Appendix





City of Saint Paul

Signature Copy

Resolution: RES 16-2123

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

File Number: RES 16-2123

Approving the 2017 City Tax Levy.

WHEREAS, the Mayor, pursuant to the City Charter has proposed and recommended the 2017 budgets for the City of Saint Paul, and

WHEREAS, the proposed 2017 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 2017, 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 Sity 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 12/14/2016, this Resolution was Passed.

Yea: 7 Councilmember Bostrom, Councilmember Brendmoen, Councilmember Thao, Councilmember Tolbert, City Council President Stark, Councilmember Noecker, and Councilmember Prince

AL56

Nay: 0

City of Saint Paul

Vote Attested by

Date 12/14/2016

12/19/2016

Council Secretary Trudy Moloney

Date

Approved by the Mayor

Chris Coleman

		-	
Page	1		

Printed on 2/9/17

file ID Number:	RES 16-2123				
Budget Affected:	Operating Budg	et	Multiple Department	s Mult	iple Funds
otal Amount of Transaction:	n/a				
unding Source:	Other		Please Specify:	Property Tax Levy	
Charter Citation;	Laws of Minnes	ota 2002, Chapter 390, Se	ec. 37; Laws of Minneso	ta, Chapters 469.053 sut	od 4, and 6;
	Section 10.04 of	f the Saint Paul City Charl	er	1.1.1.	
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tesolution approves the final pay	2017 City of Saint I	Davi Dramorty Tax Lorge at	£112.000.252 This iss	ludas City On anting and	Daha Laulas Color De
ublic Library Operating and Del	bt Levies, and the Sa	int Paul Port Authority In	v Details on the breakd	iours City Operating and	ies is shown below
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City of Saint Paul

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

Signature Copy Resolution: RES 16-2160

File Number: RES 16-2160

Adopting the 2017 Budget.

WHEREAS, the Mayor has proposed budgets for the City of Saint Paul for the fiscal year beginning January 1, 2017, in accordance with the Saint Paul City Charter and Chapter 56 of the Administrative Code: and

WHEREAS, the City Council, after publication of the notice in the newspaper on December 5, 2016, participated in a public hearing on December 7, 2016, on the Mayor's Proposed 2017 budgets and property tax levy, as required by the City Charter and applicable state and federal laws; and

WHEREAS, the Capital Allocation Agreement for the Rivercentre Complex among the City, Rivercentre Convention and Visitors Authority and Saint Paul Arena Company is set to expire in March of 2017, and the agreement provides that it may be extended upon agreement of the parties; and

WHEREAS, several budget items will be placed into a contingency reserve account pending future decisions on the 2017 right-of-way program; and

WHEREAS, budgets held in contingency cannot be spent without Council authorization; 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 2017 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 2017 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 2017 adopted budgets is hereby approved; and be it

FURTHER RESOLVED, that the Five Year Capital Program for 2017-2021 is hereby approved; and be it

FURTHER RESOLVED, that the adoption of the 2017 budget for the Community Development Block Grant Fund is a multi-year budget based on estimates for a grant which has a fiscal period

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City of Saint Paul

Printed on 2/9/17

File Number: RES 16-2160

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, 2017, 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 first amendment to the Rivercentre Complex Capital Allocation Agreement relating to certain revenues in the 2017 Budget and on file in substantially final form is hereby approved, and the Mayor, City Clerk and Director, Office of Financial Services are authorized to finalize and execute said amendment; and be it

FURTHER RESOLVED, that the City Clerk is directed to publish the 2017 budget summary pursuant to Minnesota Statutes section 471.6965 in the format prescribed by the Office of the State Auditor; and be it

FINALLY RESOLVED, that the Director of Financial Services is hereby authorized to prepare the final 2017 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 12/14/2016, this Resolution was Passed.

Yea: 7 Councilmember Bostrom, Councilmember Brendmoen, Councilmember Thao, Councilmember Tolbert, City Council President Stark. Councilmember Noecker, and Councilmember Prince

Nay: 0

Vote Attested by Council Secretary Trudy Moloney

12/14/2016 Date

Approved by the Mayor Chilf B. Colema Chris Coleman

Date 12/19/2016

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Printed on 2/9/17

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	2017 Budget Balancing Status General Fund Resolution Attachment	AMENDED R	ES 16-2160
1 2 Mayor's Proposed Budget		Spending	Financing
3 General Fund 4 Mayor's Budget Total		250,997,103	250,997,108
5 Gap: Excess / (Shortfall)		0	200,007,100
7 3 Technical Changes to the M	avor's Budget	v	
O Technical Changes to Ad	just for Updates and Omissions:		
1 2 All Departments			
3 General Government	Align department budgets to proper accounting units and account codes Shift Earned Sick and Safe Time staff and overhead to HREEO's Ganeral Fund	Budget N (86,507)	eutrai
4 HREEO 5 Public Works	Shift budget for Earned Sick and Safe Time to HREEO's General Fund for an additional 1.0 FTF	86,507	
6 Public Works	Increase budget for parking meter vendor fees and credit card service charges, offset by meter revenue	110,000	110,000
7			
8 New or Amended Grant B	udgets :		
0 Fire	Update grant budgets for new awards and remaining balances	268,514	268,514
1 Public Works 2 3	Move McKnight grant and associated spending to grant fund	(50,000)	(50,000)
4 Revised Revenue and Bu 5	dget Estimates:		
6 General Revenue Adjustment	L.		
7 8 General Government	Updale local government aid		12 041 074
9 General Government	Update property lax levy		(3,041,871) 3,041,871
0 General Government	Update pension aid revenue		450,000
1 General Government 2 City Attomey	Update parking fine revenue Update continuance for dismissal revenue		(492,695)
3 Public Works	Update parking meter revenue		(397,305) 90,000
4 Fire	Update paramedic fee revenue		100,000
5 Fire 6 Safety and Inspection	Update Fire intergovernmental transfer revenue Update Fire C of O revenue		100,000 150,000
7 8 9 0 1			
2 Budget Alter Technical Changes 3		251,325,622	251,325,622
4 Gap: Excess / (Shortfall) 5 6		0	
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7 Council Changes to the Pro			
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8 9 Program Adjustments 0			
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6 9 Program Adjustments 0 1 2 General Government 3 4 Hold in Contingency for 2017			935,000
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17 Public Works Additional ROW bindge maintenance held in contingency Budgel Neutral 9 Public Works Portion of ROW index maintenance held in contingency Budgel Neutral 99 Public Works Portion of ROW index maintenance held in contingency Budgel Neutral 10 Public Works Portion of ROW index maintenance held in contingency Budgel Neutral 10 Public Works Portion of ROW index maintenance held in contingency Budgel Neutral 11 Phatem Boulewardt, funded by Penfield sales proceeds		Neighborhood STAR: Year-round STAR - held in contingency		
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	49 Gap: Excess / (Shortfall) 50		0	2

	2017 Budget Balancing Status Debt	AMENDED F	RES 16-2160
151 152 Mayor's Proposed Budget		Spending	Financing
153 Debt Service Funds 154 Mayor's Budget Total 155		129,040,639 129,040,639	129,040,639
156 Gap: Excess / (Shortfall) 157		0	
158 Technical Changes to the M 159	layor's Budget		
	just for Updates and Omissions:		
162 Debl 163 164 165 166	Align debt budgets to proper accounting units and account codes	Budgel f	Neutral
167 Revised Revenue or Budg 168 169 170 171	get Estimates:		
172 173 Budget After Technical Changes 174		129,040,639	129,040,639
175 Gap: Excess / (Shortfall) 176		0	
177 Program Changes Proposed 178 179 180 181 182	d by the Mayor		
183 Budget After Policy Changes 184		129,040,639	129,040,039
185 Gap: Excess / (Shortfall) 186		0	
187 Council Changes to the Prop 188 189 190 191 192	posed Budget		
193 Budget After Policy Changes 194		129,040,639	129,040,639
195 Gap: Excess / (Shortfall) 196		Û	
197			з

	2017 Budget Balancing Status		ES 16-2160
	Capital Improvement Budget		
198		Spending	Financing
199 Mayor's Proposed Budge			
200 Capital Improvement Budget		60,935,000	60,935,000
01 Mayor's Budget Total 02		60,935,000	60,935,000
203 Gap: Excess / (Shortfall) 204		0	
205 Technical Changes to the	e Mayor's Budget		
08			
108	Adjust for Updates and Omissions:		
09 Multiple Departments	Align department budgets to proper budget codes	Budget N	ouirol
10 Police	Addition of Narco/vice facility improvements funded by Public Safety Bonds	500,000	500,000
11			
12			
14 Revised Revenue or Br	udest Estimates		
15	adget countains.		
16			
17			
18 Budget After Technical Changes	5 · · · · · · · · · · · · · · · · · · ·	61,435,000	61,435,000
19			
20 Gap: Excess / (Shortfall) 21		0	
22			
23 Program Changes Propos	and builded Manual		
24	sed by the mayor		
25			
26			
127			
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29 30			
31 Budget After Policy Changes		01 105 000	
32		61,435,000	61,435,000
33 Gap: Excess / (Shortfall)		0	
34			
35 Council Changes to the P	Proposed Budget		
16 137 Parks			
137 Parks 138	Parks capital maintenance - hold in contingency	Budget Ne	eutral
39			
40			
41			
242			
243			
44 Budget After Policy Changes		61,435,000	61,435,000
245			
246 Gap: Excens / (Shortfall) 247		0	
248			
			4

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.