



Proposed Scope of Services SPECIAL SERVICE DISTRICT

DRAFT for discussion purposes only

PURPOSE

The Housing and Redevelopment Authority (HRA), as owner and master developer of the majority of developable land within The COR, has initiated the organization and preparation of an ordinance establishing a Special Services District (SSD) in accordance with Minnesota Statutes Chapter 428A. Once adapted by The City of Ramsey, the SSD will manage and fund the maintenance and operations of the project deemed to be above that ordinarily provided by the city.

The below scope and proposed initial annual budget contemplates the initial establishment of the district, and also reflects the current condition of the project as predominantly undeveloped. As The COR continues to develop, it is anticipated that these services will be modified to reflect the needs of the area and the intended level of service necessary to maintain the common areas in a manner consistent with other first-class facilities of a similar scale.

It is anticipated that the costs for these services will be assessed to the eligible properties under MN 428A on a “Net Tax Capacity” basis with an estimated budget established annually. Services may be performed by the City, or by third party vendors at the direction of the city.

DISTRICT BOUNDARIES

The districts geographic boundaries are depicted on the attached exhibit, but can generally be described as the commercial properties located south of Ramsey Parkway, between Armstrong and Ramsey Boulevards, and including the proposed west 50 retail. The special service district Ordinance the City adopts will only impose charges on property, or portions of properties within this boundary, that are classified under Minnesota Statutes Chapter 273 and used for commercial, industrial or public utility purposes or is vacant land zoned or designated on the City’s land use plan for commercial or industrial use.

SCOPE

It is anticipated that the initial services provided can be categorized into three areas of operations – Property Management, Maintenance and signage. Each are summarized below with proposed scopes for both operation costs and in some cases capital improvements.

PROPERTY MANAGEMENT

- Property inspection and oversight of services
- Manage Assessments and Accounting
- Security
- Space Programming

There are a number of venues and functions contemplated in the current development plans for the project. The Property manager shall promote, coordinate, and schedule these events so as to provide the best possible attractions for the project as a whole. This may include concerts, special events, weddings, sidewalk sales, community events, etc. that would be determined to be an attraction and benefit to The COR by increasing activity and awareness of the project.

Venues:

- ❖ The Draw Park and Amphitheater (existing)
 - ❖ Lake Ramsey Park (future)
 - ❖ Municipal Plaza (future)
 - ❖ City Hall and Transit Plaza (existing)
 - ❖ Farmers Market (existing)
 - ❖ Ice Skating (existing)
- Manage PUMA and Parking Operations

MAINTENANCE

There is currently, and will continue to be, a much higher level of maintenance provided in The COR than is currently provided in the rest of the city. These are generally described as those items attributed to the overall density of the project such as snow removal, or the higher traffic likely generated by the proposed uses such as more frequent cleaning, trash removal, security, etc. than city crews currently provide.

- Annual planting beds
 - Irrigation
 - Potted plants
 - Ornamental trees Benches
 - Trash Receptacles
 - Ash Trays
 - Bike Racks
 - Fountains
 - Snow Melting/Hauling
 - Sidewalk Sweeping
 - Lawn care and grounds maintenance
- Undeveloped Property Maintenance
 - Event Clean-up

- Holiday Displays

SIGNAGE

There are several components to the overall project signage for The COR. Ideally, this function is best addressed as a whole, rather than as individual piecemeal functions. If the project is well identified it can be a benefit to all properties and businesses in The COR.

- Pylons and Monuments
- Landscape entry points
- Way finding signage
- Bannering
- Announcements
- Seasonal Displays
- Parking directional signage
- Transit directional signage
- Tenant sign coordination

OTHER POTENTIAL ISSUES:

- Definitions
- Boundary/Member Properties
- Phases and Termination

INITIAL ANNUAL BUDGET:

Item	Operations	Capital Cost
Property Management		\$5,000
Property Management	\$12,000	
Programming	\$5,000	\$5,000
Assessment and Accounting	\$3,500	
Maintenance	\$30,000	\$0
Signage		
Project Identity Signs	\$2,000	\$17,000
Community Sign	\$2,000	(by HRA)
Seasonal Banners	\$4,000	\$20,000
Way finding		\$11,000
Transit and Parking	\$2,000	\$7,000
Design and installation	\$5,000	

Capital Cost Allocation?

Member Properties	Net Tax Capacity	Percentage
HRA	\$	%
PSD	\$	%
Solomon	\$	%
Allina	\$	%
PACT	\$	%
Midwest Medical Examiners Office	\$	%
City of Ramsey	\$	%

Initial Annual Assessment

HRA	\$
PSD	\$
Solomon	\$
Allina	\$
PACT	\$
Midwest Medical Examiners Office	\$
City of Ramsey	\$