

Appendix

Council Action Adopting the City Property Tax



City of Saint Paul

Signature Copy

Resolution: RES 11-2441

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

File Number: RES 11-2441

Approving the 2012 City Tax Levy.

WHEREAS, the Mayor, pursuant to the City Charter has proposed and recommended the 2012 budgets for the City of Saint Paul, and

WHEREAS, the proposed 2012 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 2012, 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 12/14/2011, this Resolution was Adopted As Amended.

Yea: 7 Councilmember Bostrom, Councilmember Carter III, Councilmember Harris, Councilmember Helgen, City Council President Lantry, Councilmember Thune, and Councilmember Stark

Nay: 0

Vote Attested by
Council Secretary



Trudy Moloney

Date 12/14/2011

Council Action Adopting the City Property Tax

File Number: RES 11-2441

Approved by the Mayor



Chris Coleman

Date 12/21/2011

Council Action Adopting the City Budget

Council Action Adopting the City Budget



City of Saint Paul

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

Signature Copy

Resolution: RES 11-2437

File Number: RES 11-2437

FINALLY RESOLVED, that the Director of Financial Services is hereby authorized to prepare the final 2012 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 12/14/2011, this Resolution was Adopted As Amended.

Yea: 7 Councilmember Bostrom, Councilmember Carter III, Councilmember Harris, Councilmember Helgen, City Council President Lantry, Councilmember Thune, and Councilmember Stark

Nay: 0

Vote Attested by
Council Secretary

Trudy Moloney

Date 12/14/2011

Approved by the Mayor

Chris Coleman

Date 12/21/2011

File Number: RES 11-2437

Adopting the 2012 Budgets.

WHEREAS, the Mayor has proposed budgets for the City of Saint Paul for the fiscal year beginning January 1, 2012, in accordance with the 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, 2011, participated in a public hearing on December 7, 2011, on the Mayor's Proposed 2012 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 in the particulars 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 2012 budgets as proposed by the Mayor with such monetary changes, additions and deletions as are hereby adopted and which, along with total budgets, are set forth in Attachment A; and be it

FURTHER RESOLVED, that the expenditures in dollars as may be made by the several offices, departments, bureaus, and agencies of city government during the fiscal year 2012 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 2012 adopted budgets is hereby approved; and be it

FURTHER RESOLVED, that the Five Year Capital Program for 2012-2016 is hereby approved; and be it

FURTHER RESOLVED, that the adoption of the 2012 budget for the Community Development Block Grant Fund is a multi-year budget based on estimates for a grant which has a fiscal period that differs from the City's normal budget year (January 1 through December 31); the authority to implement this adopted multi-year budget commences only at the beginning of the grant period, and shall extend beyond December 31, 2012, 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 2012 budget summary pursuant to Minnesota Statutes section 471.6965 in the format prescribed by the Office of the State Auditor; and be it

2012 Budget Balancing Status
General Fund
Resolution Attachment

	Spending	Financing
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2012 Budget Balancing Status
Special Funds

	Spending	Financing
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RES 11-2437

2012 Budget Balancing Status
Debt

	Spending	Financing
160 Mayor's Proposed Budget...		
161 Debt Service Funds	59,811,679	59,811,679
162 Mayor's Budget Total	59,811,679	59,811,679
163		
164 Gap: Excess / (Shortfall)	(0)	
165		
166 Technical Changes to the Mayor's Budget...		
167		
168 Revised Revenue or Budget Estimates:		
169		
170 Debt Debt service savings from Griffin building refinancing	(55,031)	
171		
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175 Better Align Department Budgets:		
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181 Technical Corrections Due to Errors, Omissions and Other Changes:		
182		
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188 Budget After Technical Changes	59,756,648	59,811,679
189		
190 Gap: Excess / (Shortfall)	55,031	
191		
192 Policy Changes to the Proposed Budget ...		
193		
194 Debt Advance portion of WPA repayment into 2012		300,360
195 Debt Shift property tax levy financing from the General Debt Fund to the Public Library Agency		(355,391)
196		
197		
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199 Budget After Policy Changes	59,756,648	59,756,648
200		
201 Gap: Excess / (Shortfall)	(0)	
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RES 11-2437

2012 Budget Balancing Status
Capital Improvement Budget

	Spending	Financing
214		
215 Mayor's Proposed Budget...		
216 Capital Improvement Budget	37,185,000	37,185,000
217 Mayor's Budget Total	37,185,000	37,185,000
218		
219 Gap: Excess / (Shortfall)	0	
220		
221 Technical Changes to the Mayor's Budget...		
222		
223 Revised Revenue or Budget Estimates:		
224		
225 OFS Recognize prior year balances in capital maintenance program	21,048	21,048
226 Public Works Technical correction to amount of Parking meter system replacement	30,000	30,000
227		
228 New or Amended Grant Budgets:		
229		
230 Public Works Recognize New Freedom Fund grant in the 2012 Bicycle, Pedestrian and Traffic Safety annual program	160,000	160,000
231		
232		
233 Better Align Department Budgets:		
234		
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236		
237 Technical Corrections Due to Errors, Omissions and Other Changes:		
238		
239		
240		
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242		
243	37,396,048	37,396,048
244 Budget After Technical Changes		
245		
246 Gap: Excess / (Shortfall)	0	
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248		
249 Policy Changes to the Proposed Budget ...		
250 Capital Improvement Budget Increase CDBG Funding for the NENDC Economic Development Fund	100,000	
251 Capital Improvement Budget Decrease CDBG Funding for the Real Estate Multi-Unit Development Fund	(100,000)	
252		
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255 Budget After Policy Changes	37,396,048	37,396,048
256		
257 Gap: Excess / (Shortfall)	0	
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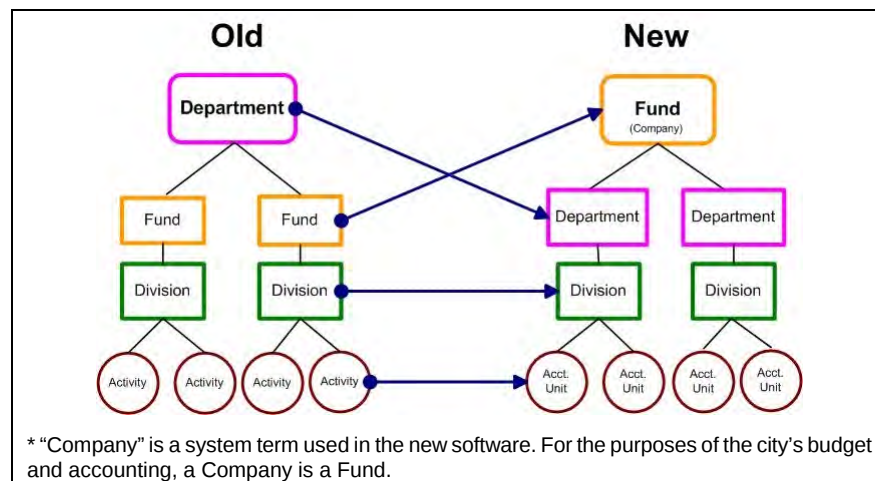


City of Saint Paul's New Chart of Accounts

Background: In 2010 the City of Saint Paul initiated the COMET (City Operations Modernization and Enterprise Transformation) Project that began the transition to an integrated enterprise resource planning system for managing city finances, payroll, procurement and human resources. The budget system and process was the first step of the implementation, which includes better technology for analysis and a more user-friendly interface. Along with the new technology, changes were made to the city's Chart of Accounts (CoA), which is the backbone and organizational structure of the city's finances and accounting. These changes will impact city operations at every level and have led to important changes to how the city creates and reports its annual operating budget. Additional changes were made to the CoA for the 2012 budget, including revisions to the account numbering scheme and account roll up structure. These changes do not have a material impact on the budget information presented in this document.

Chart of Accounts Changes

This chart illustrates changes made to the city's chart of accounts.



In the past, departments occupied the highest level of the hierarchy; now, funds are at the top. This allows one fund to have many departments within it. For example, in the old chart both the Parks Public Works Departments had separate funds for Right of Way (ROW) Maintenance activities. Now, these departments are both included in a single ROW fund. Activities and line items were also adjusted to improve organization and clarity.

The budget system is the first step in a citywide financial systems transformation that will include accounting, payroll, procurement and human resources. Ultimately, these new systems will better align the city's financial structure with best practices, and improve the fiscal management capabilities of the City of Saint Paul.

Implications for the City's Budget

As a result of these chart changes, the city's budget, as well as how it is reported and presented, has been changed from past years.

Mapping Previous Years' Data – In both the summary sections and the detail reports in this document, information is displayed as if the city's new chart had been in place in 2010 and 2011. This allows for a more accurate comparison of data, and eliminates confusion about what changes are attributable to chart updates versus spending and financing changes.

Transfers – One of the goals of the new Chart was to bring related activities and functions together under one fund to eliminate the need for large and numerous transfers among city departments. As a result, many duplicative transfers have been removed under the new structure. However, since the new CoA structure was not implemented in 2010, the actuals information for that year still includes these redundant transfers.

Department Specific Impacts

Other budget changes came about in as a result of the adjustments to the chart of accounts. For example, the Department of Safety and Inspections (DSI) was moved almost entirely into the general fund in 2011. Because of this, the City Attorney's Office changed the way they budget staff that support DSI by moving them from a special fund to the general fund, eliminating an unnecessary interdepartmental billing. This is just one example of the department specific impacts the new chart has had on the city's budget.



Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CIB: Acronym for capital improvement budget.

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

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

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

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.

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

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

Expenditures: Total charges incurred, whether paid or unpaid, including the provision for retirement of debt not reported as a liability of the fund from which it will be retired, and capital outlays (for governmental funds and fiduciary funds, except non-expendable trust funds) .

Expenses. Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which benefit the current fiscal period (for proprietary funds and non-expendable trust funds). See *Expenditures*.

FMS or FM-80: Reference to the City of Saint Paul's financial management computer system. This system is planned to be retired in 2011 and replaced with the City's new ERP system.

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

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

Glossary – Continued

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

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

Fund (Company): Each individual fund is a separate accounting entity having its own assets, liabilities, revenues and expenditures or expenses. City financial resources are allocated to, and accounted for, in individual funds based on legal, donor, or administrative restrictions or requirements. In the City's new ERP software, the system term "Company" is used. For the purposes of the City of Saint Paul, "Company" is equivalent to Fund.

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

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

Fund (Company) Number: A four-digit number which uniquely identifies the fund. For example, the general fund is fund number 1000, the city grants fund is 2400, and the parks and recreation special activities is 6250. parks and recreation grant fund is 860 and the fire clothing trust fund is 736. There is no significance to the sequence of numbers. See *Activity Number*.

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

GIS: Acronym for geographic based information systems.

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

the City of Saint Paul.

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

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

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

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

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

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

PED: Acronym for the planning and economic development department.

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

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

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

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

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

Glossary – Continued

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

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

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

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

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

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

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

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