aquatic facilities, a public beach, a variety of premium sports facilities, municipal golf courses, 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: \$29,334,576
- Total Special Fund Budget: \$29,301,935
- Total FTEs: 555.03
- Nationally accredited Parks and Recreation agency and AZA accredited Zoo
- Host more than 14 million visitors annually at parks and facilities
- Offer more than 3,600 classes and activities annually
- Volunteers contribute more than 100,000 hours each year
- Issue more than 1,500 picnic and park-use permits each year
- Partner with more than 115 different non-city agencies

Department Goals

- Promote active lifestyles
- Create and maintain vibrant places
- Create, maintain and protect a vital environment

Recent Accomplishments

- Named #1 Park System in America by the Trust for Public Land
- \$63M CHS Field project was completed and hosted its first St. Paul Saints game in May 2015
- Over 700 youth were placed in jobs through the Right Track program with the help of 80+ partners
- Completed the new 42-acre Troutbrook Nature Sanctuary
- Began construction on the \$6M makeover of Palace Recreation Center
- Launched new free Fitness in the Parks health series that pairs local health businesses with residents looking to recreate in outdoor park spaces
- Launched new mobile website to help resident find park amenities and events based on current location
- Following a lengthy community feedback process, Como Dockside was selected as the new management partner for the Como Lakeside Pavilion, which brings a new full service restaurant and music venue, as well as new capital investment in the facility

2016 Adopted Budget

Parks and Recreation

Fiscal Summary

	<u>2014 Actual</u>	<u>2015 Adopted</u>	<u>2016 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2015 Adopted FTE</u>	<u>2016 Adopted FTE</u>
Spending							
100: General Fund	26,654,617	28,023,809	29,334,576	1,310,767	4.7%	306.30	306.65
200: City Grants	2,793,872	3,075,774	3,045,458	(30,316)	-1.0%	58.10	57.10
228: Charitable Gambling	47,432	25,000	25,000	-	0.0%	-	-
230: Right-of-Way Maintenance	5,012,505	4,828,081	4,829,777	1,696	0.0%	41.20	41.20
260: Parks and Rec Special Projects	5,113,855	5,066,562	4,529,458	(537,104)	-10.6%	28.44	28.14
261: Como Campus	5,581,156	5,897,803	5,998,885	101,082	1.7%	55.45	55.45
262: Parkland Replacement	1,353	200,000	200,000	-	0.0%	-	-
263: Lowertown Ballpark	-	-	695,570	695,570	-	-	-
560: Parks Memorials	174	2,000	2,000	-	0.0%	-	-
660: Parks Special Services	4,093,026	4,063,473	3,949,397	(114,076)	-2.8%	25.89	27.09
760: Parks Supply and Maintenance	4,354,107	5,813,420	6,026,390	212,970	3.7%	39.10	39.40
Total	53,652,097	56,995,922	58,636,511	1,640,589	2.9%	554.48	555.03
Financing							
100: General Fund	2,599,804	3,150,143	3,427,352	277,209	8.8%		
200: City Grants	2,948,043	3,075,774	3,045,458	(30,316)	-1.0%		
228: Charitable Gambling	(34,529)	25,000	25,000	-	0.0%		
230: Right-of-Way Maintenance	4,410,708	4,828,081	4,829,777	1,696	0.0%		
260: Parks and Rec Special Projects	4,039,706	5,066,562	4,529,458	(537,104)	-10.6%		
261: Como Campus	5,408,894	5,897,803	5,998,885	101,082	1.7%		
262: Parkland Replacement	(557,562)	200,000	200,000	-	0.0%		
263: Lowertown Ballpark	-	-	695,570	695,570	-		
560: Parks Memorials	(80,426)	2,000	2,000	-	0.0%		
660: Parks Special Services	2,858,438	4,063,473	3,949,397	(114,076)	-2.8%		
760: Parks Supply and Maintenance	4,325,295	5,813,420	6,026,390	212,970	3.7%		
Total	25,918,371	32,122,256	32,729,287	607,031	1.9%		

Budget Changes Summary

Resources in Parks have been added in several areas to support department priorities. Staffing, overhead and utilities have been added for the expanded Palace Rec Center and to maintain medians along the Green Line. New appropriations are also included to advance efforts on the development of the Great River Passage. Several parks fees were reviewed for possible increases to cover associated expenses, including aquatic fees and fees associated with road races and fun runs. In the adopted budget, personnel adjustments were made to reallocate existing resources. Included among these changes were the elimination of a customer service rep and part-time accounting technicians in order to fund 2.0 new Office Assistant positions. While there was no increase in spending, the General Fund did see an increase of 0.53 FTE. There was also an increase in the Youthprise program.

100: General Fund

Parks and Recreation

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	471,683	-	-
Subtotal:	471,683	-	-

Mayor's Proposed Changes

Palace Rec Center

The remodel of Palace Recreation Center was approved through the CIB process during the 2014-2015 appropriation cycle and is scheduled to reopen in 2016. The newly remodeled building will have a 35% increase in square footage and new dedicated spaces for teens and the Rec. Check program. As such, staffing levels will increase to provide greater building support and maintenance.

Community Rec Leader	43,415	-	1.00
Parks Worker	28,285	-	0.50
Pipefitter	38,038	-	0.25
Non-personnel increases	57,918	-	
Subtotal:	167,656	-	1.75

	Change from 2015 Adopted		
	Spending	Financing	FTE
Light Rail Median Maintenance			
With the addition of the light rail transit Green Line to the City's transit network comes the new obligation of maintaining the median along the line. Ongoing resources for staff, training and materials have been added to the General Fund to meet this obligation.			
Staff resources	176,976	-	1.70
Plant materials and training for staff	119,211	-	-
Subtotal:	296,187	-	1.70
Great River Passage			
The City has secured a State of MN Legacy grant, which will provide \$150,000 each of the next two years to help support the development of the Great River Passage, which is envisioned as a consolidation of seventeen miles of parklands along the Mississippi River into a single, integrated riverfront park system. The grant requires a city match of \$150,000 bringing total investment to \$300,000 in 2016.			
Grant matching resources	150,000	-	-
Subtotal:	150,000	-	-
Revenue Increases			
Parks continues to work to keep programs accessible to the public, while also maintaining quality services and facilities. Fees were reviewed in consideration of both costs required to provide the service and Saint Paul's fees relative to other comparable parks systems in the region. Budgeted fee adjustments include increases to daily admission fees at city aquatic facilities and fees to offset the cost of hosting road races and fun runs. In both cases, the increased fees remain competitive with those of neighboring communities. To help mitigate the impact of the aquatic fee increase, a fee waiver program is being fully implemented to ensure broad access throughout the community.			
Aquatics admission fee (\$1 per day)		82,029	-
Walk/Run participant fee		103,218	-
Aquatic fee assistance	25,000	25,000	-
Subtotal:	25,000	210,247	-

Resource Realignment

Several resource realignments are included in the proposed budget that impact budgeted FTE counts. A position that was formerly budgeted in the grant fund shifts to the general fund to more accurately align with reporting requirements. An equivalent amount of costs are still billed back to the grant fund. Also, budget authority is adjusted from staffing to non-personnel costs to more accurately reflect historical spending patterns. Neither of these changes are expected to impact service levels.

Transfer from Right Track Program	60,579	-	1.00
Resource reallocation - staff reduction	(127,056)	-	(5.33)
Resource reallocation - increase in non-personnel costs	127,056	-	-
Subtotal:	60,579	-	(4.33)

Lowertown Ballpark Loan Repayment

Part of the financing package for CHS Field in Lowertown included a partially-forgivable loan from the State of MN Department of Employment and Economic Development. This payment is booked as a transfer to new Special Fund 263: Lowertown Ballpark, which handles all revenues and payments related to the ballpark.

DEED loan repayment	57,700	-	-
Subtotal:	57,700	-	-

Adopted Changes

Staff Adjustments

Small staff adjustments were made in several areas to free up resources for additional support staff. Resources from other funds were transferred to this fund to support the spending. Total staffing for this fund is increased by 1.23 FTE.

Staff changes	66,962	66,962	1.23
Subtotal:	66,962	66,962	1.23

YouthBank

This investment will allow the Saint Paul Youth Commission and Youthprise to establish YouthBank Saint Paul. This funding will allow a dollar-for-dollar match through Youthprise to support youth-directed community projects.

YouthBank	15,000	-	-
Subtotal:	15,000	-	-

Fund 100 Budget Changes Total

1,310,767	277,209	0.35
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200: 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 Right Track Program (formerly Youth Job Corp), Como Circulator, regional park maintenance, and arts and gardening grants.

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	71,406	10,827	-
Subtotal:	<u>71,406</u>	<u>10,827</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
Grants			
Two significant changes are included in the City Grants budget: A grant from the Wallace Foundation is reducing from \$247,143 to \$50,000, and the city is receiving a new MN Legacy Grant to help develop the Great River Passage. The shift of staff to the General Fund as referenced above is also included among the changes from 2015.			
Wallace Foundation Grant	(197,143)	(197,143)	
MN Legacy Grant - Great River Passage	150,000	150,000	
Transfer to General Fund	(60,579)		(1.00)
Subtotal:	<u>(107,722)</u>	<u>(47,143)</u>	<u>(1.00)</u>
<u>Adopted Changes</u>			
Blooming Saint Paul			
The Parks Arts and Gardening unit maintains flowers in hanging baskets throughout the city during the summer months. Additional resources are required to continue the program at the desired level.			
Hanging Baskets	6,000	6,000	-
Subtotal:	<u>6,000</u>	<u>6,000</u>	<u>-</u>
Fund 200 Budget Changes Total	<u><u>(30,316)</u></u>	<u><u>(30,316)</u></u>	<u><u>(1.00)</u></u>

228: Charitable Gambling

Parks and Recreation

This fund tracks proceeds received and expenses incurred in providing fee assistance support to youth programs.

	Change from 2015 Adopted		
	Spending	Financing	FTE
No Changes from 2015 Adopted Budget	-	-	-
Subtotal:	-	-	-
Fund 228 Budget Changes Total	-	-	-

230: 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 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	1,696	1,696	-
Subtotal:	1,696	1,696	-
Fund 230 Budget Changes Total	1,696	1,696	-

260: Parks and Rec Special Projects**Parks and Recreation**

The Parks and Recreation Special Projects fund includes fee supported recreation programs.

	<u>Change from 2015 Adopted</u>		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>	24,546	24,546	-
Subtotal:	24,546	24,546	-
<u>Mayor's Proposed Changes</u>			
CHS Field			
The ballpark debt payment and revenues move to a new, dedicated fund to meet financial reporting requirements. 2015 resources are eliminated below and 2016 resources are reflected in Fund 263.			
CHS Field debt service adjustment	(561,650)	(561,650)	
Subtotal:	(561,650)	(561,650)	-
<u>Adopted Changes</u>			
Staff Adjustments			
Small staff adjustments were made in several areas to free up resources for additional support staff. While, there is no net spending change, total staffing count is reduced by 0.3 FTE.			
Cost reallocation	-	-	(0.30)
Subtotal:	-	-	(0.30)
Fund 260 Budget Changes Total	(537,104)	(537,104)	(0.30)

261: Como Campus

Parks and Recreation

This fund includes operating costs for Como Zoo and Conservatory.

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	101,082	101,082	-
Fund 261 Budget Changes Total	<u>101,082</u>	<u>101,082</u>	<u>-</u>

262: Parkland Replacement

Parks and Recreation

This fund accounts for Parkland Easement revenues from outside agencies and the tracking of land purchases as well as any use or funding restrictions that may be associated with specific land parcels.

	Change from 2015 Adopted		
	Spending	Financing	FTE
No Changes from 2015 Adopted Budget	-	-	-
Subtotal:	<u>-</u>	<u>-</u>	<u>-</u>
Fund 262 Budget Changes Total	<u>-</u>	<u>-</u>	<u>-</u>

263: Lowertown Ballpark**Parks and Recreation**

This fund accounts for the City's operating and maintenance obligations related to the new baseball stadium in Lowertown.

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
Mayor's Proposed Changes				
Ballpark - Specific Expenses				
As part of the financing package for CHS Field, the City has multiple dedicated revenue sources from within the ballpark and debt service expenses, which are required to be financially segregated for reporting purposes. Due to this requirement, these costs are moving from Fund 260. Included below are the obligated 2016 expenses for debt service and loan repayments.				
Debt Service		637,870	637,870	-
DEED loan repayment		57,700	57,700	
	Subtotal:	<u>695,570</u>	<u>695,570</u>	<u>-</u>
Fund 263 Budget Changes Total		<u>695,570</u>	<u>695,570</u>	<u>-</u>

560: Parks Memorials**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.

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
No Changes from 2015 Adopted Budget				
	Subtotal:	<u>-</u>	<u>-</u>	<u>-</u>
Fund 560 Budget Changes Total		<u>-</u>	<u>-</u>	<u>-</u>

660: Parks Special Services**Parks and Recreation**

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

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	87,074	87,074	-
Subtotal:	87,074	87,074	-
<u>Mayor's Proposed Changes</u>			
Golf Debt			
The proposed budget utilizes one-time revenue to defease outstanding debt on Highland National Golf Course, which will eliminate annual payments totaling \$564,000. This reduces costs in both the general fund (\$200,000) and the Parks Special Services fund (\$364,000), which will greatly improve the fund's financial stability.			
Debt Service	(364,150)	(364,150)	-
Subtotal:	(364,150)	(364,150)	-
Pool Concessions			
Parks has adjusted revenue and expenditure expectations in the aquatics area to more accurately reflect historical performance in pool operations. The increased staffing reflects recognizing more seasonal help needed at the pools.			
Pool concessions	163,000	163,000	1.20
Subtotal:	163,000	163,000	1.20
Fund 660 Budget Changes Total	(114,076)	(114,076)	1.20

760: Parks Supply and Maintenance**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, Forestry support, landscape design for capital projects and the Parks fleet and equipment storeroom are also budgeted in this fund.

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	152,467	152,467	0.10
Subtotal:	152,467	152,467	0.10
<u>Mayor's Proposed Changes</u>			
Landscape Design			
Parks has an increased need for design work related to capital projects. As a result, there is an added 0.6 FTE for landscape design, where the costs are billed to capital project accounts.			
Staffing adjustments	60,503	60,503	0.60
Subtotal:	60,503	60,503	0.60
<u>Adopted Changes</u>			
Staff Adjustments			
Small staff adjustments were made in several areas to free up resources for additional support staff. While, there is no net spending change, total staffing in this fund is reduced by 0.4 FTE. These resources are transferred to the General Fund to help fund new support staff.			
Cost reallocation	-	-	(0.40)
Subtotal:	-	-	(0.40)
Fund 760 Budget Changes Total	212,970	212,970	0.30

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

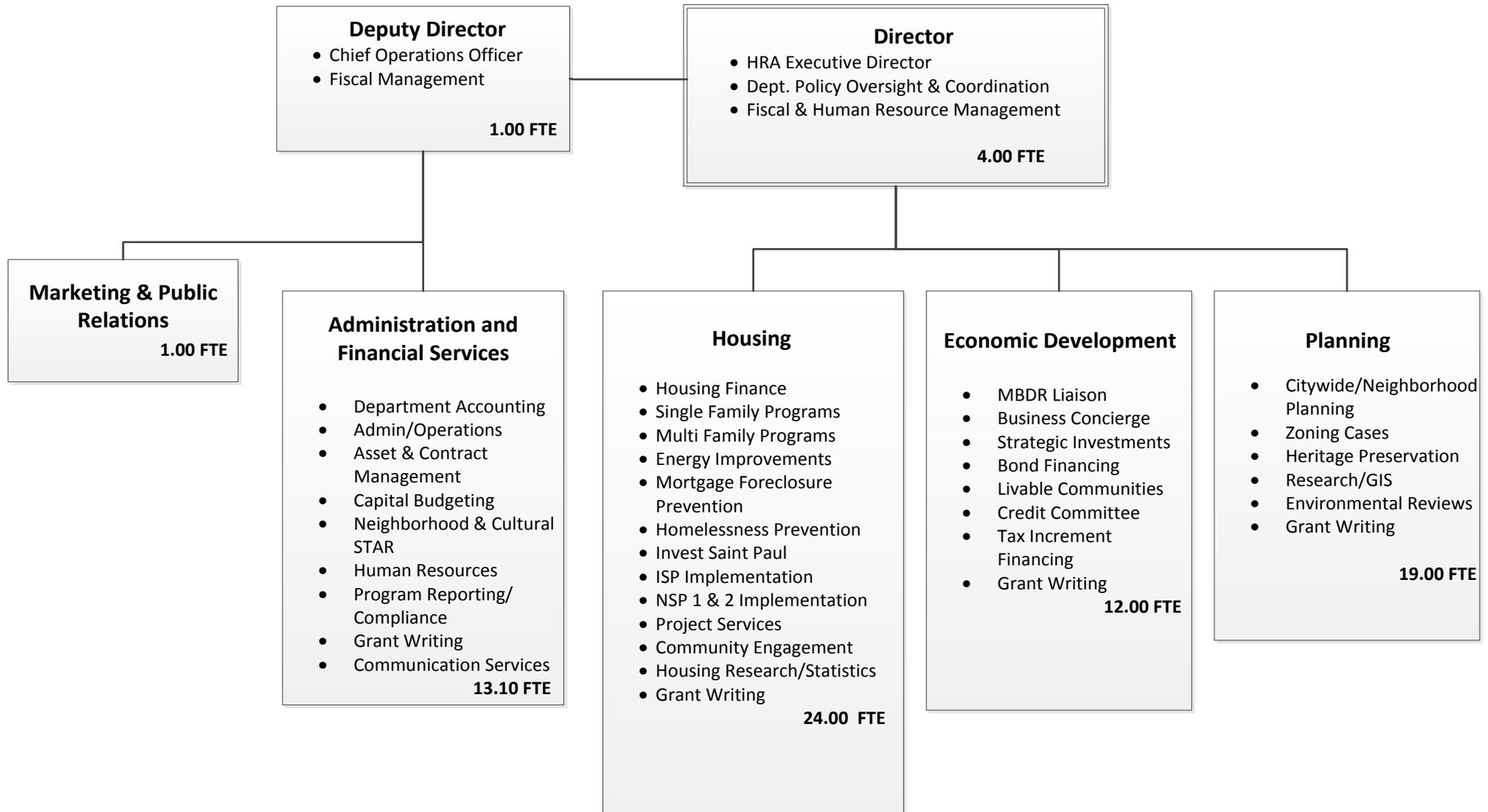
Department: PARKS AND RECREATON

Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
Spending by Fund					
CITY GENERAL FUND	26,864,199	26,654,617	28,023,809	29,334,576	1,310,768
CITY GRANTS	2,722,341	2,793,872	3,075,774	3,045,458	(30,315)
CHARITABLE GAMBLING	104,292	47,432	25,000	25,000	-
RIGHT OF WAY MAINTENANCE	4,889,864	5,012,505	4,828,081	4,829,777	1,696
PARKS AND REC SPECIAL PROJECTS	5,004,275	5,113,855	5,066,562	4,529,458	(537,104)
COMO CAMPUS	5,862,174	5,581,156	5,897,803	5,998,885	101,082
PARKLAND REPLACEMENT	272,959	1,353	200,000	200,000	-
LOWERTOWN BALLPARK	-	-	-	695,570	695,570
PARKS MEMORIALS	-	174	2,000	2,000	-
PARKS SPECIAL SERVICES	5,503,250	4,093,026	4,063,473	3,949,397	(114,076)
PARKS SUPPLY AND MAINTENANCE	4,275,192	4,354,107	5,813,420	6,026,390	212,970
TOTAL SPENDING BY FUND	55,498,546	53,652,097	56,995,921	58,636,511	1,640,590
Spending by Major Account					
EMPLOYEE EXPENSE	33,157,934	33,361,633	35,296,584	36,799,333	1,502,749
SERVICES	9,359,095	8,636,612	7,850,179	8,063,016	212,837
MATERIALS AND SUPPLIES	7,099,518	6,519,756	6,555,689	6,614,771	59,082
ADDITIONAL EXPENSES	43,455	53,605	623,850	761,150	137,300
CAPITAL OUTLAY	551,077	663,827	890,331	990,331	100,000
DEBT SERVICE	266,162	255,527	640,687	698,387	57,700
OTHER FINANCING USES	5,021,306	4,161,137	5,138,602	4,709,524	(429,078)
TOTAL SPENDING BY MAJOR ACCOUNT	55,498,546	53,652,097	56,995,921	58,636,511	1,640,590
Financing by Major Account					
TAXES	12,142	11,724	20,000	20,000	-
INTERGOVERNMENTAL REVENUE	2,759,659	2,909,562	3,051,815	3,206,943	155,128
CHARGES FOR SERVICES	14,170,063	12,311,835	14,424,020	14,881,603	457,583
ASSESSMENTS	4,126,063	4,405,708	4,628,445	4,630,142	1,697
INVESTMENT EARNINGS	(2,980)	94,836	2,000	2,000	-
MISCELLANEOUS REVENUE	3,282,502	3,383,669	3,626,800	3,579,947	(46,853)
OTHER FINANCING SOURCES	5,394,889	5,081,102	6,369,175	6,408,655	39,480
TOTAL FINANCING BY MAJOR ACCOUNT	29,742,338	28,198,437	32,122,255	32,729,287	607,031

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 74.10 FTE)

7/31/2015

2016 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: \$49,331,203
- Total FTEs: 74.10
- 2016 operations budget is approximately \$10.2 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 of 200+ housing and economic development activities.
- Administers a combined City/HRA loan portfolio of \$150M+.
- Provides planning/zoning/HPC services and administers Parking and Transit Program.

Department Goals

- Capture Market Momentum
- Increase and Improve Housing Options for a Growing Population
- Preserve and Increase Jobs and Tax Base
- Expand Opportunity
- Increase Department Effectiveness

Recent Accomplishments

- Economic Development: additional business development at Hamm's Brewery, \$85+ million in conduit bond project development; \$32 million in state bonding for Ordway, Palace Theater, Children's Museum, Metro Business Plan Initiatives, 29 Small Business Neighborhood STAR activities, Business Attraction, Retention and Citywide Expansion Program.
- Planning: Continued progress with Central Corridor Plans, Public Art, Stormwater, and Brownfields Assessment Grant, Ford Plant Redevelopment, Great River Passage Plan Addendum, Streetcar Study, Market Watch Report, Historic Tax Credit Design Review.
- Housing Development: Progress continues on Episcopal Homes, Hospital Linen Site, Hamline Station, Custom House, Jamestown, Old Home Site, Maryland Apartments, 2700 University and Elder's Lodge.
- Housing assistance: Mortgage Foreclosure Prevention, Single Family Home Loans, Credit and Bankruptcy counseling, HUD NSP rehabilitation and new construction in targeted neighborhoods.

2016 Adopted Budget

Planning and Economic Development

Fiscal Summary

	2014 Actuals	2015 Adopted	2016 Adopted	Change	% Change	2015 Adopted FTE	2016 Adopted FTE
Spending							
200: City Grants	3,421,524	-	-	-	0.0%	-	-
282: City HUD Grants	10,343,790	9,000,000	9,000,000	-	0.0%	-	-
285: City Sales Tax	28,143,635	29,655,892	30,086,435	430,543	1.5%	-	-
780: PED Administration	8,649,859	9,619,090	10,244,768	625,678	6.5%	72.10	74.10
Total	50,558,808	48,274,982	49,331,203	1,056,221	2.2%	72.10	74.10
Financing							
200: City Grants	3,013,676	-	-	-	0.0%		
282: City HUD Grants	10,937,678	9,000,000	9,000,000	-	0.0%		
285: City Sales Tax	13,898,544	29,655,892	30,086,435	430,543	1.5%		
780: PED Administration	8,566,571	9,619,090	10,244,768	625,678	6.5%		
Total	36,416,469	48,274,982	49,331,203	1,056,221	2.2%		

Budget Changes Summary

Through the Housing and Redevelopment Authority, PED will continue supporting city functions in the General Fund such as HRA legislative support, citizen participation initiatives, intergovernmental relations, and staff from other departments working on city-wide projects. PED also supports the Minority Business Development program housed in the Department of Human Rights and Equal Economic Opportunity. The 2016 adopted budget includes two new positions in PED operations: a grant-funded 8-80 Fellow, and a Historic Preservation Specialist. Finally, several adjustments are included in the City Sales Tax Fund, such as revised revenue and spending projections, as well as an adjustment of one-time spending increases that were included in the 2015 budget for the Neighborhood and Cultural STAR programs.

200: City Grants

Planning and Economic Development

The City Grants fund includes state and federal planning and development grants administered by PED.

		Change from 2015 Adopted		
		Spending	Financing	FTE
No Changes from 2015 Adopted Budget		-	-	-
	Subtotal:	-	-	-
Fund 200 Budget Changes Total		-	-	-

282: City HUD Grants

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.

		Change from 2015 Adopted		
		Spending	Financing	FTE
No Changes from 2015 Adopted Budget		-	-	-
	Subtotal:	-	-	-
Fund 282 Budget Changes Total		-	-	-

285: 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.

Change from 2015 Adopted

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

The 2015 budget included two one-time funding items both of which resulted in one-time increases to the Neighborhood and Cultural STAR budgets. Current service level changes for the 2016 budget include reversing these expenses, as well as minor adjustments to spending and revenue estimates.

Remove one-time funding for public safety capital	(1,100,000)	(1,100,000)	-
Remove one-time funding for library materials	(88,000)	(88,000)	-
Other current service level changes	(570)	(570)	-
Subtotal:	(1,188,570)	(1,188,570)	-

Mayor's Proposed Changes**STAR Program**

Based on updated estimates for sales tax collections, the budget for the Sales Tax Revitalization (STAR) programs will increase in 2016.

Sales tax collection for STAR programs	250,000	250,000	-
Neighborhood STAR program	104,155	104,155	-
Cultural STAR program	64,966	64,966	-
City capital and economic development	500,000	500,000	-
Subtotal:	919,121	919,121	-

285: 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.

Change from 2015 Adopted

Spending Financing FTE

Adopted Changes

STAR Revenue

Based on updated estimates for sales tax collections, the budget for the Sales Tax Revitalization (STAR) programs were further adjusted during the Council phase of the 2016 budget process. Additional STAR resources will be used to increase the Neighborhood and Cultural STAR programs for 2016. City Council allocated portions of the Neighborhood and Cultural STAR programs towards Year-Round STAR and a Library materials digitization project.

Increase in 2015-2016 sales tax collections	-	289,992	-
Unspent Neighborhood and Cultural STAR program balances and interest	-	160,000	-
Internal STAR transfer for 2016 collections	250,000	250,000	-
Year-Round STAR	350,000	-	-
Neighborhood STAR program	70,993	-	-
Library materials digitization	100,000	-	-
Cultural STAR program	(71,001)	-	-
Subtotal:	699,992	699,992	-
Fund 285 Budget Changes Total	430,543	430,543	-

780: PED Administration**Planning and Economic Development**

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

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	419,677	419,677	-
Subtotal:	<u>419,677</u>	<u>419,677</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
8-80 Vitality Initiative Fellow			
<p>Saint Paul received a grant from the Knight Foundation's Knight Cities Challenge to fund an 8-80 Vitality Fellow. The position will work across multiple departments to ensure that 8-80 principles are integrated into City projects.</p>			
8-80 Fellow and associated overhead	109,306	109,306	1.00
Subtotal:	<u>109,306</u>	<u>109,306</u>	<u>1.00</u>
Historical Preservation			
<p>In 2016, PED will hire an additional Historical Preservation Specialist. This position will allow for decreased wait times for design reviews, implementation of Heritage Preservation ordinance amendments, creation of new demolition review ordinances, and increased grant applications. The cost of this position will be partially offset by new historic preservation fee revenue</p>			
Historic Preservation Specialist and associated overhead	96,695	44,695	1.00
New fee revenue	-	52,000	
Subtotal:	<u>96,695</u>	<u>96,695</u>	<u>1.00</u>
Fund 780 Budget Changes Total	<u><u>625,678</u></u>	<u><u>625,678</u></u>	<u><u>2.00</u></u>

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

Department: **PLANNING ECONOMIC DEVELOPMENT**

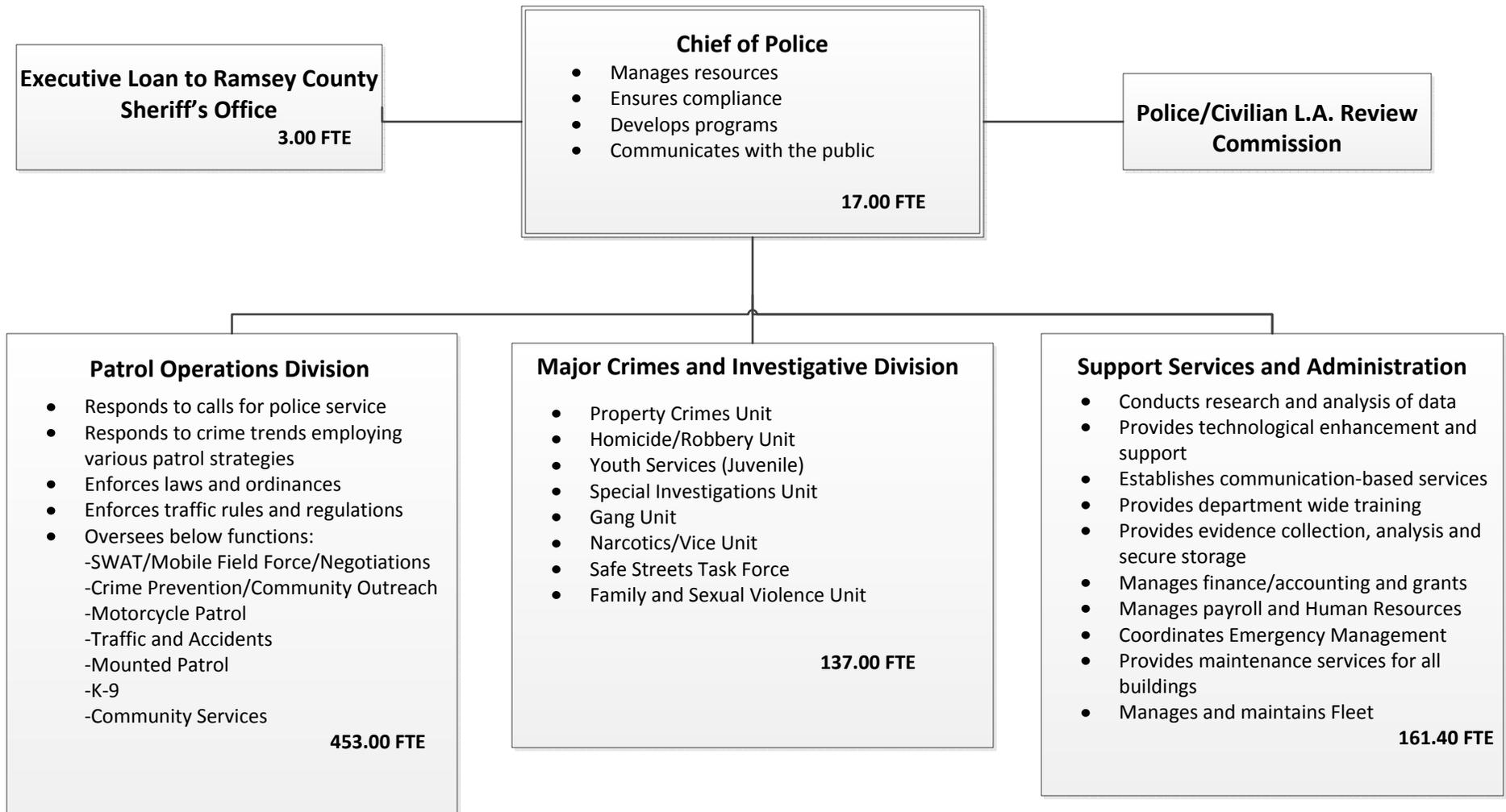
Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
<u>Spending by Fund</u>					
CITY GRANTS	15,544,848	3,421,524			
CITY HUD GRANTS	18,750,472	10,343,790	9,000,000	9,000,000	
CITY SALES TAX	41,325,523	28,143,635	29,655,892	30,086,435	430,543
PED ADMINISTRATION	8,506,222	8,649,859	9,619,090	10,244,768	625,678
TOTAL SPENDING BY FUND	84,127,065	50,558,808	48,274,982	49,331,203	1,056,221
<u>Spending by Major Account</u>					
EMPLOYEE EXPENSE	6,511,012	7,065,886	7,842,534	8,402,202	559,669
SERVICES	4,478,174	4,391,825	3,149,042	3,193,406	44,364
MATERIALS AND SUPPLIES	54,401	57,103	64,725	64,725	
PROGRAM EXPENSE	47,011,212	14,621,665	11,783,107	12,064,220	281,113
ADDITIONAL EXPENSES	(9,332,449)	89,678	165,000	165,000	
CAPITAL OUTLAY	14,379	9,261	1,538,000	1,555,000	17,000
DEBT SERVICE		41			
OTHER FINANCING USES	35,390,337	24,323,351	23,732,574	23,886,650	154,076
TOTAL SPENDING BY MAJOR ACCOUNT	84,127,065	50,558,808	48,274,982	49,331,203	1,056,221
<u>Financing by Major Account</u>					
TAXES	17,034,422	18,314,992	16,750,000	17,250,000	500,000
INTERGOVERNMENTAL REVENUE	28,755,859	11,214,417	8,100,000	8,100,000	
CHARGES FOR SERVICES	12,919,639	11,110,026	9,619,090	8,219,074	(1,400,016)
INVESTMENT EARNINGS	(1,310)	622,797	253,418	232,232	(21,186)
MISCELLANEOUS REVENUE	82,972	319,416	400,000	400,000	
OTHER FINANCING SOURCES	20,800,003	8,713,249	13,152,474	15,129,897	1,977,423
TOTAL FINANCING BY MAJOR ACCOUNT	79,591,585	50,294,897	48,274,982	49,331,203	1,056,221

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 771.40 FTE)

7/31/2015

**2016 Adopted Budget
Saint Paul Police Department**

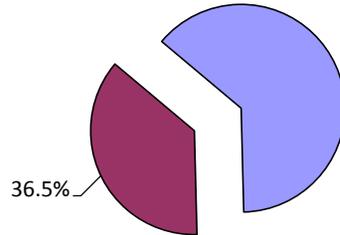
Department Description:

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Police Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$88,358,514
- Total Special Fund Budget: \$21,288,738
- Total FTEs: 771.40
- 2014 arrests: 8,741
- 2014 calls for service: 236,506
- 2014 total Part 1 offenses: 12,476
- 2015 proposed budget includes 615 sworn officers
- With a population of 294,873, the number of full-time sworn employees per 1,000 inhabitants based on 615 sworn full-time positions - 2.1

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

- Domestic violence citizen calls have decreased from 10,363 in 2009 to 4,885 in 2014 with the implementation of the BluePrint project.
- Residential burglary declined from 2,750 in 2012 to 2,435 in 2013, an 11.5% reduction.
- Part I Crime was at its lowest rate since 2007 with 12,476 offenses. All Part 1 violent crimes were down from 2013 to 2014.
- The “Blueprint for Safety” continues to be an integral part of the department’s strategy and we are intimately involved in a system-wide review of the Blueprint including measuring outcomes.
- Community outreach workers were utilized to address juvenile and young adult behavior and crime issues within the downtown area. This “Ambassador” initiative was very successful in identifying needs of juveniles and young adults who were loitering within the downtown area.
- The department obtained a grant from the State of Minnesota and has implemented the Violence Intervention and Prevention (VIP) program and is seeing success working with youth as part of that program.
- Overall crime was down 6.1 percent from previous year and down 10.9% from 2010.

2016 Adopted Budget

Police Department

Fiscal Summary

	2014 Actual	2015 Adopted	2016 Adopted	Change	% Change	2015 Adopted FTE	2016 Adopted FTE
Spending							
100: General Fund	84,686,992	86,068,806	88,358,514	2,289,708	2.7%	689.70	690.74
200: Grants	1,877,111	2,096,437	2,643,630	547,193	26.1%	2.60	3.56
225: Police Special Projects	10,581,937	11,722,802	15,831,008	4,108,206	35.0%	63.70	61.70
623: Impound Lot	3,169,949	3,185,620	2,814,100	(371,520)	-11.7%	16.40	15.40
Total	100,315,989	103,073,665	109,647,252	6,573,587	6.4%	772.40	771.40
Financing							
100: General Fund	1,438,183	1,894,290	1,715,290	(179,000)	-9.4%		
200: Grants	818,550	2,096,437	2,643,630	547,193	26.1%		
225: Police Special Projects	11,279,019	11,722,802	15,831,008	4,108,206	35.0%		
623: Impound Lot	2,874,830	3,185,620	2,814,100	(371,520)	-11.7%		
Total	16,410,582	18,899,149	23,004,028	4,104,879	21.7%		

Budget Changes Summary

The Police budget includes several changes such as more parking enforcement resources to support an expanded parking meter system and continuation of the planned shift of Emergency Communication Center positions from the city payroll to Ramsey County. Special Fund changes are primarily related to two large projects: replacement of the Police records management system (RMS) and a pilot program to test body cameras worn by Police staff. The RMS replacement is expected to vastly improve data collection, analysis and reporting. The body camera project will begin with a pilot study in 2016 to test and comprehensively evaluate the associated technology, process, policy and data collection which will help inform the department's longer term approach. The adopted budget includes increased grant revenues, as some were renewed while a few new grants were received. The new auto theft grant has allowed 1.0 FTE to be moved from the General Fund. A corresponding personnel change moves 1.0 position from the Impound Lot to the General Fund. This will help the Impound Lot's financial position, while keeping General Fund costs at the same level as contained in the proposed budget.

100: General Fund**Police Department**

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>		2,556,424	141,752	0.04
	Subtotal:	<u>2,556,424</u>	<u>141,752</u>	<u>0.04</u>
<u>Mayor's Proposed Changes</u>				
Parking Enforcement				
<p>Saint Paul's parking meter system is proposed to expand both in coverage and enforcement hours during 2016. Therefore, additional parking enforcement officers are needed to monitor and enforce these changes. This increase reflects hiring 1.0 FTE for the full year, and another full-time hire effective May 1.</p>				
	Parking Enforcement Officer	90,241	-	1.67
	Subtotal:	<u>90,241</u>	<u>-</u>	<u>1.67</u>
Intergovernmental Task Forces				
<p>Police participates in several interagency task forces, such as the FBI Safe Streets Task Force, where participating officers' overtime is funded by other agencies. This work is shifted from the General Fund to the Police Special Projects fund to better track and report on these activities.</p>				
	Overtime	(320,752)	(320,752)	-
	Subtotal:	<u>(320,752)</u>	<u>(320,752)</u>	<u>-</u>
<u>Adopted Changes</u>				
Parking Enforcement				
<p>The plan to hire a full-time parking enforcement officer mid-year changed due to the decision to forego installing parking meters on Grand Avenue. This resulted in eliminating 0.67 FTE and associated costs from the Proposed budget.</p>				
	Parking Enforcement Officer	(36,205)	-	(0.67)
	Subtotal:	<u>(36,205)</u>	<u>-</u>	<u>(0.67)</u>
Fund 100 Budget Changes Total		<u>2,289,708</u>	<u>(179,000)</u>	<u>1.04</u>

200: 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.

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	18,663	18,663	(0.04)
Subtotal:	18,663	18,663	(0.04)
<u>Mayor's Proposed Changes</u>			
Grants			
Several grants are experiencing planned reductions or expiring, which results in an overall decrease in this fund. This fund also includes resources to implement a pilot program for use of body cameras for sworn officers, which will be financed by a donation from the Saint Paul Police Foundation.			
Body camera pilot project	400,000	400,000	
State auto theft grant	(198,256)	(198,256)	
State community crime prevention grant	(137,500)	(137,500)	
State traffic safety grant	(230,872)	(230,872)	
2012 JAG grant	(231,475)	(231,475)	
DOJ human trafficking grant	(49,501)	(49,501)	
Subtotal:	(447,604)	(447,604)	-
<u>Adopted Changes</u>			
Grant Updates			
Some new grants have been received and others that were scheduled to expire were renewed. One such example is the State Auto Theft Grant. Renewal of this grant will allow 1.0 FTE to be shifted from the General Fund.			
State auto theft grant	298,673	298,673	1.00
Port security grant	225,000	225,000	
State traffic safety grant	155,418	155,418	
Homeland Security grant program	100,000	100,000	
2015 JAG grant - payment to outside agencies	71,000	71,000	
Initial Teaching Alphabet Foundation grant	68,589	68,589	
Other grant adjustments	57,454	57,454	
Subtotal:	976,134	976,134	1.00
Fund 200 Budget Changes Total	547,193	547,193	0.96

225: Police Special Projects

Police Department

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

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	89,617	89,617	-
Subtotal:	<u>89,617</u>	<u>89,617</u>	<u>-</u>

Mayor's Proposed Changes

Intergovernmental Task Forces

Police participates in several interagency task forces, such as the FBI Safe Streets Task Force, where participating officers' overtime is funded by other agencies. This work is shifted from the General Fund to the Police Special Projects fund to better track and report on these activities.

Overtime	320,752	320,752	-
Subtotal:	<u>320,752</u>	<u>320,752</u>	<u>-</u>

Emergency Communications Center

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 2016 is 2.0 FTE reduction to the City. This adjustment has no impact on service levels.

ECC staff (planned shift to Ramsey County)	(252,163)	(252,163)	(2.00)
Subtotal:	<u>(252,163)</u>	<u>(252,163)</u>	<u>(2.00)</u>

225: Police Special Projects

Police Department

Change from 2015 Adopted		
<u>Spending</u>	<u>Financing</u>	<u>FTE</u>

Mayor's Proposed Changes

Records Management System

The City's Records Management System has reached the end of its useful life and must be replaced to comply with new legal and technology requirements. A new system is expected to vastly improve analytical and data management capabilities within the department. The project will likely be financed over several years with an estimated total project cost of \$3 million. The downpayment and first year's loan payment is expected to be financed by Police resources currently in reserve.

RMS system	3,000,000	3,000,000	-
Intrafund transfers	800,000	800,000	-
Subtotal:	3,800,000	3,800,000	-

Adopted Changes

Ambassador program

Community Ambassadors work to engage youth in challenged areas throughout the city. Ambassadors provide programming and service referrals to ensure that our youth's diverse needs are addressed and services are accessible. Additionally, ambassadors mentor youth and de-escalate potential situations where police may be called to groups of disorderly youth. Ambassador/Youth interactions decrease the potential for our youth being integrated into the criminal justice system and guide them into productive activities.

Ambassador program	150,000	150,000	-
Subtotal:	150,000	150,000	-

Fund 225 Budget Changes Total

	4,108,206	4,108,206	(2.00)
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623: Impound Lot

Police Department

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

		Change from 2015 Adopted		
		Spending	Financing	FTE
<u>Current Service Level Adjustments</u>		73,093	73,093	-
	Subtotal:	73,093	73,093	-
<u>Mayor's Proposed Changes</u>				
Operations Adjustments				
The Impound Lot has reduced budgeted operating costs in order to align with projected revenue.				
	Service adjustment	(309,324)	(309,324)	
	Subtotal:	(309,324)	(309,324)	-
<u>Adopted Changes</u>				
Staffing reallocation				
The Impound Lot has been faced with revenue challenges in recent years. Due to a state auto theft grant, 1.0 FTE will move from the Impound Lot to the General Fund. This change will improve the Impound Lot's financial position while maintaining the same costs in the General Fund as were included in the Proposed budget.				
	Sergeant	(135,289)	(135,289)	(1.00)
	Subtotal:	(135,289)	(135,289)	(1.00)
Fund 623 Budget Changes Total		(371,520)	(371,520)	(1.00)

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

Department: POLICE

Budget Year: 2016

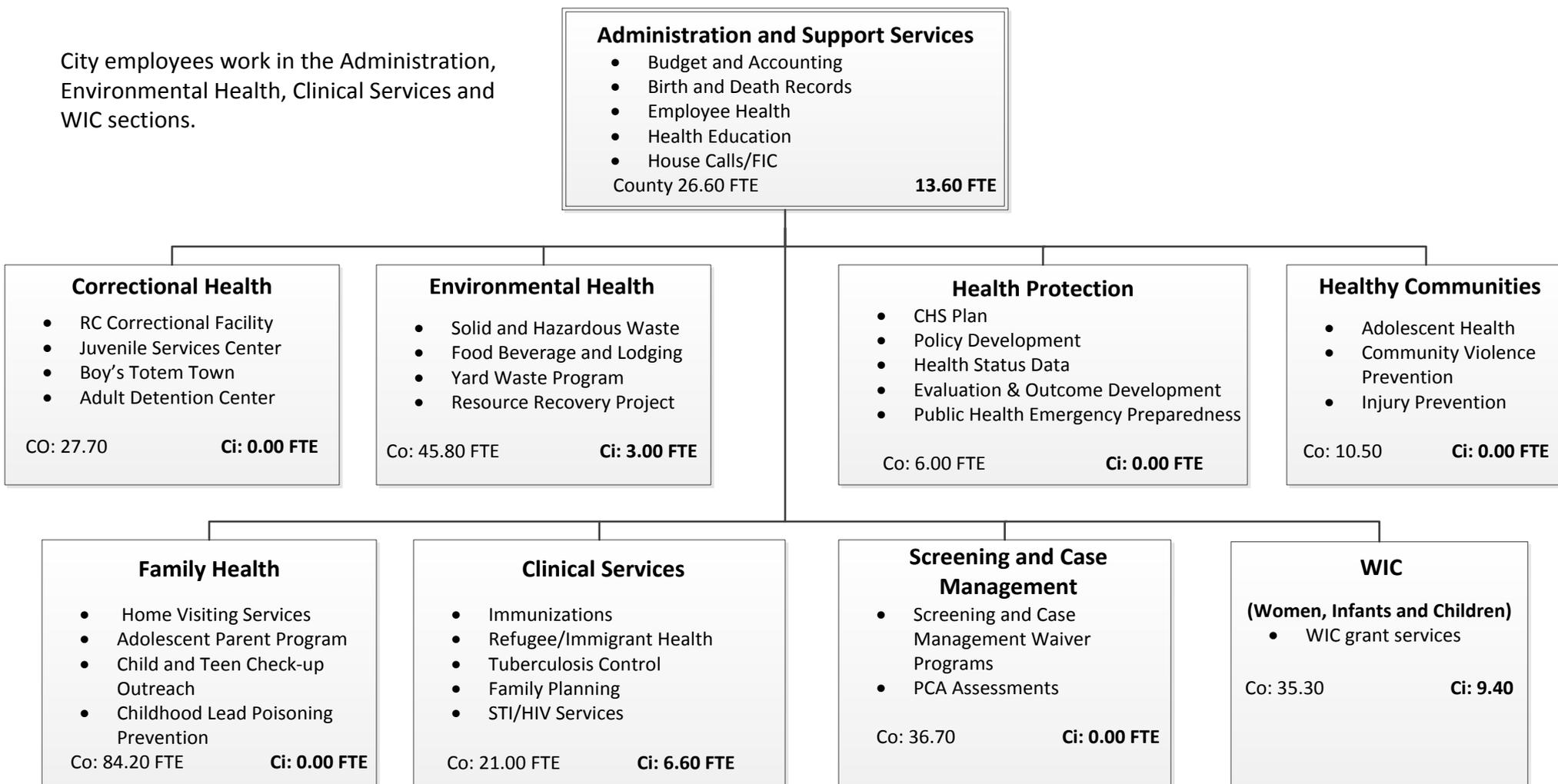
	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
Spending by Fund					
CITY GENERAL FUND	80,811,866	84,686,992	86,068,806	88,358,514	2,289,708
CITY GRANTS	2,649,328	1,877,111	2,096,437	2,643,630	547,193
POLICE SPECIAL PROJECTS	10,859,749	10,581,937	11,722,802	15,831,008	4,108,206
IMPOUND LOT	3,244,128	3,169,949	3,185,620	2,814,100	(371,520)
TOTAL SPENDING BY FUND	97,565,072	100,315,989	103,073,666	109,647,252	6,573,586
Spending by Major Account					
EMPLOYEE EXPENSE	80,002,337	83,714,196	85,500,146	88,008,265	2,508,119
SERVICES	10,054,858	10,091,756	10,704,487	10,294,502	(409,985)
MATERIALS AND SUPPLIES	4,361,875	4,048,769	4,260,497	7,873,181	3,612,684
ADDITIONAL EXPENSES	217,843	233,271	186,000	251,000	65,000
CAPITAL OUTLAY	1,944,851	1,219,689	1,314,267	1,228,683	(85,584)
DEBT SERVICE		4,150			
OTHER FINANCING USES	983,308	1,004,158	1,108,269	1,991,621	883,352
TOTAL SPENDING BY MAJOR ACCOUNT	97,565,072	100,315,989	103,073,666	109,647,252	6,573,586
Financing by Major Account					
LICENSE AND PERMIT	202,025	218,140	180,000	183,804	3,804
INTERGOVERNMENTAL REVENUE	2,445,051	1,869,253	2,034,648	2,174,505	139,857
CHARGES FOR SERVICES	11,124,575	13,801,262	11,900,145	11,320,364	(579,781)
FINE AND FORFEITURE	330,486	329,109	587,122	598,622	11,500
INVESTMENT EARNINGS	(66,707)	96,605	15,000	16,000	1,000
MISCELLANEOUS REVENUE	122,826	333,602	628,401	1,273,947	645,546
OTHER FINANCING SOURCES	2,228,616	2,263,682	3,553,833	7,436,786	3,882,953
TOTAL FINANCING BY MAJOR ACCOUNT	16,386,871	18,911,653	18,899,149	23,004,028	4,104,878



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, Clinical Services and WIC sections.



(Total 326.40 FTE)
County= 293.80 City= 32.60

7/31/2015

**2016 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 resignations or retirements of City staff occur, 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: \$3,129,688
- Total FTEs (City): 32.62

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

- 53,454 birth and death certificates provided
- 30,141 persons provided with WIC related services
- 15,102 clinical service visits provided
- 6,920 immunizations provided at public health clinics and community sites to prevent infectious diseases
- 21,170 laboratory tests performed

2016 Adopted Budget

Public Health

Fiscal Summary

	<u>2014 Actuals</u>	<u>2015 Adopted</u>	<u>2016 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2015 Adopted FTE</u>	<u>2016 Adopted FTE</u>
Spending							
250: Public Health	3,355,468	3,573,455	3,129,688	(443,767)	-12.4%	38.42	32.62
Total	3,355,468	3,573,455	3,129,688	(443,767)	-12.4%	38.42	32.62
Financing							
250: Public Health	3,207,916	3,573,455	3,129,688	(443,767)	-12.4%		
Total	3,207,916	3,573,455	3,129,688	(443,767)	-12.4%		

Budget Changes Summary

In 1997, the City's public health function was merged, through a joint powers agreement, with Ramsey County's. The administration of this function now resides with the County. As resignations or retirements of City staff occur, the positions are filled by the County. As City employees resign or retire, the City budget shows a decline in FTEs and dollars associated with paying their salary and benefits. All salary and benefit costs are reimbursed by Ramsey County and the County is responsible for the portion of the tax levy that covers these expenses. The 2016 adopted budget decreases by \$443,767 compared to the 2015 adopted budget.

250: Public Health

The Public Health fund 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 2015 Adopted</u>		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>			
Personnel costs	(443,767)	(443,767)	(5.80)
Subtotal:	<u>(443,767)</u>	<u>(443,767)</u>	<u>(5.80)</u>
Fund 250 Budget Changes Total	<u><u>(443,767)</u></u>	<u><u>(443,767)</u></u>	<u><u>(5.80)</u></u>

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

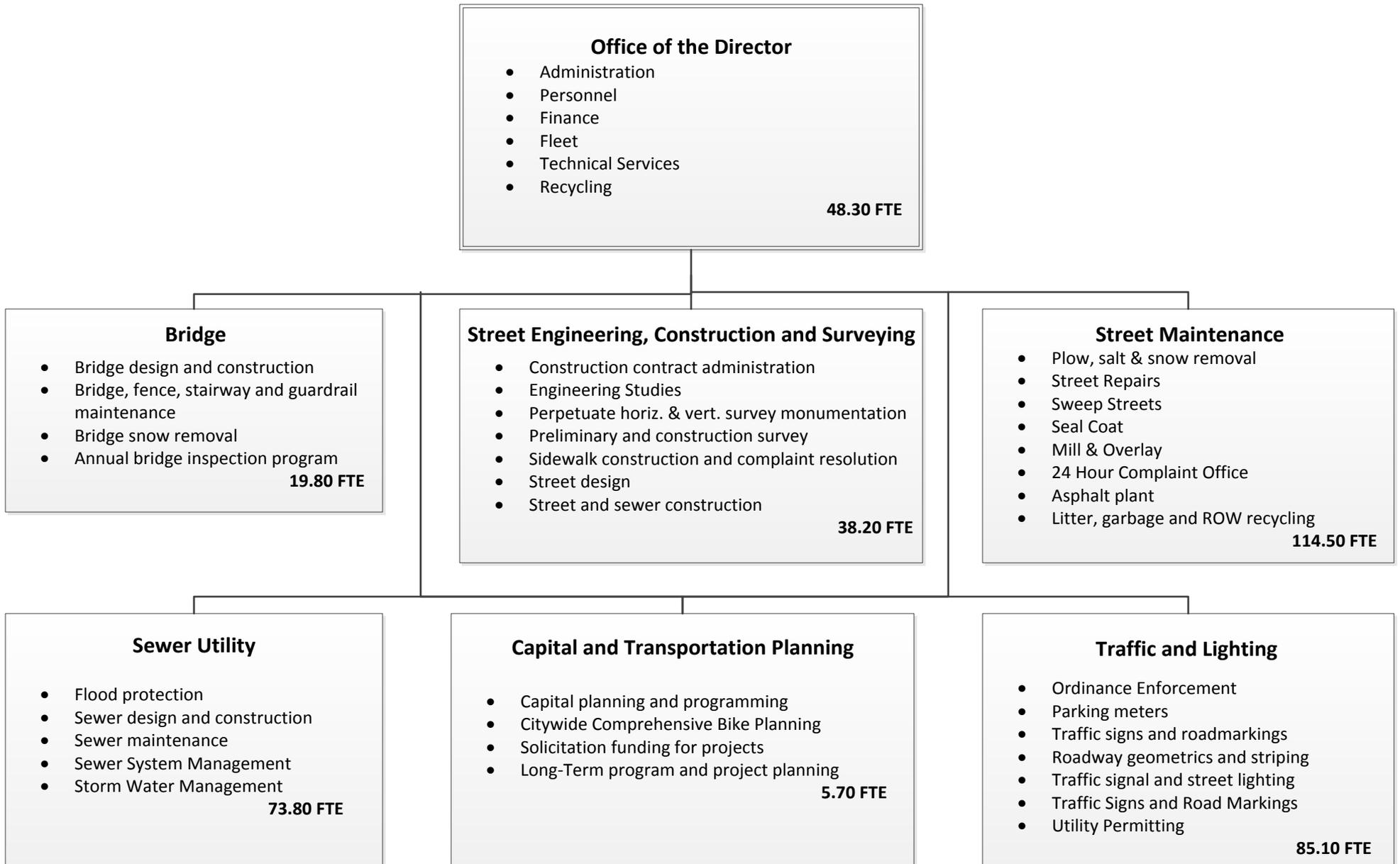
Department: PUBLIC HEALTH

Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
<hr/>					
<u>Spending by Fund</u>					
PUBLIC HEALTH	3,248,970	3,355,468	3,573,455	3,129,688	(443,767)
TOTAL SPENDING BY FUND	3,248,970	3,355,468	3,573,455	3,129,688	(443,767)
<hr/>					
<u>Spending by Major Account</u>					
EMPLOYEE EXPENSE	3,239,934	3,347,880	3,562,161	3,118,394	(443,767)
SERVICES	8,736	7,214	11,294	11,294	
MATERIALS AND SUPPLIES	300	375			
TOTAL SPENDING BY MAJOR ACCOUNT	3,248,970	3,355,468	3,573,455	3,129,688	(443,767)
<hr/>					
<u>Financing by Major Account</u>					
CHARGES FOR SERVICES	3,248,970	3,207,916	3,573,455	3,129,688	(443,767)
TOTAL FINANCING BY MAJOR ACCOUNT	3,248,970	3,207,916	3,573,455	3,129,688	(443,767)

Public Works

Mission: To build, maintain and improve our infrastructure and services to ensure a safe and liveable Capital City.



(Total 385.40 FTE)

7/31/2015

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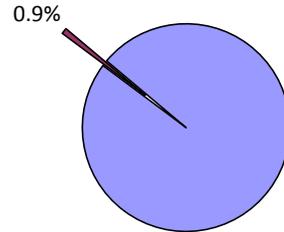
**2016 Adopted Budget
Public Works**

Department Description:

Public Works is responsible for building, 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 citizens expect;
- Traffic signals are functioning safely and are maintained, and traffic signs and pavement markings are in place and maintained;
- Sewers provide the safe transport of waste for treatment and stormwater to surface waters, and 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; and
- Fleet vehicles and equipment are kept maintained and available for use.

Public Works' Portion of General Fund Spending



Department Goals

- Review, Rethink and Reorganize;
- Create transparency in budgeting and accounting;
- Communicate more effectively; and
- Set standards and measure progress.

Department Facts

- Total General Fund Budget: \$2,213,782
- Total Special Fund Budget: \$139,780,649
- Total FTEs: 385.40
- 865 miles of streets
- 806 miles of sanitary sewer; 450 miles of storm sewer
- 1,013 miles of sidewalk
- 57 city-owned bridges
- 32,852 street light fixtures; 385 signalized intersections
- 525 fleet rental units (vehicles and other equipment)

Recent Accomplishments

- Increased mill and overlay program to improve arterial street condition;
- Traffic Division worked closely with Metro Transit on implementation of predictive priority traffic signal timing revisions on the Green Line LRT to substantially reduce train travel times;
- Implemented energy saving LED lighting on high volume/high speed roadways;
- Participated in a number of department studies with Civic Consulting and the city's Innovation Team; and
- Produced a five year paving plan to direct future work program.

2016 Adopted Budget

Public Works

Fiscal Summary

	2014 Actuals	2015 Adopted	2016 Adopted	Change	% Change	2015 Adopted FTE	2016 Adopted FTE
Spending							
100: General Fund	2,049,432	2,088,727	2,213,782	125,055	6.0%	14.80	15.70
230: Right of Way Maintenance	40,056,825	39,070,105	41,452,729	2,382,624	6.1%	185.89	185.99
231: Street Lighting District	261,436	358,634	357,154	(1,480)	-0.4%	-	-
241: Recycling	5,724,037	6,043,983	6,638,515	594,532	9.8%	1.00	1.00
640: Sewer	57,332,226	61,950,497	61,619,482	(331,015)	-0.5%	67.36	67.36
730: Administration	2,622,456	2,883,276	3,014,451	131,175	4.5%	20.55	20.55
731: Equipment Services Internal	7,741,249	9,712,930	9,897,272	184,342	1.9%	22.00	22.00
732: Engineering Fund	6,850,059	9,640,840	9,875,910	235,070	2.4%	65.30	65.80
733: Asphalt Plant	3,244,460	3,653,628	3,656,130	2,502	0.1%	4.30	4.30
734: Traffic Warehouse	3,490,242	4,679,181	3,269,006	(1,410,175)	-30.1%	2.70	2.70
Total	129,372,422	140,081,801	141,994,431	1,912,630	1.4%	383.90	385.40
Financing							
100: General Fund	3,239,882	3,453,771	5,001,730	1,547,959	44.8%		
230: Right of Way Maintenance	38,773,191	39,070,105	41,452,729	2,382,624	6.1%		
231: Street Lighting District	336,483	358,634	357,154	(1,480)	-0.4%		
241: Recycling	5,910,764	6,043,983	6,638,515	594,532	9.8%		
640: Sewer	55,984,532	61,950,497	61,619,482	(331,015)	-0.5%		
730: Administration	2,819,610	2,883,276	3,014,451	131,175	4.5%		
731: Equipment Services Internal	7,686,626	9,712,930	9,897,272	184,342	1.9%		
732: Engineering Fund	6,538,444	9,640,840	9,875,910	235,070	2.4%		
733: Asphalt Plant	3,400,223	3,653,628	3,656,130	2,502	0.1%		
734: Traffic Warehouse	4,302,895	4,679,181	3,269,006	(1,410,175)	-30.1%		
Total	128,992,650	141,446,845	144,782,379	3,335,534	2.4%		

Budget Changes Summary

The 2016 adopted General Fund budget for Public Works includes increases due to inflationary pressures as well as expansion of the city's downtown parking meter system. Several notable special fund changes are also included. The Recycling fund includes a recycling rate increase to cover inflationary pressures as well as the use of fund balance for studying solid waste collection options. A 2.5% rate increase in the Right of Way fund that will support full funding of the mill & overlay program that was expanded in 2014. The Right of Way budget also includes a transfer from the debt service fund to fund sidewalk quadrant construction. The adopted budget for the sewer utility includes a volume rate increase of 3.5%, as well as an introduction of a base fee to help support capital maintenance and the long-term health of the fund. The sewer utility also includes a reallocation of existing resources to fund an operations manager, who will be responsible for promoting service excellence and effective use of public works operations resources.

100: General Fund

Public Works

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	23,182	108,959	(0.10)
Subtotal:	23,182	108,959	(0.10)

Mayor's Proposed Changes

Downtown Parking Meter Expansion

The proposed budget includes an expansion of both enforcement areas and hours of enforcement to the downtown parking meter system. Informed by the Downtown Parking Study, expanding meters will maximize use of the downtown parking supply by turning over street parking and encouraging ramp/lot use. In doing so the city will spur economic development, street vitality and transit use. The budget includes the following assumptions:

- Implementation begins on January 1st, 2016
- Enforcement of daytime rates are extended until 6:00 pm Monday through Saturday
- Evening enforcement is added at a reduced rate from 6:00 pm until 10:00 pm Monday through Saturday
- Event parking rates are instituted around both Xcel Energy Center and CHS Field during events at the respective facilities
- Metered spaces and pay stations are added west of the Xcel Energy Center and some coin operated meters may be replaced in certain areas
- Implementation costs are funded by the HRA parking fund
- Expanded enforcement costs are included in the Police budget (\$54,037)

Expanded enforcement coverage and extended daytime enforcement until 6 pm	-	245,000	-
Evening enforcement (6pm-10pm) at reduced rates	-	399,000	-
Event parking - Xcel Energy Center and CHS Field	-	395,000	-
Ongoing parking system maintenance	101,873	-	1.00
One-time implementation costs - pay stations and meter equipment	308,000	308,000	-
Subtotal:	409,873	1,347,000	1.00

Change from 2015 Adopted		
<u>Spending</u>	<u>Financing</u>	<u>FTE</u>

Mayor's Proposed Changes

Neighborhood Commercial Area Parking Meter Expansion

The proposed budget includes a pilot extension of the parking meter system to one or more neighborhood commercial areas, which will be determined after further stakeholder review and input. Like downtown, areas will be selected based on their ability to benefit from increased parking turnover that will allow patrons of local businesses easier access to short term parking options. The budget includes the following assumptions:

- Net revenue expectation (after ongoing costs) of \$400,000
- Expansion of up to 470 metered spaces and 55 pay stations
- Implementation by May 1st, 2016
- Implementation costs are funded by the HRA parking fund
- Expanded enforcement costs are included in the Police budget (\$36,204)

Parking meter collections (assuming a May 1st, 2016 implementation)
 Ongoing parking system maintenance
 One-time implementation costs - pay stations and meter equipment

Parking meter collections (assuming a May 1st, 2016 implementation)	-	550,714	-
Ongoing parking system maintenance	114,510	-	-
One-time implementation costs - pay stations and meter equipment	590,000	590,000	-
Subtotal:	704,510	1,140,714	-

100: General Fund

Public Works

	Change from 2015 Adopted		
	Spending	Financing	FTE
Adopted Changes			
Downtown Parking Meter Expansion			
Technical change that reduces one-time implementation costs for the downtown parking meter expansion. The transfer from the parking fund as well as the expenditures related to purchasing meters and signage occurred in 2015.			
Pay Stations and Parking Meter Equipment	(308,000)	(308,000)	-
Subtotal:	(308,000)	(308,000)	-
Eliminate Neighborhood Commercial Area Parking Meter Expansion			
Reduce expenditures and revenues associated with the Neighborhood Commercial Area Parking Meter Expansion.			
Neighborhood Commercial Parking Meter reduction	(704,510)	(1,140,714)	-
Subtotal:	(704,510)	(1,140,714)	-
Parking Fund Transfer			
One-time Parking Fund support for parking meter operations and maintenance.			
Parking Fund Transfer	-	400,000	-
Subtotal:	-	400,000	-
Fund 100 Budget Changes Total	125,055	1,547,959	0.90

230: 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 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	406,213	98,640	0.10
Subtotal:	406,213	98,640	0.10

Mayor's Proposed Changes**Mill & Overlay**

The city's mill & overlay program greatly expanded in 2014 to address significant deferred street maintenance, including fixing the "Terrible 20" city street segments. The resulting improvement in the city's street condition has reduced the historical cost of pothole patching. Those resources are being reprogrammed to help fully fund the expanded mill & overlay program.

Pothole patching	(307,573)	-	-
Mill & overlay	725,000	-	-
Subtotal:	417,427	-	-

ROW Rates

The proposed budget includes an average rate increase of 2.5% to cover inflationary pressures and full funding of the mill & overlay program.

Rate adjustment (2.5%)		725,000	-
Subtotal:	-	725,000	-

230: 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 2015 Adopted		
	Spending	Financing	FTE
Adopted Changes			
Sidewalk Quadrants			
Add resources for sidewalk quadrant construction on a one-time basis funded through a transfer from the debt service fund.			
Sidewalk Construction	1,431,984	1,431,984	-
Subtotal:	1,431,984	1,431,984	-
Residential Parking Permit			
The city will be increasing the fees associated with the residential parking permit program. The increased revenue will fund a study that looks at city-wide residential parking.			
Residential Parking Permit	47,000	47,000	-
Subtotal:	47,000	47,000	-
Parking Signage on University Avenue			
Signage will be installed along University Avenue to better manage parking in that corridor. The signage will be funded through a transfer from the parking fund.			
University Avenue Signage	80,000	80,000	-
Subtotal:	80,000	80,000	-
Fund 230 Budget Changes Total	2,382,624	2,382,624	0.10

231: Street Lighting District

Public Works

Costs associated with installing above standard lighting upon request by neighborhoods. The fund is 100% assessed.

	<u>Change from 2015 Adopted</u>		
	<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Current Service Level Adjustments</u>	(1,480)	(1,480)	-
Subtotal:	<u>(1,480)</u>	<u>(1,480)</u>	<u>-</u>
Fund 231 Budget Changes Total	<u>(1,480)</u>	<u>(1,480)</u>	<u>-</u>

241: Recycling

Public Works

The Public Works Recycling fund includes the budget for the Eureka recycling contract.

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	264,532	-	-
Subtotal:	264,532	-	-
<u>Mayor's Proposed Changes</u>			
Recycling Revenue			
The proposed recycling rate adjustment (1.5%) will cover inflationary pressures. The budget also includes a small volume increase due to a change in the number of billable units in the city.			
Rate adjustment (1.5%)	-	81,577	-
Volume adjustment	-	5,835	-
Subtotal:	-	87,412	-
SCORE Grant			
Increased allocation amount for SCORE grant funds from Ramsey County to support recycling programs.			
SCORE Grant increase	-	177,120	-
Subtotal:	-	177,120	-
<u>Adopted Changes</u>			
Solid Waste Collection Planning			
Solid waste organized collection planning funded through the use of reserves from the solid waste and recycling fund.			
Solid Waste Collection Planning	330,000	330,000	-
Subtotal:	330,000	330,000	-
Fund 241 Budget Changes Total	594,532	594,532	-

640: Sewer**Public Works**

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

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	179,637	(9,410)	-
Subtotal:	<u>179,637</u>	<u>(9,410)</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
Bond Issuance and Debt Service			
The budget includes planned adjustments in the amount of debt service payments made on sewer debt, as well as a return to historical bond issuance levels of \$8m dollars to help fund the capital infrastructure program.			
Debt service	358,306	-	-
WPA repayment	(1,868,958)	-	-
Bond sale	-	(2,000,000)	-
Subtotal:	<u>(1,510,652)</u>	<u>(2,000,000)</u>	<u>-</u>
MCES Wastewater Charge			
Payment of the Metropolitan Council Environment Service charge has increased in 2016. The MCES charge helps fund the processing and cleaning of the City's wastewater.			
MCES charge	1,550,000	-	-
Subtotal:	<u>1,550,000</u>	<u>-</u>	<u>-</u>
Infrastructure Investment			
The Sewer fund has a multi-year sewer construction program that maintains the long-term health of the City's sewer fund. The program is funded through bond proceeds and the use of current assets. The capital construction program includes reconstructing sewer lines and lining of pipes.			
Infrastructure	400,000	-	-
Subtotal:	<u>400,000</u>	<u>-</u>	<u>-</u>
Private Sewer Connection Program			
The Private Sewer Connection Program connects customers to the City's sewer system and is 100% assessed. The program budget is reduced to reflect historical usage.			
Private sewer connection	(500,000)	(500,000)	-
Subtotal:	<u>(500,000)</u>	<u>(500,000)</u>	<u>-</u>

640: Sewer

Public Works

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

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Mayor's Proposed Changes</u>				
Sewer Rates				
The sewer utility is a one billion dollar asset that requires constant investment to ensure the city's sewer infrastructure is properly maintained. The proposed budget includes a volume rate increase of 3.5% for both sanitary and storm water sewer fees. In addition to the volume rate, the budget includes a base fee to help fund the permanent fixed costs of maintaining the sewer network.				
Rate increase (3.5%)		-	1,051,958	-
Base fee		-	1,576,437	-
	Subtotal:	-	2,628,395	-
<u>Adopted Changes</u>				
Sewer Rates				
Align sewer base fee with St. Paul sewer customer accounts. Public Works will offset the reduced revenue with reductions in capital spending.				
Base fee		-	(450,000)	-
Capital outlay		(450,000)	-	-
	Subtotal:	(450,000)	(450,000)	-
Fund 640 Budget Changes Total		(331,015)	(331,015)	-

730: Administration**Public Works**

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

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	131,715	131,715	-
Subtotal:	131,715	131,715	-
Fund 730 Budget Changes Total	131,715	131,715	-

731: Equipment Services Internal**Public Works**

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

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	184,342	184,342	-
Subtotal:	184,342	184,342	-
Fund 731 Budget Changes Total	184,342	184,342	-

732: Engineering Fund**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 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>			
A vacant 0.5 FTE City Planning Administrator was filled with a 1.0 FTE at a lower title of Public Works Technician I for the equivalent salary dollars.	235,070	235,070	0.50
Subtotal:	235,070	235,070	0.50
Fund 732 Budget Changes Total	235,070	235,070	0.50

733: Asphalt Plant

Public Works

Budget associated with running the City's Asphalt Paving Plant.

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	2,502	2,502	-
Subtotal:	2,502	2,502	-
Fund 733 Budget Changes Total	2,502	2,502	-

734: Traffic Warehouse

Public Works

Budget for maintaining and housing equipment and vehicles from around the city.

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>			
Adjustment to reflect the practice of materials purchased by the Traffic Warehouse being billed to capital projects to cover expenses. There was a large increase in the purchases of traffic warehouse materials in 2015. The reduction reflects the revenues and spending at historical levels.	(1,410,175)	(1,410,175)	-
Subtotal:	(1,410,175)	(1,410,175)	-
Fund 734 Budget Changes Total	(1,410,175)	(1,410,175)	-

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

Department: PUBLIC WORKS

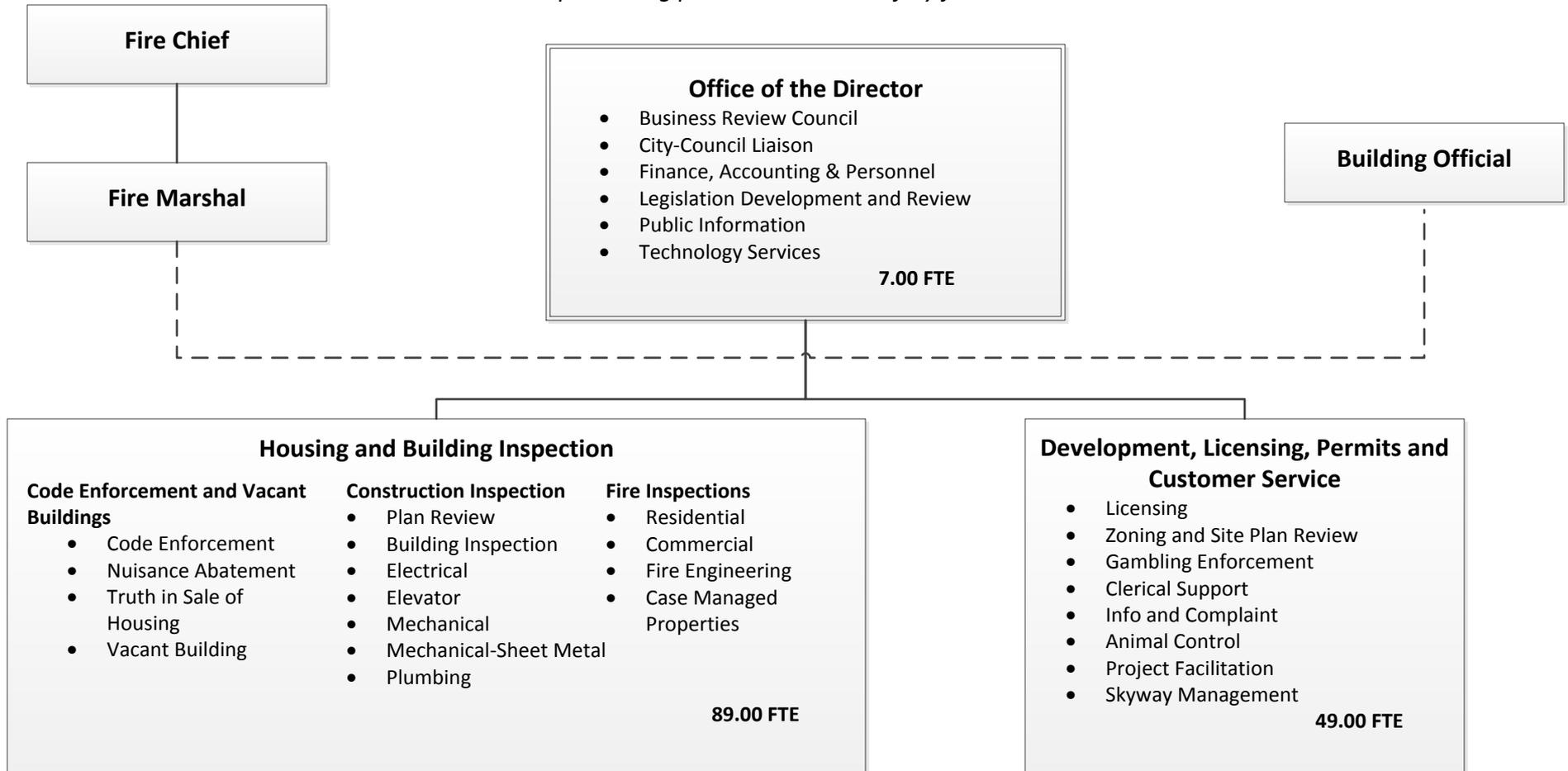
Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
<u>Spending by Fund</u>					
CITY GENERAL FUND	3,313,132	2,049,432	2,088,727	2,213,782	125,054
RIGHT OF WAY MAINTENANCE	38,858,695	40,056,825	39,070,105	41,452,729	2,382,623
STREET LIGHTING DISTRICTS	345,872	261,436	358,634	357,154	(1,480)
RECYCLING AND SOLID WASTE	4,645,645	5,724,037	6,043,983	6,638,515	594,531
SEWER UTILITY	52,706,227	57,332,226	61,950,497	61,619,483	(331,015)
PUBLIC WORKS ADMINISTRATION	2,686,742	2,622,456	2,883,276	3,014,451	131,175
PUBLIC WORKS EQUIPMENT SERVICE	7,555,950	7,741,249	9,712,930	9,897,272	184,342
PW ENGINEERING SERVICES	8,026,111	6,850,059	9,640,840	9,875,910	235,070
ASPHALT PLANT	3,106,454	3,244,460	3,653,628	3,656,130	2,502
TRAFFIC WAREHOUSE	2,513,631	3,490,242	4,679,181	3,269,006	(1,410,176)
TOTAL SPENDING BY FUND	123,758,460	129,372,421	140,081,802	141,994,431	1,912,630
<u>Spending by Major Account</u>					
EMPLOYEE EXPENSE SERVICES	33,813,181	33,199,973	37,013,789	38,291,041	1,277,252
MATERIALS AND SUPPLIES	47,728,893	52,715,402	53,820,634	55,444,194	1,623,560
PROGRAM EXPENSE	15,877,616	17,760,388	18,603,011	19,705,569	1,102,558
ADDITIONAL EXPENSES	835,107	1,277,883	1,200,000	700,000	(500,000)
CAPITAL OUTLAY	87,398	341,600	105,590	106,600	1,010
DEBT SERVICE	6,254,739	7,270,599	11,111,488	11,197,800	86,312
OTHER FINANCING USES	3,195,566	2,920,979	9,565,145	10,029,102	463,957
	15,965,960	13,885,598	8,662,145	6,520,124	(2,142,021)
TOTAL SPENDING BY MAJOR ACCOUNT	123,758,460	129,372,421	140,081,802	141,994,431	1,912,630
<u>Financing by Major Account</u>					
TAXES	-	29,383	31,000	-	(31,000)
LICENSE AND PERMIT	1,395,892	1,627,627	1,586,960	1,571,960	(15,000)
INTERGOVERNMENTAL REVENUE	6,981,129	6,470,264	6,418,438	6,994,520	576,082
CHARGES FOR SERVICES	79,928,529	81,660,088	87,010,381	89,474,237	2,463,856
ASSESSMENTS	29,924,864	30,595,314	30,822,808	31,651,198	828,390
INVESTMENT EARNINGS	(184,845)	265,451	24,908	87,950	63,042
MISCELLANEOUS REVENUE	10,355,447	320,958	392,500	392,500	
OTHER FINANCING SOURCES	2,246,594	8,023,566	15,159,850	14,610,013	(549,837)
TOTAL FINANCING BY MAJOR ACCOUNT	130,647,609	128,992,651	141,446,845	144,782,378	3,335,534



Safety and Inspections

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



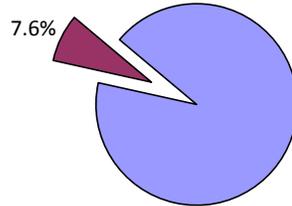
(Total 145.00 FTE)

**2016 Adopted Budget
Department of Safety and Inspections**

Department Description:

The Department of Safety and Inspections (DSI) is a proactive, multi-disciplinary safety and inspections organization that builds and maintains a livable Saint Paul community through strong leadership, creative partnerships, teamwork, and effective regulatory strategies. DSI’s responsibilities include: 1) Animal Control, 2) Construction Inspection, 3) Code Enforcement, 4) Fire Inspections, 5) Information and Complaint, 6) Business Licensing, 7) Construction Plan Review, 8) Site Plan Review, 9) Project Facilitation for new businesses and expansions, 10) Vacant Buildings, and 11) Zoning.

Safety & Inspections’ Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$18,510,696
- Total Special Fund Budget: \$545,515
- Total FTEs: 145.00

In 2014 DSI :

- Reviewed 2,228 construction plans for a total valuation of \$636,461,645.
- Conducted 57,690 construction inspections.
- Issued 4,251 business licenses.
- Conducted 10,382 Fire C of O inspections and issued 3,865 certificates.
- Conducted 28,477 code enforcements and 19,598 vacant building inspections.
- Responded to 4,284 animal related complaints.
- Information and Complaint processed 28,298 complaints.

Department Goals

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

Recent Accomplishments

- Implemented Amanda Web software upgrade.
- Completed Strength, Weakness, Opportunities, Threats analysis of department.
- Maintained housing stock, through the C of O inspection process, by improving or retaining the grade classification of 244 rental properties.
- Issued 29,044 building trade permits in 2014.
- 228 new businesses opened in 2014 using a streamlined application and approval process. (MDH and MDA licenses no longer handled by the City)
- Issued 181 liquor licenses in 2014.
- Issued 444 special event related licenses in 2014.
- Facilitated the re-occupancy of 537 vacant building structures in 2014.
- Reduced reported dog bites from 1,346 in 1971 to 165 in 2014.
- Managed 81,846 calls and 9,155 emails to our Information and Complaint line in 2014.
- Processed 27,517 license transactions plus charitable gambling activity for a total value of \$3,104,167.

2016 Adopted Budget

Department of Safety and Inspections

Fiscal Summary

	2014 Actuals	2015 Adopted	2016 Adopted	Change	% Change	2015 Adopted FTE	2016 Adopted FTE
Spending							
100: General Fund	15,778,886	17,927,343	18,510,696	583,353	3.3%	142.12	144.12
215: Assessment Financing	416,826	400,000	400,000	-	0.0%	-	-
228: Charitable Gambling	117,523	136,249	145,515	9,266	6.8%	0.88	0.88
Total	16,313,235	18,463,592	19,056,211	592,619	3.2%	143.00	145.00
Financing							
100: General Fund	18,237,784	15,978,185	17,280,800	1,302,615	8.2%		
215: Assessment Financing	481,809	400,000	400,000	-	0.0%		
228: Charitable Gambling	140,655	136,249	145,515	9,266	6.8%		
Total	18,860,248	16,514,434	17,826,315	1,311,881	7.9%		

Budget Changes Summary

The 2016 adopted budget for the Department of Safety and Inspections (DSI) includes staffing changes to meet increasing demand in the Zoning division. The increase of 2.00 FTE in DSI are offset by new revenue generated through a combination of volume increases in building permits and site plan reviews, as well as fee increases. Other changes in the 2016 budget for DSI are largely due to current service level adjustments.

100: General Fund

Department of Safety and Inspections

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	425,712	-	-
Subtotal:	<u>425,712</u>	<u>-</u>	<u>-</u>

Mayor's Proposed Changes

Zoning Plan Review

The 2016 budget includes resources to hire a Senior City Planner in the Zoning division of DSI, in order to keep up with the growing demand for construction site plan reviews in St. Paul. This employee will have the level of professional expertise needed for the number of increasingly complex site plan reviews, allowing DSI to achieve compliance with Minnesota statute and ensure timely review of applications. This addition is largely offset by the growth in Zoning revenues due to the volume increase.

Senior City Planner	85,070	-	1.00
Zoning revenue volume adjustment	-	70,000	-
Subtotal:	<u>85,070</u>	<u>70,000</u>	<u>1.00</u>

Zoning Design Review Standards

In 2016, DSI will have to comply with new design review standards for 1 and 2 family residential structures. The new design standards are expected to increase the demand on staff due to a increase in the number and scope of reviews required. The 2016 budget includes resources for DSI to hire an additional 0.50 FTE for the Zoning division to help address the additional workload, as well as an additional 0.50 FTE for the Licensing Division, allowing DSI to convert a current FTE which is split between Zoning and Licensing into separate FTEs for each division. The spending increase from these positions are almost entirely offset by the projected additional revenue due volume and fee adjustments to the design review standards.

DSI Inspector II	39,359	-	0.50
DSI Inspector I	33,212	-	0.50
Design standards revenue	-	72,000	-
Subtotal:	<u>72,571</u>	<u>72,000</u>	<u>1.00</u>

100: General Fund

Department of Safety and Inspections

Change from 2015 Adopted

Spending Financing FTE

Mayor's Proposed Changes

DSI Revenues

The 2016 budget includes adjustments to DSI revenues to reflect actual trends in construction services and a 3% increase to all DSI fees including, building permits, business licenses, fire inspection, and vacant buildings.

Volume-based adjustments
3% increase in fees

-	700,000	-	
-	460,615	-	
<hr/>			
Subtotal:	-	1,160,615	-

Fund 100 Budget Changes Total

583,353 1,302,615 2.00

215: Assessment Financing

Department of Safety and Inspections

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

	Change from 2015 Adopted		
	Spending	Financing	FTE
No Changes from 2015 Adopted Budget	-	-	-
Subtotal:	-	-	-
Fund 215 Budget Changes Total	-	-	-

228: Charitable Gambling

Department of Safety and Inspections

The Charitable Gambling fund includes DSI's gambling enforcement activities and revenues.

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	9,266	9,266	-
Subtotal:	9,266	9,266	-
Fund 228 Budget Changes Total	9,266	9,266	-

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

Department: **SAFETY AND INSPECTION**

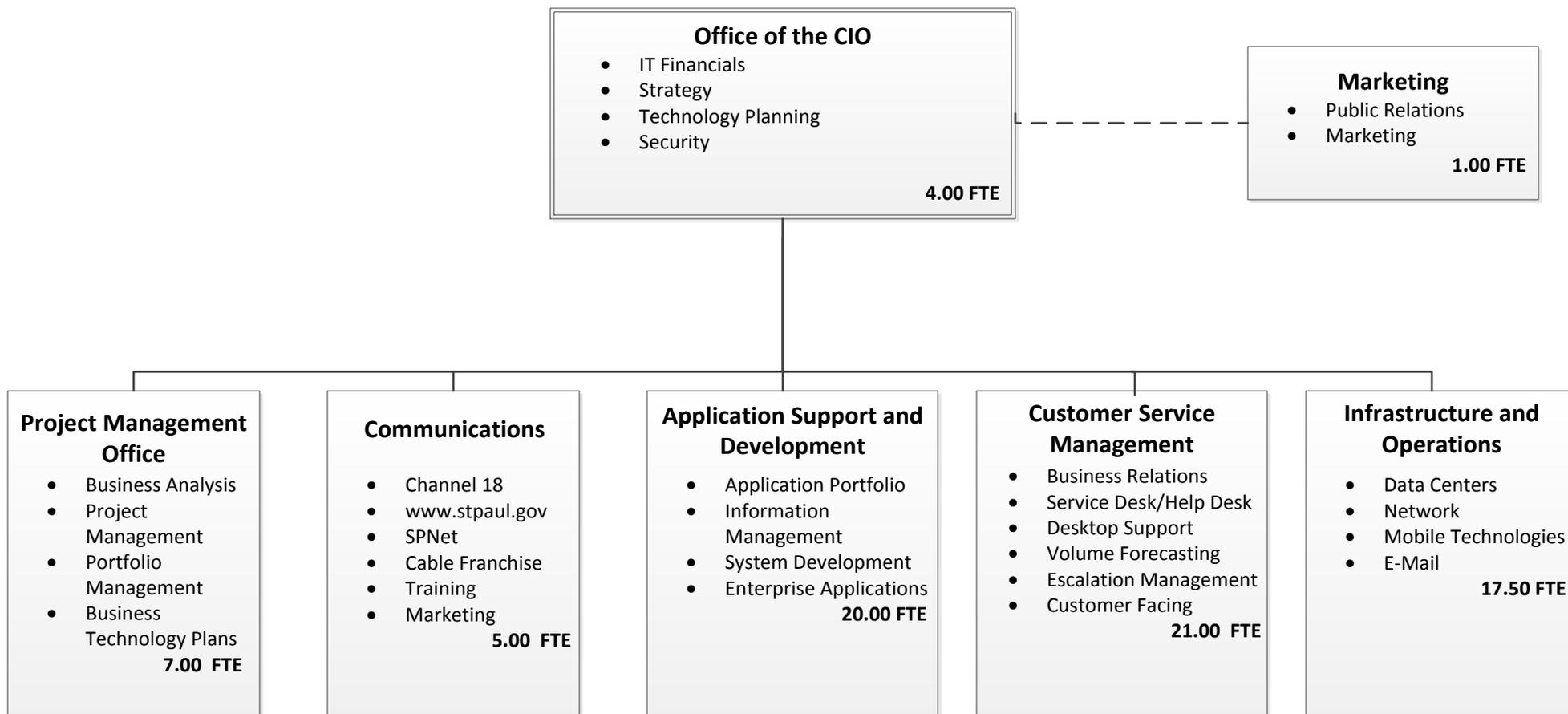
Budget Year: 2016

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
Spending by Fund					
CITY GENERAL FUND	15,829,494	15,778,886	17,927,343	18,510,696	583,352
ASSESSMENT FINANCING	397,266	416,826	400,000	400,000	
CHARITABLE GAMBLING	82,137	117,523	136,249	145,515	9,265
TOTAL SPENDING BY FUND	16,308,897	16,313,235	18,463,593	19,056,210	592,617
Spending by Major Account					
EMPLOYEE EXPENSE	13,143,216	13,376,775	14,757,058	15,354,040	596,982
SERVICES	2,633,040	2,601,694	3,192,599	3,172,896	(19,703)
MATERIALS AND SUPPLIES	203,066	202,848	319,405	329,744	10,339
ADDITIONAL EXPENSES	115,530	1,397	1,500	1,500	
CAPITAL OUTLAY	95,500		37,531	37,531	
DEBT SERVICE	44	20			
OTHER FINANCING USES	118,500	130,500	155,500	160,499	4,999
TOTAL SPENDING BY MAJOR ACCOUNT	16,308,897	16,313,235	18,463,593	19,056,210	592,617
Financing by Major Account					
TAXES	136,357	134,024	136,249	145,515	9,266
LICENSE AND PERMIT	10,796,051	10,815,726	7,506,869	8,413,805	906,936
CHARGES FOR SERVICES	4,341,297	4,993,786	5,226,596	5,622,275	395,679
FINE AND FORFEITURE	77,843	71,019	67,000	67,000	
ASSESSMENTS		177,108			
INVESTMENT EARNINGS		6,631			
MISCELLANEOUS REVENUE	459	2,659			
OTHER FINANCING SOURCES	2,622,561	2,659,296	3,577,720	3,577,720	
TOTAL FINANCING BY MAJOR ACCOUNT	17,974,569	18,860,248	16,514,434	17,826,315	1,311,881



Office of Technology and Communications

***Mission:** To provide high quality, secure, cost effective information technology that supports the business needs of the City, fosters innovation, and enhances the lives of the residents of Saint Paul, the most livable city in America.*



(Total 75.50 FTE)

7/31/2015

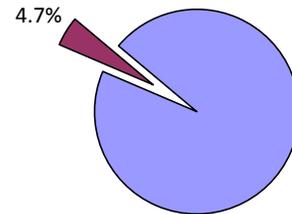
**2016 Adopted Budget
Office of Technology and Communications**

Department Description:

We support the business needs of the City of Saint Paul, foster government innovation, and enhance the lives of the residents of the most livable city in America by delivering high quality, secure, and cost effective information technology solutions.

- **Office of the CIO:** Tasked with coordination and strategic planning for all sections of the department. The Office of the CIO also includes the city's first Information Security Office function.
- **Project Management Office (PMO)** --Accountable for managing citywide projects and maintaining the project portfolio.
- **Infrastructure & Operations**--Responsible for the maintenance and security of servers, data centers, mobile technologies and networks in the enterprise.
- **Application Support & Development**--Committed to support all software needs through application development, database administration, and information analysis.
- **Communications:** Oversees and administers the cable TV franchise on behalf of the City. Responsible for recording and distributing the Channel 18 network, PSAs, Council meetings, and Ramsey County Commissioner meetings.

OTC Portion of General Fund Spending



Department Goals

- Enable the business of Government
- Deliver excellent customer service
- Be an employer of choice
- Operate efficiently

Department Facts

- Total General Fund Budget: \$11,327,387
- Total Special Fund Budget: \$449,000
- Total FTEs: 75.50
- Manage and support over 3,600 PCs supporting more than 3,500 staff in the City
- Support over 200 software applications
- www.stpaul.gov logged 3,618,612 page views in 2014
- Received 25,148 new service requests, and resolved 97.5%
- Produced 237 videos for a variety of agencies
- Supported and managed local and wide area network for more than 100 locations.

Recent Accomplishments

- **COMET:** Deployed Human Resources Employee Self Service (ESS).
- **TASS:** Enhancement of the Time Attendance Scheduling Software.
- **Communication and Collaboration:** Adoption of Office 365 Government Community Cloud.
- **Server Virtualization:** Increased adoption of server virtualization and cloud based infrastructure services.
- **AMANDA Mobile Enablement:** Mobile workforce capability to provide easy access to field inspection application from anywhere live.
- **Chief Information Security Officer:** Established Chief Information Security Officer role to oversee Saint Paul Security Program.
- **Project and Portfolio Management:** Created formal intake process with prioritization and organization transparency for all technology projects.
- **Right Track Application:** Developed an application to facilitate the hiring process for the Right Track youth program.

2016 Adopted Budget

Office of Technology and Communications

Fiscal Summary

	2014 Actual	2015 Adopted	2016 Adopted	Change	% Change	2015 Adopted FTE	2016 Adopted FTE
Spending							
100: General Fund	11,412,298	11,071,470	11,327,387	255,917	2.3%	75.50	75.50
211: General Government Special Projects	34,862	191,000	449,000	258,000	135.1%	-	-
Total	11,447,160	11,262,470	11,776,387	513,917	4.6%	75.50	75.50
Financing							
100: General Fund	3,309,839	3,344,085	3,580,332	236,247	7.1%		
211: General Government Special Projects	108,121	191,000	449,000	258,000	135.1%		
Total	3,417,960	3,535,085	4,029,332	494,247	14.0%		

Budget Changes Summary

The Office of Technology and Communications (OTC) will begin a business intelligence initiative in 2016. Through this investment, OTC will provide departments with better access to data generated from the City's disparate computer systems. Better access to interrelated data will allow city leaders to make data-driven policy decisions.

The special fund budget includes resources to upgrade equipment in the Council chambers.

100: General Fund**Office of Technology and Communications**

	Change from 2015 Adopted		
	Spending	Financing	FTE
<u>Current Service Level Adjustments</u>	130,917	-	-
Subtotal:	<u>130,917</u>	<u>-</u>	<u>-</u>
<u>Mayor's Proposed Changes</u>			
Business Intelligence Initiative			
The 2016 budget provides funding for OTC to begin a business intelligence initiative through the investment in a data management portal. This will allow departments to more easily access data to create reports and dashboards, and allow for more robust data-driven decision-making throughout the city.			
Data portal	100,000	-	-
Subtotal:	<u>100,000</u>	<u>-</u>	<u>-</u>
Franchise Fee Audit			
OTC will conduct an audit of cable franchise fee revenue. An audit will ensure that Comcast has correctly paid franchise fees from 2011 through 2014. It is projected that sufficient revenue to cover the cost of the audit will be recovered.			
Franchise fee audit	25,000	25,000	-
Subtotal:	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Revenue Adjustments			
OTC recovers some costs for providing specialized technology services to other departments, including AMANDA support, and the PC lease program. Franchise fee revenue from the Comcast cable franchise is also budgeted within OTC. The 2016 budget incorporates increases to those revenues to reflect recent trends and department plans for 2016.			
Internal service revenues	-	187,675	-
Cable franchise fee revenue	-	23,572	-
Subtotal:	<u>-</u>	<u>211,247</u>	<u>-</u>
Fund 100 Budget Changes Total	<u><u>255,917</u></u>	<u><u>236,247</u></u>	<u><u>-</u></u>

211: General Government Special Projects**Office of Technology and Communications**

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

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<u>Adopted Changes</u>				
Funds Carrying Forward				
<p>In 2016, OTC will upgrade cable studio equipment using a funding source dedicated to studio improvements. Unspent resources from prior years will be carried forward in the 2016 budget.</p>				
Equipment replacement funds		258,000	258,000	-
	Subtotal:	<u>258,000</u>	<u>258,000</u>	<u>-</u>
Fund 211 Budget Changes Total		<u><u>258,000</u></u>	<u><u>258,000</u></u>	<u><u>-</u></u>

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

182

Department: **TECHNOLOGY AND COMMUNICATIONS**

Budget Year: **2016**

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Adopted	Change From 2015 Adopted
<u>Spending by Fund</u>					
CITY GENERAL FUND	11,668,669	11,412,298	11,071,470	11,327,387	255,917
GENERAL GOVT SPECIAL PROJECTS	25,542	34,862	191,000	449,000	258,000
TOTAL SPENDING BY FUND	11,694,211	11,447,160	11,262,470	11,776,387	513,917
<u>Spending by Major Account</u>					
EMPLOYEE EXPENSE	6,965,830	7,324,198	7,893,601	8,066,365	172,764
SERVICES	4,306,552	3,484,289	2,706,090	2,998,766	292,676
MATERIALS AND SUPPLIES	228,915	493,676	321,816	630,056	308,240
ADDITIONAL EXPENSES			200	200	
CAPITAL OUTLAY	47,918		304,000	81,000	(223,000)
DEBT SERVICE			36,763		(36,763)
OTHER FINANCING USES	144,997	144,997			
TOTAL SPENDING BY MAJOR ACCOUNT	11,694,211	11,447,160	11,262,470	11,776,387	513,917
<u>Financing by Major Account</u>					
TAXES	2,449,568	2,495,891	2,450,000	2,498,572	48,572
CHARGES FOR SERVICES	339,603	550,063	261,442	731,343	469,901
MISCELLANEOUS REVENUE	630,201	111,354	115,500	115,500	
OTHER FINANCING SOURCES	343,159	260,652	708,143	683,917	(24,226)
TOTAL FINANCING BY MAJOR ACCOUNT	3,762,531	3,417,960	3,535,085	4,029,332	494,247

Appendix





City of Saint Paul

Signature Copy

Resolution: RES 15-2191

City Hall and Court House
15 West Kellogg Boulevard
Phone: 651-266-8580

File Number: RES 15-2191

Approving the 2016 City Tax Levy.

WHEREAS, the Mayor, pursuant to the City Charter has proposed and recommended the 2016 budgets for the City of Saint Paul, and
WHEREAS, the proposed 2016 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 2016, 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 12/16/2015, this Resolution was Passed.

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

Nay: 0

Vote Attested by [Signature] Date 12/16/2015
Council Secretary Trudy Moloney

Approved by the Mayor [Signature] Date 12/21/2015
Chris Coleman

City of Saint Paul Financial Analysis

Attachment A

Table with 4 columns: File ID Number, Budget Affected, Total Amount of Transaction, Funding Source. Includes Charter Citation: Laws of Minnesota 2002, Chapter 390, Sec. 37; Laws of Minnesota, Chapters 469.053 subd 4, and 6; Section 10.04 of the Saint Paul City Charter

Fiscal Analysis

Resolution approves the final pay 2016 City of Saint Paul Property Tax Levy at \$105,605,943. This includes City Operating and Debt Levies, Saint Paul Public Library Operating and Debt Levies, and the Saint Paul Port Authority levy. Details on the breakdown between these entities is shown below.

Payable 2016 City of Saint Paul Property Tax Levy

Table with 4 columns: Description, Tax Levy Payable in 2015, Tax Levy Payable in 2016, % Change. Rows include City levy for city operations and shrinkage, City levy for Debt Service and shrinkage, City levy for Library Agency and shrinkage, City Levy for City Government, City levy for Port Authority levy per Min. Stat. 469.053, and Total Levy.



City of Saint Paul

Signature Copy

Resolution: RES 15-2201

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

File Number: RES 15-2201

FINALLY RESOLVED, that the Director of Financial Services is hereby authorized to prepare the final 2016 budgets in accordance with the actions taken herein and to equalize, balance or set the final department revenue sources and department appropriations as necessary.

At a meeting of the City Council on 12/16/2015, this Resolution was Passed.

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

Nay: 0

Vote Attested by Trudy Moloney Date 12/16/2015
Council Secretary Trudy Moloney

Approved by the Mayor Chris Coleman Date 12/21/2015
Chris Coleman

File Number: RES 15-2201

Adopting the 2016 Budget.

WHEREAS, the Mayor has proposed budgets for the City of Saint Paul for the fiscal year beginning January 1, 2016, 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 November 30, 2015, participated in a public hearing on December 2, 2015, on the Mayor's Proposed 2016 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 2016 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 offices, departments, bureaus, and agencies of city government during the fiscal year 2016 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 2016 adopted budgets is hereby approved; and be it

FURTHER RESOLVED, that the Five Year Capital Program for 2016-2020 is hereby approved; and be it

FURTHER RESOLVED, that the adoption of the 2016 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 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, 2016, 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 2016 budget summary pursuant to Minnesota Statutes section 471.6965 in the format prescribed by the Office of the State Auditor; and be it

Attachment A

RES 15-2201

2016 Budget Balancing Status
General Fund
Resolution Attachment

	Spending	Financing
1		
2 Mayor's Proposed Budget...		
3 General Fund		
4 Mayor's Budget Total	242,630,338	242,630,338
5		
6 Gap: Excess / (Shortfall)		0
7		
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	Budget Neutral
13 HREEO	Shift funding for racial equity training from Human Resources to HREEO	50,000
14 Human Resources	Shift funding for racial equity training from Human Resources to HREEO	(50,000)
15 Parks	Realign staffing net increase of 0.7 FTE in general fund; funded by special fund transfers	66,962
16 Public Works	Eliminate Parking fund transfer for downtown meter expansion; transfer occurred in 2015	(308,000)
17		
18		
19 New or Amended Grant Budgets:		
20		
21 Fire	Carry forward of unspent Minnesota Board of Firefighter Training and Education grants	205,841
22		
23 Revised Revenue and Budget Estimates:		
24		
25 General Revenue Adjustments		
26		
27		
28	No updates to general revenues	
29		
30		
31		
32		
33		
34 Budget After Technical Changes	242,595,141	242,595,141
35		
36 Gap: Excess / (Shortfall)		0
37		
38		
39 Council Changes to the Proposed Budget		
40		
41 Program Adjustments		
42		
43 General Government	Transfer from HRA - Lofts sales proceeds	165,000
44 General Government	Victoria Theater grant held in contingency	150,000
45 Parks	City contribution to YouthBank program to leverage outside match	15,000
46 Police	Remove enforcement costs for neighborhood parking meters	(38,204)
47 Public Works	Eliminate revenue from neighborhood parking meter pilot	(550,714)
48 Public Works	Remove Parking fund transfer for neighborhood parking meter implementation	(590,000)
49 Public Works	Eliminate neighborhood meter installation and maintenance costs	(704,510)
50 Public Works	One-time Parking fund support for meter operations	400,000
51		
52		
53		
54		
55 Budget After Policy Changes	242,019,427	242,019,427
56		
57 Gap: Excess / (Shortfall)		0

Attachment A

RES 15-2201

2016 Budget Balancing Status
Special Funds

	Spending	Financing
58		
59 Mayor's Proposed Budget...		
60 Special Funds		
61 Mayor's Budget Total	285,313,464	285,313,464
62		
63 Gap: Excess / (Shortfall)		0
64		
65 Technical Changes to the Mayor's Budget...		
66		
67 Technical Changes to Adjust for Updates and Omissions:		
68		
69 All Departments	Align department budgets to proper accounting units and account codes	Budget Neutral
70 Financial Services	Shift Energy Conservation Loan Program projects from Real Estate to department operating budgets	(166,901)
71 OTC	Carry forward unspent PEG resources	109,000
72 OTC	Carry forward unspent Council chambers equipment fund balances	149,000
73 Police	Shift 1.0 Sergeant from Impound Lot to General Fund, made possible by new Auto Theft Grant	(135,289)
74 Public Works	Align sewer service fee with St. Paul customer count	(450,000)
75 Public Works	Sidewalk quadrant work	1,431,984
76		
77		
78 New or Amended Grant Budgets:		
79		
80 Police	Port Security Grant	225,000
81 Police	New Auto Theft Prevention Grant - allows shift of 1.0 Sergeant from GF to Grants Fund	298,673
82 Police	State Highway Safety Program (Field Sobriety Testing) Grant	155,418
83 Police	Homeland Security Grant	100,000
84 Police	Remaining effect of adjustments to multiple grants	197,044
85		
86		
87		
88		
89		
90 Budget After Technical Changes		287,227,393
91		
92 Gap: Excess / (Shortfall)		0
93		
94		
95 Council Changes to the Proposed Budget		
96		
97 Parks	Additional funding for hanging flower baskets funded through the parking fund	6,000
98 PED	Increase in 2016 sales tax collections	250,000
99 PED	2014 above budget sales tax collections	39,992
100 PED	2015 ladder truck purchase under budget	75,000
101 PED	Revised interest earning estimates	85,000
102 PED	Increase internal STAR transfer for 2016 collections	250,000
103 PED	Year round STAR program	350,000
104 PED	Increase Neighborhood STAR program	70,993
105 PED	Library digitization funded through Cultural STAR	100,000
106 PED	Reduce Cultural STAR program	(71,001)
107 Police	Ambassador Program support, funded through Lofts sales proceeds transferred from HRA	150,000
108 Public Works	Parking fund support for parking and transportation investments	80,000
109 Public Works	Residential parking permit fee increase	47,000
110 Public Works	Residential parking permit study	
111 Public Works	Parking signage on University	80,000
112 Public Works	Solid Waste organized collection planning funded through use of fund balance	330,000
113		
114		
115 Budget After Policy Changes		288,540,385
116		
117 Gap: Excess / (Shortfall)		0
118		

Attachment A

RES 15-2201

2016 Budget Balancing Status
Debt

119					
120	Mayor's Proposed Budget...		Spending	Financing	166
121	Debt Service Funds				167
122	Mayor's Budget Total	68,245,105	68,245,105	68,245,105	168
123		68,245,105		68,245,105	169
124	Gap: Excess / (Shortfall)			0	170
125					171
126	Technical Changes to the Mayor's Budget...				172
127					173
128	Technical Changes to Adjust for Updates and Omissions:				174
129					175
130	Debt		Budget Neutral		176
131	Debt			1,431,984	177
132	Debt				178
133					179
134					180
135	Revised Revenue or Budget Estimates:				181
136					182
137					183
138					184
139					185
140					186
141	Budget After Technical Changes	69,677,089	69,677,089	69,677,089	187
142					188
143	Gap: Excess / (Shortfall)			0	189
144					190
145	Program Changes Proposed by the Mayor...				191
146					192
147					193
148					194
149					195
150					196
151	Budget After Policy Changes	69,677,089	69,677,089	69,677,089	197
152					198
153	Gap: Excess / (Shortfall)			0	199
154					200
155	Council Changes to the Proposed Budget				201
156					202
157					203
158					204
159					205
160					206
161	Budget After Policy Changes	69,677,089	69,677,089	69,677,089	207
162					208
163	Gap: Excess / (Shortfall)			0	209
164					210
165					211

Attachment A

RES 15-2201

2016 Budget Balancing Status
Capital Improvement Budget

			Spending	Financing	
	Mayor's Proposed Budget...				166
	Capital Improvement Budget		40,463,000	40,463,000	167
	Mayor's Budget Total		40,463,000	40,463,000	168
					169
	Gap: Excess / (Shortfall)			0	170
					171
	Technical Changes to the Mayor's Budget...				172
					173
	Technical Changes to Adjust for Updates and Omissions:				174
					175
	Multiple Departments		Budget Neutral		176
	Financial Services		222,000	222,000	177
	Public Works		2,520,000	2,520,000	178
	Public Works		1,431,984	1,431,984	179
					180
					181
	Revised Revenue or Budget Estimates:				182
					183
					184
	Public Works		668,000	668,000	185
	Grand Ave PED Safety - Federal HISP Funding				186
	Budget After Technical Changes		45,304,984	45,304,984	187
					188
	Gap: Excess / (Shortfall)			0	189
					190
	Program Changes Proposed by the Mayor...				191
					192
					193
					194
					195
					196
					197
	Budget After Policy Changes		45,304,984	45,304,984	198
					199
	Gap: Excess / (Shortfall)			0	200
					201
	Council Changes to the Proposed Budget				202
					203
	Public Works			271,000	204
	Public Works			104,000	205
	Public Works		150,000		206
	Public Works		200,000		207
	Public Works		25,000		208
					209
					210
					211
	Budget After Policy Changes		45,679,984	45,679,984	212
					213
	Gap: Excess / (Shortfall)			0	214
					215
					216
					217

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, personnel 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 accounting units, a specific and distinguishable budgetary unit of work or service. Accounting units are detailed levels of budget spending authority created to accomplish the approved objectives of the fund.

Accounting Unit Number: An eight (8)-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: 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.

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

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

Fund Number: A three-digit number which uniquely identifies the fund. For example, the General Fund is fund number 100, the city grants fund is 200, and the parks and recreation special projects is 260. 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.