

Appendix



City of Saint Paul

Signature Copy

Resolution: RES 20-1648

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

File Number: RES 20-1648

Approved by the Mayor

Melvin Carter III

Date 12/10/2020

File Number: RES 20-1648

Approving the 2021 City Tax Levy.

WHEREAS, the Mayor, pursuant to the City Charter has proposed and recommended the 2021 budgets for the City of Saint Paul, and

WHEREAS, the proposed 2021 General Fund 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 levies 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 Minnesota Statutes section 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 2021, 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 12/9/2020, this Resolution was Passed.

Yea: 7 Councilmember Brendmoen, Councilmember Thao, Councilmember Tolbert, Councilmember Noecker, Councilmember Prince, Councilmember Jalali, and Councilmember Yang

Nay: 0

Vote Attested by

Council Secretary Trudy Moloney

Date 12/9/2020

City of Saint Paul Financial Analysis

Attachment A

File ID Number:	RES 20-1648		
Budget Affected:	Operating Budget	Multiple Departments	Multiple Funds
Total Amount of Transaction:	n/a		
Funding Source:	Other	Please Specify:	Property Tax Levy
Charter Citation:	Laws of Minnesota 2002, Chapter 390, Sec. 37; Minnesota Statutes section 469.053, subd. 4 and 6; Section 10.04 of the Saint Paul City Charter		

Fiscal Analysis

Resolution approves the final pay 2021 City of Saint Paul Property Tax Levy at \$165,181,611. 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 2021 City of Saint Paul Property Tax Levy

Description	Tax Levy	Tax Levy	%
	Payable in 2020	Payable in 2021	Change
City levy for city operations and shrinkage	126,389,708	126,124,931	-0.21%
City levy for Debt Service and shrinkage	17,121,513	18,521,513	8.18%
City levy for Library Agency and shrinkage	19,558,690	18,423,467	-5.80%
City Levy for City Government	163,069,911	163,069,911	0.00%
City levy for Port Authority levy per Mn. Stat. sec 469.053	2,111,700	2,111,700	0.00%
Total Levy	165,181,611	165,181,611	0.00%



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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 2021 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 12/9/2020, this Resolution was Passed.

Yea: 5 Councilmember Brendmoen, Councilmember Thao, Councilmember Tolbert, Councilmember Noecker, and Councilmember Prince

Nay: 2 Councilmember Jalali, and Councilmember Yang

Vote Attested by

Council Secretary

Trudy Moloney

Date 12/9/2020

Approved by the Mayor

Melvin Carter III

Date 12/10/2020

Adopting the 2021 Budget.

WHEREAS, the Mayor has proposed budgets for the City of Saint Paul for the fiscal year beginning January 1, 2021, 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, 2020, participated in a public hearing on December 2, 2020, on the Mayor's Proposed 2021 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; and

WHEREAS, to mitigate budget uncertainty, the 2021 Adopted Budget will include revenue and program services expenses in a contingency account (see the attached city contingency policy for more details), 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 2021 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 2021 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 2021 adopted budgets is hereby approved; and be it

FURTHER RESOLVED, that the Five Year Capital Program for 2021-2025 is hereby approved; and be it

FURTHER RESOLVED, that the adoption of the 2021 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, 2021, 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 2021 budget summary

RES 20-1649

2021 Budget Balancing Status
General Fund
Resolution Attachment

		Spending	Financing
1			
2	Mayor's Proposed Budget...		
3	General Fund	312,774,595	312,774,595
4	Mayor's Budget Total	312,774,595	312,774,595
5			
6	Gap: Excess / (Shortfall)	0	
7			
8			
9			
10	Technical Changes to the Mayor's Budget...		
11			
12	Technical Changes to Adjust for Updates and Omissions:		
13	All Departments	Budget Neutral	
14	Align department budgets to proper accounting units and account codes		
15	Emergency Management	15,000	
16	Fire	(4,948)	
17	Police	42,984	
18	General Government	163,735	
19	General Government		Budget Neutral
20	Update employee benefit offset accounts	171,806	
21	HREEO	(171,806)	
22	HREEO	(30,000)	
23	Human Resources	30,000	
24	Human Resources		Budget Neutral
25	Human Resources		Budget Neutral
26	Repurpose half of the HR Director employee expenses for HREquity training (\$5,400)		
27			
28			
29	New or Amended Grant Budgets:		
30			
31			
32			
33	Revised Revenue and Budget Estimates:		
34			
35	General Revenue Adjustments		
36			
37	DSI		150,000
38	General Government		615,000
39	OTC		(115,000)
40	OTC		(133,229)
41	Public Works		(300,000)
42	Update parking meter revenue projection		
43			
44			
45	Budget After Technical Changes	312,991,366	312,991,366
46	Gap: Excess / (Shortfall)	0	
47			
48			
49			
50	Council Changes to the Proposed Budget:		
51			
52	Program Adjustments		
53			
54	Financial Services	75,000	
55	Mayor's Office	(150,000)	
56	General Government		(17,000)
57	General Government	86,034	86,034
58	Parks	88,856	
59	Parks	51,545	
60	Public Works	(82,401)	
61	Public Works	344,709	344,709
62			
63	Budget After Policy Changes	313,405,109	313,405,109
64			
65	Gap: Excess / (Shortfall)	0	
66			

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2021 Budget Balancing Status
Special Funds

		Spending	Financing
67			
68			
69			
70			
71			
72	Mayor's Proposed Budget...		
73	Special Funds	291,093,433	291,093,433
74	Mayor's Budget Total	291,093,433	291,093,433
75			
76	Gap: Excess / (Shortfall)	0	
77			
78			
79	Technical Changes to the Mayor's Budget...		
80			
81	Technical Changes to Adjust for Updates and Omissions:		
82			
83	All Departments		Budget Neutral
84	Align department budgets to proper accounting units and account codes		
85	Financial Services	350,000	350,000
86	Financial Services	77,625	77,625
87	Financial Services	1,385,000	1,385,000
88	Financial Services		Budget Neutral
89	Financial Services		Budget Neutral
90	General Government	745,262	745,262
91	HREEO - RiverPrint	(1,181,219)	(1,181,219)
92	HREEO - RiverPrint	171,806	171,806
93	PED	100,000	100,000
94	PED		Budget Neutral
95	PED		Budget Neutral
96	Police	(108,417)	(108,417)
97	Police	(197,579)	(197,579)
98	Police	(9,950)	(9,950)
99	Public Works	9,283,706	9,283,706
100			
101			
102			
103			
104	New or Amended Grant Budgets:		
105			
106			
107			
108	CAO	32,905	32,905
109	CAO	163,916	163,916
110	DSI	79,500	79,500
111	DSI	(478,200)	(478,200)
112	Emergency Management	3,540	3,540
113	Emergency Management	2,000	2,000
114	Financial Services	885,112	885,112
115	Fire	21,016	21,016
116	Fire	266,618	266,618
117	Fire	100,000	100,000
118	Fire	363,760	363,760
119	General Government	285,851	285,851
120	HREEO	9,375	9,375
121	Mayor's Office	9,000	9,000
122	Public Works	125,000	125,000
123	Public Works	867,865	867,865
124	OTC	18,628	18,628
125	Public Works	536	536
126			
127	Budget After Technical Changes	304,466,089	304,466,089
128	Gap: Excess / (Shortfall)	0	
129			
130			
131			
132	Council Changes to the Proposed Budget		
133			
134	PED	82,401	
135	PED	(38,401)	
136	PED	(44,000)	
137	Public Works	689,418	
138	Public Works		344,709
139	Public Works		344,709
140			
141			
142			
143	Budget After Policy Changes	305,155,507	305,155,507
144			
145	Gap: Excess / (Shortfall)	0	
146			
147			

2021 Budget Balancing Status
Debt

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	Spending	Financing
148		
149 Mayor's Proposed Budget...		
150 Debt Service Funds	87,090,214	87,090,214
151 Mayor's Budget Total	87,090,214	87,090,214
152		
153 Gap: Excess / (Shortfall)	0	
154		
155 Technical Changes to the Mayor's Budget...		
156		
157 Technical Changes to Adjust for Updates and Omissions:		
158		
159 Debt Updating debt service to match final results from sale	(57,613)	(57,613)
160 Debt Updating property tax budget to match levy		Budget Neutral
161		
162		
163		
164 Revised Revenue or Budget Estimates:		
165		
166 No changes		
167		
168		
169		
170 Budget After Technical Changes	87,032,601	87,032,601
171		
172 Gap: Excess / (Shortfall)	0	
173		
174 Program Changes Proposed by the Mayor...		
175		
176 No changes		
177		
178		
179		
180 Budget After Policy Changes	87,032,601	87,032,601
181		
182 Gap: Excess / (Shortfall)	0	
183		
184 Council Changes to the Proposed Budget		
185		
186		
187		
188		
189		
190 Budget After Policy Changes	87,032,601	87,032,601
191		
192 Gap: Excess / (Shortfall)	0	
193		
194		

2021 Budget Balancing Status
Capital Improvement Budget

RES 20-1649

	Spending	Financing
195		
196 Mayor's Proposed Budget...		
197 Capital Improvement Budget	67,350,000	67,350,000
198 Mayor's Budget Total	67,350,000	67,350,000
199		
200 Gap: Excess / (Shortfall)	0	
201		
202 Technical Changes to the Mayor's Budget...		
203		
204		
205		
206 Multiple Departments Align department budgets to proper budget codes		Budget Neutral
207		
208		
209		
210		
211 Revised Revenue or Budget Estimates:		
212 No changes		
213		
214 Budget After Technical Changes	67,350,000	67,350,000
215		
216 Gap: Excess / (Shortfall)	0	
217		
218 Program Changes Proposed by the Mayor...		
219		
220 Public Works Carryforward \$1.3m of bonding authority for Saint Paul Steets program	1,300,000	1,300,000
221		
222		
223		
224		
225 Budget After Policy Changes	68,650,000	68,650,000
226		
227 Gap: Excess / (Shortfall)	0	
228		
229		
230		
231		
232 Council Changes to the Proposed Budget		
233 General Government/OFS Repurpose CIB balances to restore Mill and Overlay funding		244,709
234 General Government/OFS Repurpose CIB interest earnings to restore Mill and Overlay funding		100,000
235 Public Works Restore Mill and Overlay funding (transfer to General Fund)	344,709	
236		
237		
238		
239		
240		
241		
242		
243		
244		
245 Budget After Policy Changes	68,994,709	68,994,709
246		
247 Gap: Excess / (Shortfall)	0	
248		
249		
250		
251		
252 2020-2021 CIB Community Projects [non-add]		
253		
254 <i>Note: While these projects will be reflected in the 2021 adopted CIB budget, the budgets for these projects will also be approved via administrative order at the beginning of 2021 to allow technical accounting entries to be completed.</i>		
255		
256 General Government 5% Contingency Allocation	50,000	50,000
257 General Government 1% Public Art Allocation	10,000	10,000
258 Parks Lewis Park	160,023	160,023
259 Parks Central Village Park Lighting	300,000	300,000
260 Parks Payne Avenue Skateboard Park Planning	32,000	32,000
261 Parks Lyton Park	99,287	99,287
262 Public Works Lighting on Charles and Rice	15,000	15,000
263 Public Works Lighting on Winnipeg and Rice	55,000	55,000
264 Public Works Lighting on Hazelwood	17,500	17,500
265 Public Works Lighting on Charles and Arundel	100,000	100,000
266 Public Works Speed Humps on Charles	20,000	20,000
267 Public Works Ped Infrastructure - Raymond Station and Seal Hi-Rise	141,190	141,190
268		
269		

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.

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. The City's ERP system is Infor.

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*.

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

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.

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.

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 Financing (TIF) District: A TIF 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.