

Appendix



City of Saint Paul

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

Signature Copy

Resolution: RES 13-1879

File Number: RES 13-1879

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

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

Nay: 0

File Number: RES 13-1879

Adopting the 2014 Budgets.

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

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

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



City of Saint Paul

Signature Copy

Resolution: RES 13-1902

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

File Number: RES 13-1902

Approved by the Mayor [Signature]
Chris Coleman

Date 12/16/2013

File Number: RES 13-1902

Approving the 2014 City Tax Levy.

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

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

WHEREAS, the City is required under Laws of Minnesota 2002, Chapter 390, Sec. 37, to levy a tax at the Library Board's request, which the Library Board has made, and

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

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

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

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

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

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

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

Nay: 0

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

RES 13-1879

2014 Budget Balancing Status
General Fund
Resolution Attachment

	Spending	Financing
1		
2 Mayor's Proposed Budget...		
3 General Fund	230,348,994	230,348,994
4 Mayor's Budget Total	230,348,994	230,348,994
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		Budget Neutral
13 HREEO	923,759	
14 HREEO		(83,517)
15 HREEO	(742,050)	
16 HREEO		265,226
17		
18		
19		
20 New or Amended Grant Budgets:		
21		
22 OTC-Marketing	20,000	20,000
23		
24 Revised Revenue and Budget Estimates:		
25		
26 General Revenue Adjustments		
27 City Attorney		100,000
28 Non Department Financing		(100,000)
29 Non Department Financing		200,000
30 Non Department Financing		200,000
31 Non Department Financing		(150,000)
32 Non Department Financing		225,000
33 Fire		(250,000)
34		
35		
36 Spending Adjustments		
37		
38		
39 Budget After Technical Changes	230,550,703	230,775,703
40		
41 Gap: Excess / (Shortfall)	225,000	
42		
43		
44 Program Changes Proposed by the Mayor...		
45		
46 Program Adjustments		
47 Safety & Inspections	131,704	
48 Safety & Inspections	156,389	
49 Safety & Inspections		288,093
50		
51 Contingency Items		
52		
53		
54		
55 Spending Adjustments		
56		
57		
58		
59		
60 Budget After Policy Changes	230,838,796	231,063,796
61		
62 Gap: Excess / (Shortfall)	225,000	
63		
64 Council Changes to the Proposed Budget		
65		
66 Contingency Items		
67 Parks	225,000	
68		
69		
70		
71		
72 Budget After Policy Changes	231,063,796	231,063,796
73		
74 Gap: Excess / (Shortfall)	0	

RES 13-1879

2014 Budget Balancing Status
Special Funds

	Spending	Financing
75 Mayor's Proposed Budget...		
76 Special Funds	267,582,772	267,582,772
77 Mayor's Budget Total	267,582,772	267,582,772
78		
79 Gap: Excess / (Shortfall)	0	
80		
81 Technical Changes to the Mayor's Budget...		
82		
83 Technical Changes to Adjust for Updates and Omissions:		
84		
85 All Departments		Budget Neutral
86 Fire	500,000	500,000
87 HREEO	(1,007,276)	(1,007,276)
88 OFS	(254,664)	(254,664)
89 PED	(8,149)	(8,149)
90 PED	350,000	350,000
91 Public Works	19,788	19,788
92		
93 New or Amended Grant Budgets:		
94 Emergency Management	253,525	253,525
95 Fire	528,279	528,279
96 Parks		Budget Neutral
97 Police	515,450	515,450
98		
99		
100		
101 Revised Revenue or Budget Estimates:		
102		
103		
104 Parks	103,400	103,400
105 Police	43,500	43,500
106 Police	100,000	100,000
107 Police	57,925	57,925
108 Police	8,000	8,000
109 Police	150,000	150,000
110 OFS	147,000	147,000
111 OTC	72,620	72,620
112		
113		
114		
115 Budget After Technical Changes	269,162,170	269,162,170
116		
117 Gap: Excess / (Shortfall)	0	
118		
119 Program Changes Proposed by the Mayor...		
120		
121		
122		
123		
124 Budget After Policy Changes	269,162,170	269,162,170
125		
126 Gap: Excess / (Shortfall)	0	
127		
128 Council Changes to the Proposed Budget		
129		
130 PED	600,000	600,000
131 PED	350,000	350,000
132 PED	478,074	478,074
133 PED	181,657	181,657
134 Police	227,488	227,488
135		
136		
137 Budget After Policy Changes	270,999,389	270,999,389
138		
139 Gap: Excess / (Shortfall)	0	
140		

RES 13-1879

2014 Budget Balancing Status
Debt

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

RES 13-1879

2014 Budget Balancing Status
Capital Improvement Budget

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



Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CIB: Acronym for capital improvement budget.

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

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

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

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

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

ERP: Acronym for Enterprise Resource Planning, a document and information management system.

ETI: Acronym for Enterprise Technology Initiative. This is an activity in the Technology department in which spending and financing for city-wide technology improvements are budgeted.

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

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

FMS or FM-80: Reference to the City of Saint Paul's financial management computer system. This system is planned to be retired in 2013 and replaced with the City's new ERP system.

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

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

Glossary – Continued

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

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

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

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

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

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

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

GIS: Acronym for geographic based information systems.

General Fund: The fund used to account for all financial resources not specifically

earmarked for other purposes. The general fund is the primary operating fund for the City of Saint Paul.

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

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

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

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

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

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

PED: Acronym for the planning and economic development department.

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

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

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

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

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

Glossary – Continued

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

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

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

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

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

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

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