

Appendix



City of Saint Paul

Signature Copy

Resolution: RES 18-2056

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

File Number: RES 18-2056

Approved by the Mayor

[Handwritten signature of Melvin Carter III]

Melvin Carter III

Date 12/17/2018

File Number: RES 18-2056

Approving the 2019 City Tax Levy.

WHEREAS, the Mayor, pursuant to the City Charter has proposed and recommended the 2019 budgets for the City of Saint Paul, and

WHEREAS, the proposed 2019 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 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 2019, 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 12/12/2018, this Resolution was Passed.

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

Nay: 0

Vote Attested by [Handwritten signature of Trudy Moloney] Council Secretary Trudy Moloney

Date 12/12/2018



City of Saint Paul

Signature Copy

Resolution: RES 18-2072

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

File Number: RES 18-2072

File Number: RES 18-2072

Adopting the 2019 Budget.

WHEREAS, the Mayor has proposed budgets for the City of Saint Paul for the fiscal year beginning January 1, 2019, 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 3, 2018, participated in a public hearing on December 5, 2018, on the Mayor's Proposed 2019 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 2019 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 2019 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 2019 adopted budgets is hereby approved; and be it

FURTHER RESOLVED, that the Five Year Capital Program for 2019-2023 is hereby approved; and be it

FURTHER RESOLVED, that the adoption of the 2019 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, 2019, 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 2019 budget summary pursuant to Minnesota Statutes section 471.0965 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 2019 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 12/12/2018, this Resolution was Passed.

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

Nay: 0

Vote Attested by [Signature] Date 12/12/2018
Council Secretary Trudy Moloney

Approved by the Mayor [Signature] Date 12/17/2018
Melvin Carter III

2019 Budget Balancing Status
General Fund
Resolution Attachment

RES 18-2072

2019 Budget Balancing Status
Special Funds

RES 18-2072

| | Spending | Financing |
|---|-------------|----------------|
| Mayor's Proposed Budget... | | |
| General Fund | 306,589,576 | 306,589,576 |
| Mayor's Budget Total | 306,589,576 | 306,589,576 |
| Gap: Excess / (Shortfall) | 0 | 0 |
| Technical Changes to the Mayor's Budget... | | |
| Technical Changes to Adjust for Updates and Omissions: | | |
| All Departments | | Budget Neutral |
| Fire | | Budget Neutral |
| Parks | | Budget Neutral |
| New or Amended Grant Budgets: | | |
| OFS | (15,000) | (15,000) |
| Revised Revenue and Budget Estimates: | | |
| General Revenue Adjustments | | |
| DSI | | 49,638 |
| Fire | | 50,000 |
| General Government | | (203,850) |
| General Government | | 200,000 |
| General Government | | (50,000) |
| General Government | | 171,689 |
| General Government | | (136,000) |
| General Government | | 12,335 |
| General Government | | 34,861 |
| Technology | | (93,572) |
| Budget After Technical Changes | 306,574,576 | 306,609,677 |
| Gap: Excess / (Shortfall) | | 35,101 |
| Council Changes to the Proposed Budget | | |
| Program Adjustments | | |
| General Government Accounts | | (1,438,417) |
| General Government Accounts | 7,535 | |
| General Government Accounts | 25,000 | |
| General Government Accounts | 250,000 | |
| General Government Accounts | 30,000 | |
| General Government Accounts | (10,000) | |
| General Government Accounts | (239,433) | |
| Parks | 50,000 | |
| Remove General Fund support for PED Admin | (872,317) | |
| Add back PED transfer to Mayor's Office | - | 145,422 |
| Add back PED transfer to HREEO | - | 539,966 |
| Police | 46,437 | |
| Police | 239,433 | |
| Police | (267,079) | |
| Police | 267,079 | |
| Police | - | 88,000 |
| Technology | (41,657) | |
| Budget After Policy Changes | 306,059,574 | 306,059,574 |
| Gap: Excess / (Shortfall) | | 0 |

| | Spending | Financing |
|---|-------------|----------------|
| Mayor's Proposed Budget... | | |
| Special Funds | 281,743,703 | 281,743,703 |
| Mayor's Budget Total | 281,743,703 | 281,743,703 |
| Gap: Excess / (Shortfall) | 0 | 0 |
| Technical Changes to the Mayor's Budget... | | |
| Technical Changes to Adjust for Updates and Omissions: | | |
| All Departments | | Budget Neutral |
| General Government | | Budget Neutral |
| OFS | | 965,622 |
| OFS | | 759,920 |
| OFS | | (259,160) |
| OFS | | 100,000 |
| OFS | | (252,052) |
| Parks | | Budget Neutral |
| Parks | | 40,000 |
| Parks | | 10,000 |
| Police | | 81,779 |
| Public Works | | 175,000 |
| Public Health | | (8,567) |
| New or Amended Grant Budgets: | | |
| Emergency Management | 105,475 | 105,475 |
| Emergency Management | 56,208 | 56,208 |
| Emergency Management | 10,625 | 10,625 |
| Fire | 53,182 | 53,182 |
| Fire | 161,239 | 161,239 |
| Fire | 120,163 | 120,163 |
| Fire | 141,625 | 141,625 |
| Fire | 75,000 | 75,000 |
| Mayor's Office | 17,000 | 17,000 |
| Police | 323,068 | 323,068 |
| Police | 124,920 | 124,920 |
| Police | 16,900 | 16,900 |
| Police | 160,014 | 160,014 |
| Police | 255,260 | 255,260 |
| Police | 267,436 | 267,436 |
| Police | 265,881 | 265,881 |
| Police | 100,000 | 100,000 |
| Police | 131,901 | 131,901 |
| Public Works | 500,000 | 500,000 |
| Budget After Technical Changes | 286,728,431 | 286,728,431 |
| Gap: Excess / (Shortfall) | | 0 |
| Council Changes to the Proposed Budget | | |
| PED | 937,243 | 937,243 |
| PED | 145,422 | 145,422 |
| PED | 750,000 | 750,000 |
| PED | 50,000 | 500,000 |
| PED | - | - |
| PED | 25,000 | - |
| PED | 400,000 | - |
| PED | 25,000 | - |
| PED | (400,000) | - |
| PED | 400,000 | - |
| Police | (239,433) | (239,433) |
| Budget After Policy Changes | 288,821,663 | 288,821,663 |
| Gap: Excess / (Shortfall) | | 0 |

2019 Budget Balancing Status
Debt

| | Spending | Financing |
|---|-------------|----------------|
| 150 | | |
| 151 Mayor's Proposed Budget... | | |
| 152 Debt Service Funds | 142,320,452 | 142,320,452 |
| 153 Mayor's Budget Total | 142,320,452 | 142,320,452 |
| 154 | | |
| 155 Gap: Excess / (Shortfall) | 0 | |
| 156 | | |
| 157 Technical Changes to the Mayor's Budget... | | |
| 158 | | |
| 159 Technical Changes to Adjust for Updates and Omissions: | | |
| 160 | | |
| 161 Debt | | Budget Neutral |
| 162 Debt | | 1,116,928 |
| 163 Debt | 4,119,980 | 4,119,980 |
| 164 Debt | 108,700 | 108,700 |
| 165 | | |
| 166 | | |
| 167 Revised Revenue or Budget Estimates: | | |
| 168 | | |
| 169 No changes | | |
| 170 | | |
| 171 | | |
| 172 | | |
| 173 Budget After Technical Changes | 147,666,060 | 147,666,060 |
| 174 | | |
| 175 Gap: Excess / (Shortfall) | 0 | |
| 176 | | |
| 177 Program Changes Proposed by the Mayor... | | |
| 178 | | |
| 179 No changes | | |
| 180 | | |
| 181 | | |
| 182 | | |
| 183 Budget After Policy Changes | 147,666,060 | 147,666,060 |
| 184 | | |
| 185 Gap: Excess / (Shortfall) | 0 | |
| 186 | | |
| 187 Council Changes to the Proposed Budget | | |
| 188 | | |
| 189 Debt | (100,000) | (100,000) |
| 190 | | |
| 191 | | |
| 192 | | |
| 193 Budget After Policy Changes | 147,566,060 | 147,566,060 |
| 194 | | |
| 195 Gap: Excess / (Shortfall) | 0 | |
| 196 | | |
| 197 | | |

2019 Budget Balancing Status
Capital Improvement Budget

| | Spending | Financing |
|---|------------|----------------|
| 198 | | |
| 199 Mayor's Proposed Budget... | | |
| 200 Capital Improvement Budget | 48,110,000 | 48,110,000 |
| 201 Mayor's Budget Total | 48,110,000 | 48,110,000 |
| 202 | | |
| 203 Gap: Excess / (Shortfall) | 0 | |
| 204 | | |
| 205 Technical Changes to the Mayor's Budget... | | |
| 206 | | |
| 207 Technical Changes to Adjust for Updates and Omissions: | | |
| 208 | | |
| 209 Multiple Departments | | Budget Neutral |
| 210 | | |
| 211 | | |
| 212 Revised Revenue or Budget Estimates: | | |
| 213 | | |
| 214 No changes | | |
| 215 | | |
| 216 Budget After Technical Changes | 48,110,000 | 48,110,000 |
| 217 | | |
| 218 Gap: Excess / (Shortfall) | 0 | |
| 219 | | |
| 220 | | |
| 221 Program Changes Proposed by the Mayor... | | |
| 222 | | |
| 223 Parks | 2,230,000 | 2,230,000 |
| 224 Increased CIB bond sale for Pedro Park project | | |
| 225 | | |
| 226 | | |
| 227 | | |
| 228 | | |
| 229 Budget After Policy Changes | 50,340,000 | 50,340,000 |
| 230 | | |
| 231 Gap: Excess / (Shortfall) | 0 | |
| 232 | | |
| 233 Council Changes to the Proposed Budget | | |
| 234 | | |
| 235 | | |
| 236 No changes | | |
| 237 | | |
| 238 | | |
| 239 | | |
| 240 | | |
| 241 | | |
| 242 | | |
| 243 | | |
| 244 Budget After Policy Changes | 50,340,000 | 50,340,000 |
| 245 | | |
| 246 Gap: Excess / (Shortfall) | 0 | |
| 247 | | |
| 248 | | |
| 249 | | |
| 250 | | |

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.