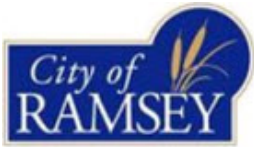


City of Ramsey
Agenda
City Council Work Session
Tuesday May 12, 2015
5:30 p.m.
Lake Itasca Room 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Review Revised Draft Strategic Planning Documents
 2. Consideration of Scope and Timing of Sunwood Drive Roundabout Landscaping Project
 3. Amend City Funds Policy and Excess Revenue Transfer Policy
- 3. Topics for Future Discussion**
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

CC Work Session

2. 1.

Meeting Date: 05/12/2015

Submitted For: Kurt Ulrich,

By:

Jo Thieling, Administrative Services

Information

Title:

Review Revised Draft Strategic Planning Documents

Purpose/Background:

Purpose: To review the revised DRAFT three-year strategic action plan with the City Council.

Background: Staff reviewed the DRAFT three-year strategic action plan with the City Council at a work session on March 24, 2015. Following discussion, comments/suggestions and direction of Council, the amended DRAFT three-year strategic action plan was again reviewed on April 28. Following discussion, comments/suggestions and direction of Council, the newly amended DRAFT three-year strategic action plan is attached for Council review and discussion.

Notification:

NA

Observations/Alternatives:

To review the revised DRAFT three-year strategic action plan.

Funding Source:

NA

Recommendation:

N/A

Action:

Provide feedback on the revised DRAFT strategic plan.

NEXT STEP: Review and finalize Vision Statement, and bring the 2015-2018 Strategic Action Plan back for final adoption at a regular City Council meeting.

Attachments

Revised Draft Strategic Action Plan

Form Review

Inbox

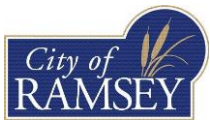
Kurt Ulrich
Jo Thieling (Originator)
Kurt Ulrich
Form Started By: Jo Thieling
Final Approval Date: 05/07/2015

Reviewed By

Kurt Ulrich
Jo Thieling
Jo Thieling

Date

05/07/2015 11:37 AM
05/07/2015 12:54 PM
05/07/2015 12:55 PM
Started On: 05/06/2015 04:08 PM



Strategic Action Plan 2015 – 2018

DRAFT 04/28/15

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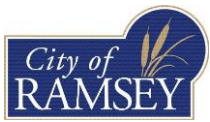
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Strategic Imperative I: Financial Stability

Ensure strategic economic development that complements the city’s desired quality of life and builds a stable tax base, all while maintaining a low tax levy.

Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
Identify and implement operational efficiencies and cost-savings	Finance	1) An all-inclusive integrated budget document developed that will incorporate Strategic Planning items, adopted budgets, CIP, metrics, and trend information.	June 2015	December 2018	None	None	D. Lund	<ul style="list-style-type: none"> Integrated budget completed for 2016 Distinguished Budget Award received
Increase economic growth and development	Administration	2) Sale of City-Owned Parcels that are listed for sale for economic development.	Summer 2015	Summer 2018	<p>No additional in-house human resources required.</p> <p>This will cost between \$10,000 and \$35,000 per certification (six total) in third-party professional consulting fees (legal/title, environmental, engineering, etc.).</p> <p>Staff will propose use of existing dollars from TIF Account #1.</p>	NA	P. Brama	<ul style="list-style-type: none"> City owned land will be positioned: “as-competitive-as-possible” in today’s real estate market. Removed development “unknowns” for prospects and significantly improved project timelines. 100 % properties shovel-ready certified. Land sale closings above previous three year term.
Increase economic growth and development (cont.)	Administration	3) Recruit new industry and market-ready major retail businesses to Ramsey	Ongoing	Fall 2017	<p>No additional in-house human resources required.</p> <p>Staff will continue to market properties with CBRE; and attain shovel ready status.</p>		P. Brama	<ul style="list-style-type: none"> Secured two (2) new 30,000+ square foot retail facilities. Secured two (2) new 30,000+ square foot industrial facilities.



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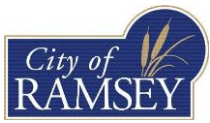
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Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
	Administration	4) Establish new Business Park, west of Armstrong Boulevard	Spring 2016	Summer 2016	<p>No additional in-house human resources required.</p> <p>This will cost between \$10,000 and \$25,000 per certification (two total) in third-party professional consulting fees (legal/title, environmental, engineering, etc.).</p> <p>Staff will propose use of existing dollars from TIF Account #1.</p>	NA	P. Brama	<ul style="list-style-type: none"> Business Park will be positioned: “as-competitive-as-possible” in today’s real estate market. Removed development “unknowns” for prospects and significantly improved project timelines. Attain State of Minnesota <i>Shovel-Ready</i> Status for Business Park land parcels.
	Engineering	5) Develop and plan for key infrastructure improvements (AUAR improvements, extensions of municipal utilities, and major transportation corridors.	April 2015	December 2017	<p>Anoka County coordination</p> <p>Consultant expenses</p> <p>Project Funding Sources – development driven tax increment funding, utility funds, grants, and funding partnerships.</p>	<p>Update traffic and turning movement volumes</p> <p>Update estimated project costs and complete feasibility analysis</p>	B. Westby	<ul style="list-style-type: none"> Meet the COR AUAR milestones Scheduled prioritized projects in CIP Revised JPA construction schedule - Meet the scheduled milestones. Reviewed extension of sewer and water to 167th and Hwy 47 area Mobility improvements made to major highway corridors (i.e. US Hwy 10, Hwy 47 and CR 5)



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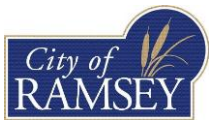
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Leverage outside funding sources	Administration	6) Optimize use of non-city funding through joint projects, grants and partnerships	2015	2018	TBD	None	K. Ulrich	<ul style="list-style-type: none"> • Increased grant awards • Reduced reliance on the general fund. • Effective grant administration • Increased public and private partnerships



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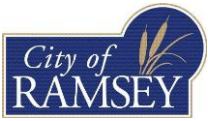
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Strategic Imperative II: A Connected Community

Ensure that the city is a connected city that is part of a comprehensive regional transportation system that enables all citizens to easily navigate the community and attracts business development.

Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
Improve the safety and mobility of US Highway 10	Administration	7) Actively lobby State Legislature and Federal Congressional Delegation for \$120M to construct the identified Highway 10 corridor priorities	March 2015	December 2018	\$30-60K annually in Legislative liaison consultant expenses, \$5-10K travel expenses	None	K. Ulrich	<ul style="list-style-type: none"> State and federal funding secured for high priority TH Highway 10 projects.
	Administration	8) Introduce legislation requesting state funding for highway-rail separation at Ramsey and Sunfish Lake Blvd. rail intersections.	March 2015	May 2015	State bonding and work with City legislative liaison	None	K. Ulrich	<ul style="list-style-type: none"> Allocation of up to \$10 M in state bonding for projects.
	Administration	9) Initiate a regional effort to complete Preliminary Engineering and Environmental Review for all projects of the Highway 10 Study	March 2015	December 2018	State bonding and other outside funding.	None	K. Ulrich	<ul style="list-style-type: none"> Preliminary Design and Engineering in regard to MNDOT TH10 Access Planning Study projects are commenced.



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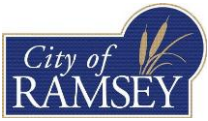
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<i>Improve the safety and mobility of US Highway 10 (Cont.)</i>	Administration	10) Develop a communications strategy in regard to Highway 10 improvements	Summer 2015	Summer 2015	No additional resources required.	This tactic will be included in the City's adopted communications plan.	P. Brama	<ul style="list-style-type: none"> • Clear understanding by residents and businesses regarding the Highway 10 improvements. • An active support network of residents and businesses.
<i>Improve the safety and mobility of County Highway 5 Corridor</i>	Engineering	11) Conduct CASH 5 Corridor Study (land use and traffic integrate in cooperation with the County	April 2015	October 2017	Professional services - \$50,000 (PIR) Anoka County Coordination Construction funds		B. Westby	<ul style="list-style-type: none"> • Corridor study completion • Turn-back plan completion • Coordinated Highway 10 integration plan completion • At least one high priority improvement project completed
<i>Improve the safety and mobility of MN State Hwy 47 Corridor</i>	Engineering	12) Conduct MN State Hwy 47 Study in cooperation with MNDOT and City of Anoka	April 2015	October 2017	Anoka County & MNDOT coordination Construction Funds			<ul style="list-style-type: none"> • Corridor study completion • At least one high priority improvement project completed



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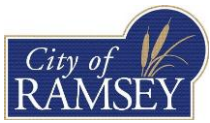
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Create a diverse and robust offering of recreational opportunities	Public Works	13) Develop a comprehensive recreation plan that inventories existing recreation programs, services, and infrastructure at the local, regional, and national level	5/2015	10/2016	Citizen Survey (2016 - \$15,000)	None	G. Riemer	<ul style="list-style-type: none"> Findings and recommendations report in 2017 as part of budget development for 2018 implementation
	Community Development	14) Determine vision for future parks, trails, and open space capital improvements	2015	2016	TBD		T. Gladhill	<ul style="list-style-type: none"> Completed Master Park and Trail Plan Update Parks improvements scheduled Mississippi River Trail extended Trott Brook Greenway extended Armstrong Trail Completed



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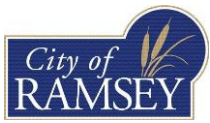
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Strategic Imperative III: Smart, Citizen-Focused Government

Continue the delivery of quality services to ensure the city will have safe and thriving neighborhoods and business districts, and a clean environment.

Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
Improve the safety of the community	Police	15) Reduce illegal drug activity in the community	June 2015	January 2016	Request 1 FTE Police Officer in 2016 budget to allocate to Anoka Hennepin Drug Task Force (AHDTF)	Council approval of JPA with AHDTF	J Katers	<ul style="list-style-type: none"> Increased number of arrests for drug crimes Maximized collaboration of Anoka Hennepin Drug Task Force by allocating staff to task force Increased intelligence on drug activity Reduced criminal activity in community related to drug use Increased drug awareness through community engagement
	Administration	16) Develop a metric to ensure adequate public safety staffing levels based on quantifiable thresholds of future growth	June 2015	September 2015	None	None	K. Ulrich	<ul style="list-style-type: none"> Tool developed to support 2016 and future public safety staffing requests



Strategic Action Plan 2015 – 2018

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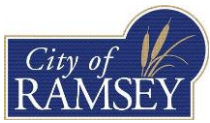
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Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
	Police	17) Consider security cameras to enhance safety and security	June 2015	February 2016	Data connections Software licenses. Cameras (2016 Budget)		J. Katers	<ul style="list-style-type: none"> • Visible deterrent to criminal activity • Reduction of Vandalism to city owned property by 10 % • Assisted in identification of criminal suspects • Provided increased sense of security in public spaces.
Improve the safety of the community (cont.)	Fire	18) Expand and improve residential rental licensing program	April 2015	July 2015	None	None	D. Kapler	<ul style="list-style-type: none"> • Cost Benefit analysis completed • Improved property maintenance • Improved landlord/tenant relationships • Improved public safety response



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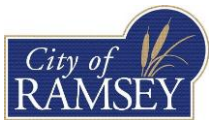
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Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
Create a strong positive image for residential neighborhoods and business districts	Community Development	19) Meet or exceed community expectations in regard to response times for code complaints	2016	2016	Add a Code Enforcement Specialist for public nuisance code enforcement	None	T. Gladhill	<ul style="list-style-type: none"> Centralized enforcement program with consistent metrics Improved communication of notices of violation Improved stability of position Resolution period of 14-30 days Enhanced focus on key corridors (Highway 10 and Highway 47) Eliminate duplication in data Immediate response to complainant
	Administration	20) Create a program for citizen recognition and engagement.	June 2015	December 2015	None	None	K. Ulrich	<ul style="list-style-type: none"> Implemented citizen recognition program



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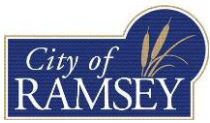
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Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
	Administration	21) Identify opportunities for community volunteer work	June 2015	December 2015	Staff and/or volunteer resources (TBD)	None	K. Ulrich	<ul style="list-style-type: none"> Increased citizen volunteer hours
<i>Develop a well-planned community</i>	Community Development	22) Increase engagement opportunities in future land use decisions	2015	2018	TBD		T. Gladhill	<ul style="list-style-type: none"> Adopt a citizen engagement framework for 2040 Comprehensive Plan update Determine appropriate scale of update to the City's Comprehensive Plan Complete required 2040 Comprehensive Plan update



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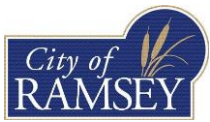
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Enhance the level of customer service in Community Development	Community Development	23) Improve staffing and process effectiveness in Community Development with reclassifications and technology investments.	2015	2016	Re-class PT to FT Position (\$ impact TBD) \$25 – 50,000 for software improvements	\$2000 for hardware upgrades	T. Gladhill	<ul style="list-style-type: none"> • 10 Business Day Building Permit Plan Review • 48 Hour Inspection Window • Centralized Permits and Licenses Division • Improved management and ensured equity of enforcement of City-Owned properties • Improved support to Environmental Policy Board (EPB) • Self Service Applications, Scheduling; and Tracking 24/7 • Immediate issuance of 'over the counter' permits • Reduced or eliminated duplication of staff resources



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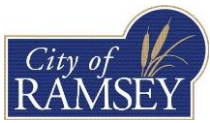
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Define and promote Ramsey Brand	Administration	24) Develop strategy with Ramsey Brand as umbrella while still promoting sub-areas of the community (The COR, 167 th Avenue, Future Business Park, etc.)	Spring 2015	Summer 2016 Final completion tied to tactic below.	None	This tactic will be included in the City's adopted communications plan	P. Brama	<ul style="list-style-type: none"> Unified marketing/communications with consistent use of Ramsey Brand (refreshed materials and policy). Implementation of Ramsey logo in future COR materials and signage (same for other sub-districts)
	Administration	25) Acquire a ZIP Code for City of Ramsey	Spring 2015	December 2017	None	None	P. Brama	<ul style="list-style-type: none"> New and unique ZIP Code assigned for Ramsey
	Community Development	26) Create a community sign plan that focuses on community gateways and focal points.	2015	2016	None	Adobe Creative Suite (\$2,000)	T. Gladhill	<ul style="list-style-type: none"> Revised zoning code Monument signage plan for the City completed Tenant panel distribution policy completed Funding and Priority Plan



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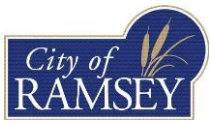
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Improve the image of key corridors (Highway 10, CR5, and Highway 47)	Community Development	27) Use property-owner/ citizen engagement strategies to define Corridor Improvement goals	2016	2016			T. Gladhill	<ul style="list-style-type: none"> Adopted Statement of Goals
	Community Development	28) Proactively Implement Corridor Improvements through public investment and code compliance initiatives.	2016	2018	0.5 FTE (Covered in Code Enforcement Section)		T. Gladhill	<ul style="list-style-type: none"> 30% of targeted property clean-up per year of plan
Ensure long-term sustainability of Public Water System	Engineering	29) Work with neighboring cities and regulating agencies to identify regional solution(s) for sustainable water supply/water treatment facility	2015	2019	\$30,000 for engineering consultants (update comprehensive water supply plan, complete pilot study)	TBD	B. Westby	<ul style="list-style-type: none"> Commitment to regional solution for long-term water supply Updated Comprehensive Water Supply Study Active participation of neighboring cities/regulating agencies



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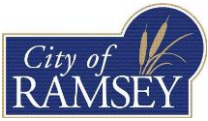
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Strategic Imperative IV: An Effective Organization

Maintain a highly functional staff, citizen volunteers, and elected officials and governance structure that meet the increasingly ever-changing needs of the organization

Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Required	Tools	Responsible Party	Key Indicators/Metrics	Outcome
Develop a communications plan	Administration	30) Conduct survey of City Council, Boards, Commissions, and Staff regarding desired approach to City's communication efforts.	Summer 2015	Fall 2015	No additional resources required.	None. (Online survey will be targeted)		P. Brama	<ul style="list-style-type: none"> A base of information for staff and Council to utilize for developing and finalizing a formal communications plan for the City of Ramsey. Staff will develop an executive summary of results. 	
	Administration	31) Adopt a Formalized Communications Plan	Winter 2015	Early 2016	No additional resources required for creation of plan. Implementation of plan may require additional resources. The adopted plan will outline if/ when additional resources are needed, and for what.	Requires completion of communications survey.		P. Brama	<ul style="list-style-type: none"> Council adopted communications plan. The adopted plan outlines specific outcome for each specific tactic. 	



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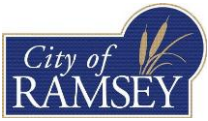
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<i>Develop a communications plan (cont.)</i>	Administration	32) Develop a Staff recognition program	April 22, 2015 Kick-off	Ongoing				C. Lasher	<ul style="list-style-type: none"> • Formal Staff Recognition Program Developed and Implemented • Staff feeling recognized and valued by peers • Staff promoting positive accountability to our core values by peers • Promoted teamwork and brand • Sustained or improved morale 	



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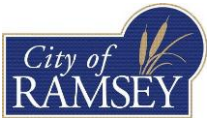
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Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Required	Tools	Responsible Party	Key Indicators/Metrics	Outcome
	Administration	33) Initiate a strategy to highlight City Employees, Commission Members and Volunteers job duties (put a face to a name and highlight their contribution to the community)	July/Aug. 2015	Ongoing (monthly) RR Publications as scheduled	None	None		C. Lasher	<ul style="list-style-type: none"> Increased awareness of Dept. Functions. / increased staff recognition. Increased awareness of specific roles and specific current events / increased staff recognition. Promoted Ramsey Brand / increased staff recognition. 	
Continue to implement process improvement initiatives	Administration	34) Consider value and appropriate level of City participation in event	June 2015	September 2015	None	None		K. Ulrich	<ul style="list-style-type: none"> Status of each City event (i.e., include or not) in 2016 budget determined 	



Strategic Action Plan 2015 – 2018

DRAFT 04/28/15

VISION

Ramsey will be a leader in municipal services, a vibrant rural and suburban community with well-connected destinations.

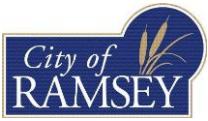
MISSION

To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services

Strategic Imperative IV: An Effective Organization

Maintain a highly functional staff, citizen volunteers, and elected officials and governance structure that meet the increasingly ever-changing needs of the organization

<p>Plan for public facilities to meet City's growth</p>	<p>Finance</p>	<p>35) Identify capital cost of PW facility based upon space needs study. Create a funding and implementation plan for a new public works campus</p>	<p>2015</p>	<p>2016</p>	<p>None</p>	<p>None</p>	<p>D. Lund</p>	<ul style="list-style-type: none"> • Decision by Council on timing and amount of debt for the new Public Works facility. • Provided long-term solution for the effective and efficient delivery of Public Works services for Ramsey Residents. • Increased efficiency by consolidation of equipment on one site. • Increased efficiency in equipment maintenance. • Eliminated overcrowding at present site. • Improved security for Public works equipment. • Eliminated outdoor storage
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Strategic Action Plan 2015 – 2018

DRAFT 04/28/15

VISION

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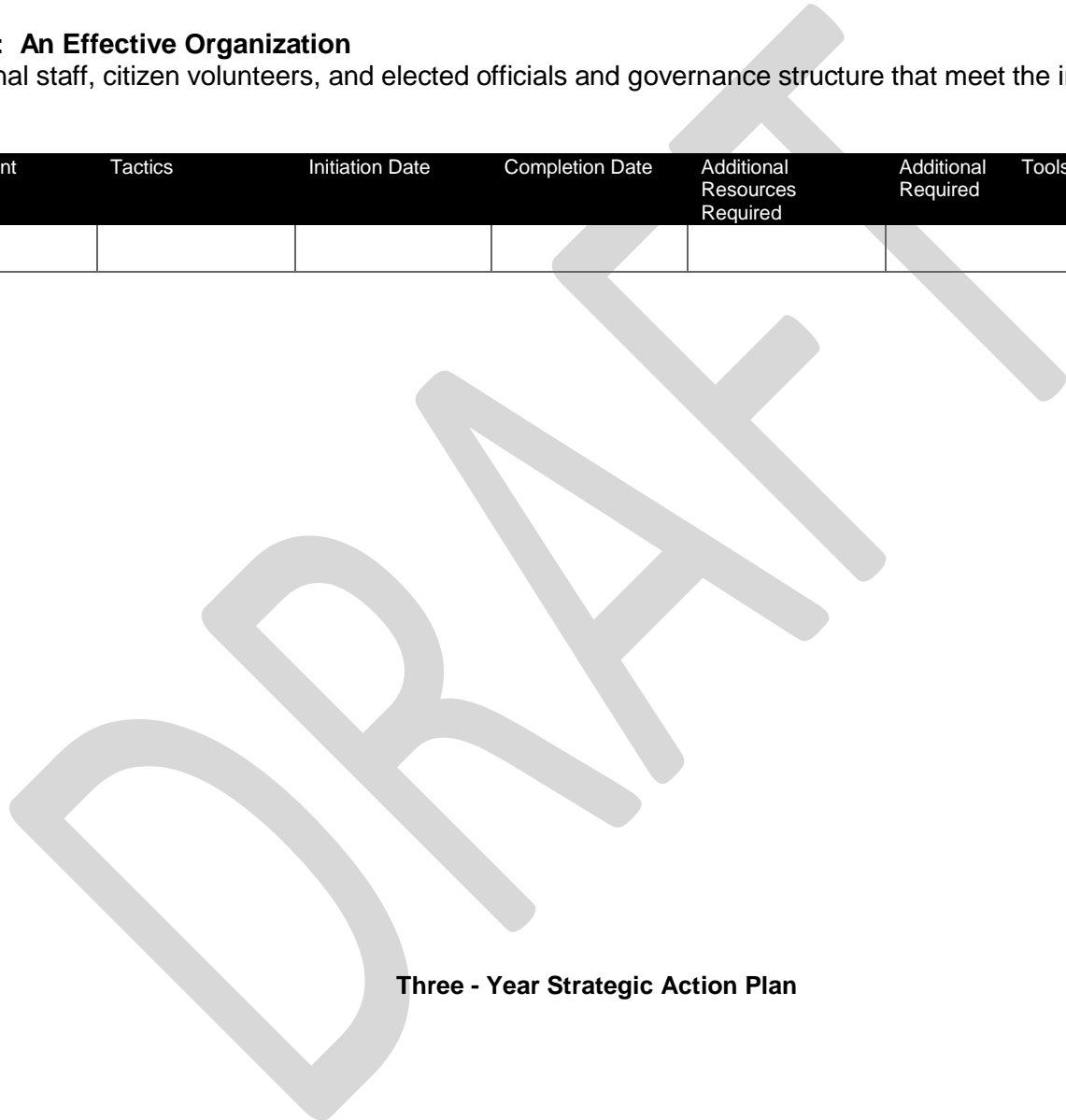
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Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Required	Tools	Responsible Party	Key Indicators/Metrics	Outcome
										of valuable equipment.



Meeting Date: 05/12/2015

Information

Title:

Consideration of Scope and Timing of Sunwood Drive Roundabout Landscaping Project

Purpose/Background:

Purpose

Consider project scope, timing, design framework and funding sources for desired landscape improvements for the Sunwood Drive roundabout center island.

Background

Construction plans for the Sunwood Drive roundabout did not include a landscaping plan for the center island and required seeding only, which was completed per plan. Recently, Public Works staff energized the irrigation system, top dressed the center island with topsoil, and over-seeded it so as to ensure the island will remain green until a landscaping plan can be finalized and the improvements can be constructed.

Attached is a layout that shows the center island of the roundabout was originally proposed to be a landscape feature area, though no specific details are provided on the proposed landscaping framework including design elements, plantings, spacings, etc.

Also attached is a figure showing a draft, interim economical landscape plan that could be implemented in one form or another until such time that the roundabout is fully constructed following construction of the remaining two approach legs as the COR continues to develop.

A roundabout sight distance figure is also attached. Adequate sight distance must be considered in developing landscaping plans for the roundabout, particularly in regards to pedestrian visibility. That said, some roundabout center islands have been landscaped to intentionally obscure approaching vehicles on the opposite side. Such constraints will be explored in more detail while developing the landscaping plan based on Council direction provided this evening.

Roundabout center islands across the state include numerous types of landscape features including rock elements, water features, trees, tall and/or short shrubs, and annual and/or perennial plantings. This roundabout was designed to accommodate four legs so the ultimate landscaping design must take this into account.

Staff has discussed that the center island landscaping improvements at this roundabout might be well-suited for a Demonstration Project to be led by the Environmental Policy Board, and that this could be an excellent opportunity to demonstrate the type of landscaping we want to encourage in our private developments.

Due to the pending completion of the Armstrong Boulevard Interchange and the high visibility of this entrance feature to the COR, it may make sense to landscape the center island of the roundabout this year.

Some goals to be considered with this project include:

1. Ensure the design is aesthetically pleasing due to location at a primary gateway to the COR
2. Minimize maintenance costs and staff impacts
3. Maximize water conservation

Timeframe:

Approximately 15 minutes for presentation and discussion.

Funding Source:

The required funding amount will depend on the scope of the desired landscaping features/design.

Funding source options will depend on the scope of the project but could include such sources as TIF 14, Parks Fund, Streets Fund, or others TBD. Staff will provide a recommendation on the funding source at the time a landscape plan is presented to the City Council for further consideration.

Responsible Party(ies):

City Engineer Bruce Westby will present this case and lead discussion with assistance from Community Development Director Tim Gladhill and Parks Superintendent/Assistant Public Works Director Mark Riverblood.

Outcome:

The Council is requested to provide direction on desired landscape design features, project scope and schedule, and funding source(s). Council is also requested to provide direction on whether space should be reserved for future way-finding signage on the center island.

Attachments

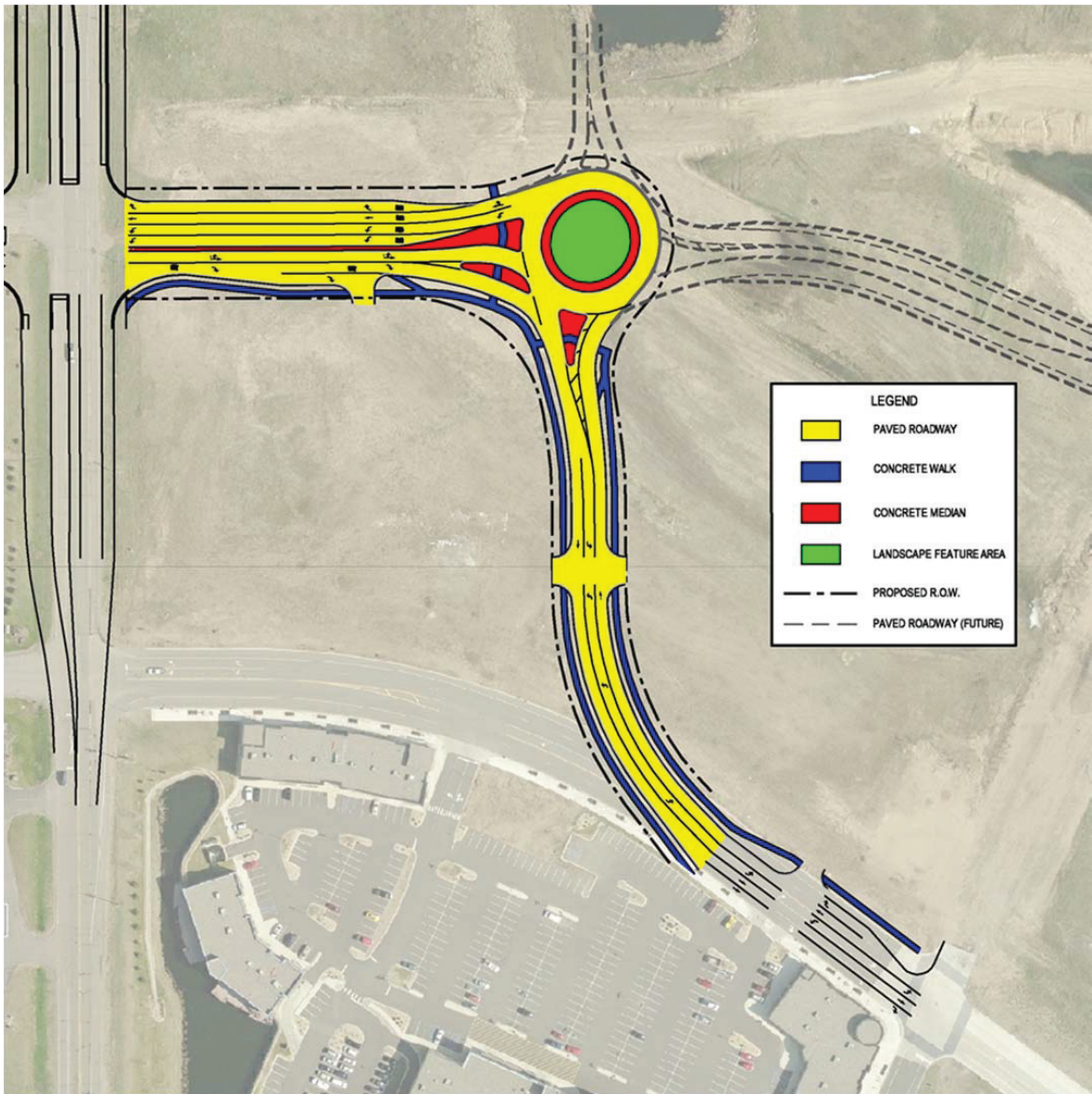
Preliminary RA Layout

Draft Interim Landscape Plan

RA Sight Distance Figure

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	05/07/2015 10:02 AM
Kurt Ulrich	Kurt Ulrich	05/07/2015 10:37 AM
Form Started By: Bruce Westby		Started On: 05/07/2015 08:42 AM
Final Approval Date: 05/07/2015		



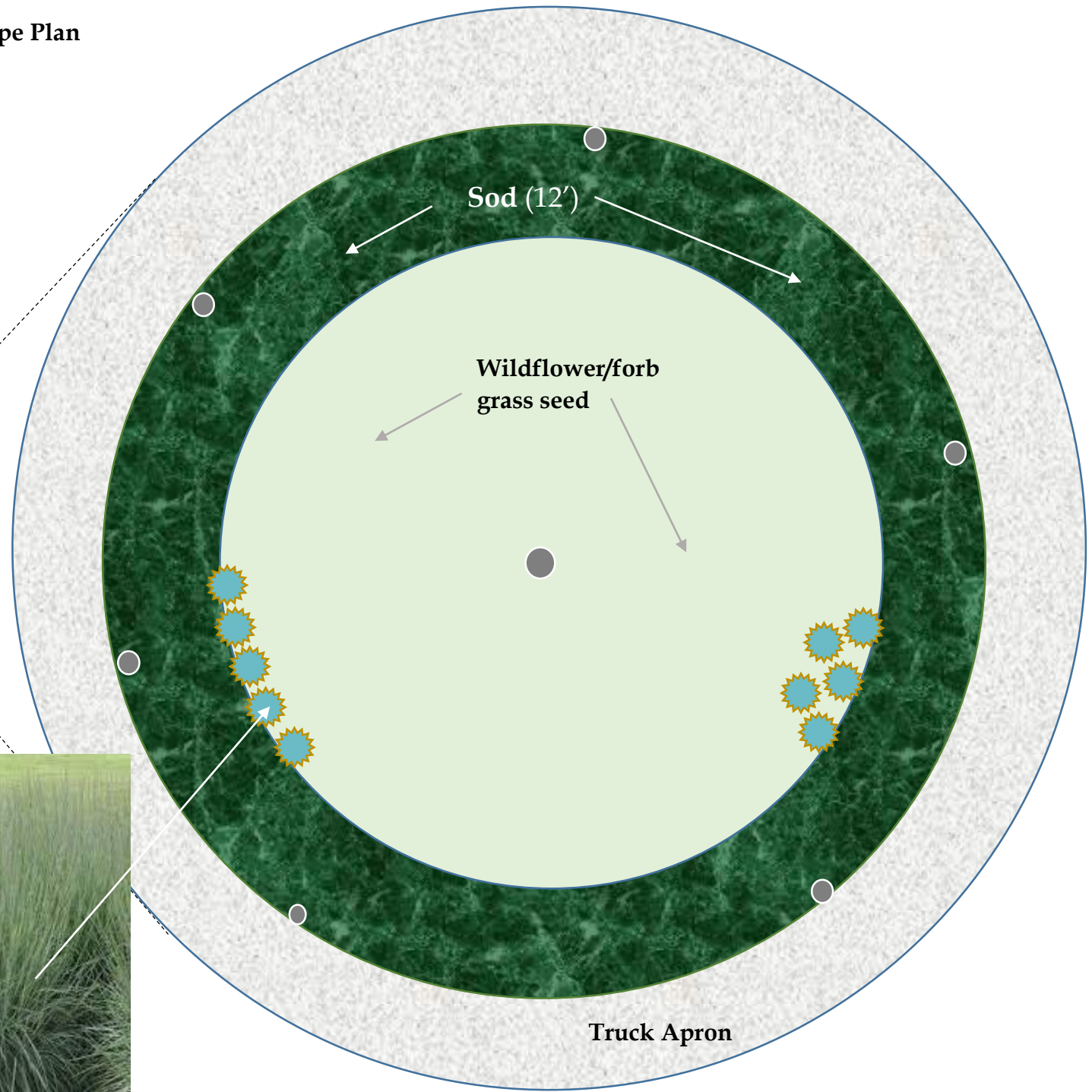
LEGEND

- PAVED ROADWAY
- CONCRETE WALK
- CONCRETE MEDIAN
- LANDSCAPE FEATURE AREA
- PROPOSED R.O.W.
- PAVED ROADWAY (FUTURE)

Draft, Interim Economical Landscape Plan
Round-about - one version







Little Bluestem
16" O. C. (entire perimeter)
or, staggered double row,
24" O. C.

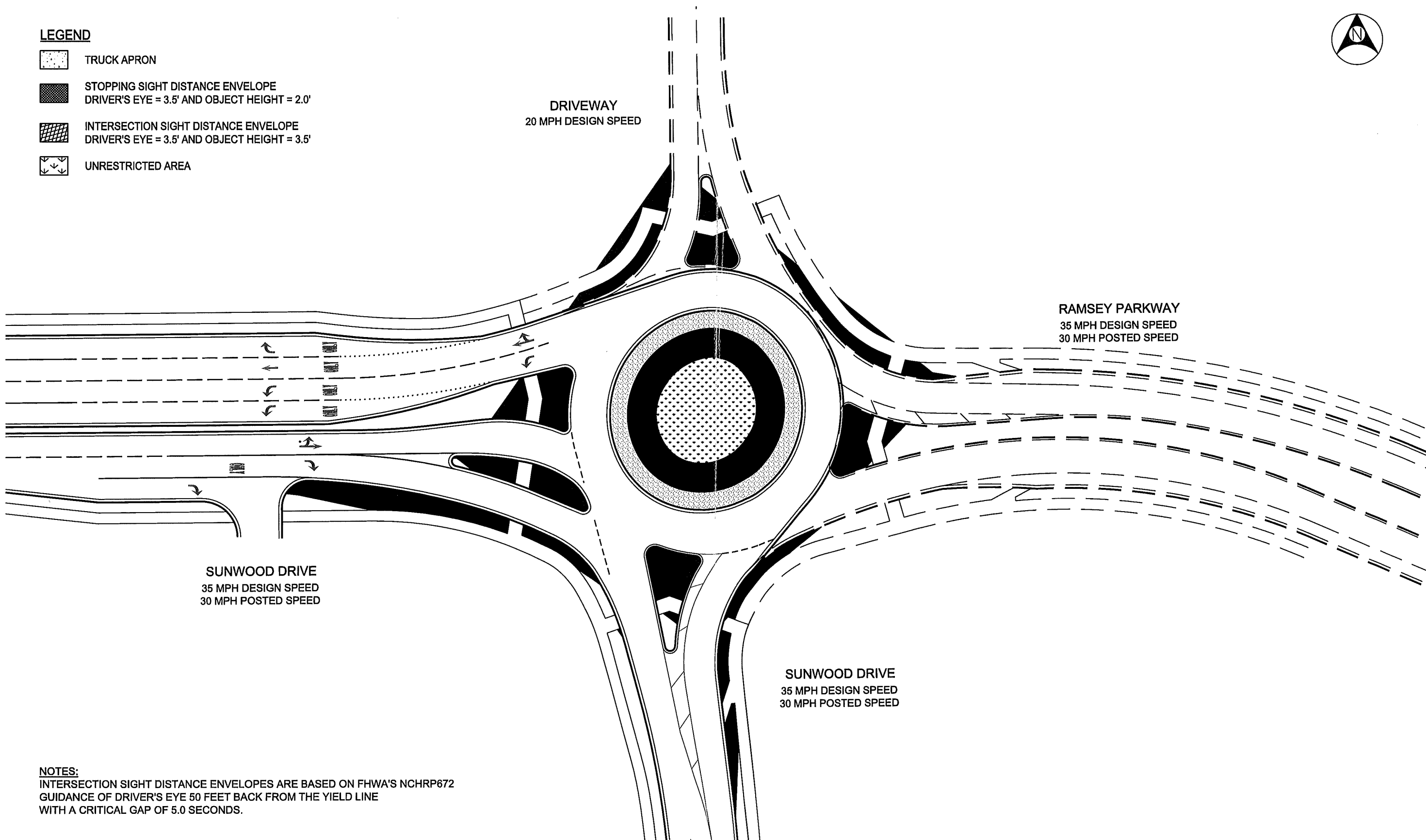


Truck Apron



LEGEND

-  TRUCK APRON
-  STOPPING SIGHT DISTANCE ENVELOPE
DRIVER'S EYE = 3.5' AND OBJECT HEIGHT = 2.0'
-  INTERSECTION SIGHT DISTANCE ENVELOPE
DRIVER'S EYE = 3.5' AND OBJECT HEIGHT = 3.5'
-  UNRESTRICTED AREA



NOTES:
INTERSECTION SIGHT DISTANCE ENVELOPES ARE BASED ON FHWA'S NCHRP672
GUIDANCE OF DRIVER'S EYE 50 FEET BACK FROM THE YIELD LINE
WITH A CRITICAL GAP OF 5.0 SECONDS.

Meeting Date: 05/12/2015

Information

Title:

Amend City Funds Policy and Excess Revenue Transfer Policy

Purpose/Background:

Purpose: Update the City's Ordinance entitled "City Funds" that outlines the respective sources and uses for each fund currently utilized in the city and amend the Excess Revenue Policy to remove Park Maintenance Fund and replace with Park Improvement Fund.

Chapter 7 (Section 7.9) Entitled 'Funds' of the City Charter Charter states that there should be maintained in the city treasury a general fund and such other funds as may be required by state statutes, resolution or ordinance. The council shall, by resolution or ordinance, create and abolish funds and shall define with funds are eligible for inter-fund loans as it may deem necessary and appropriate.

The last time the city's Funds Ordinance was amended was in 2004. Since that time, there have been some funds that are no longer utilized, some added and some that just require an update in their authorized sources and uses. The Lawful Gambling Fund is an example of a fund that needed an update in its authorized sources and uses.

In regards to the Excess Revenue Policy, the request is for the Park Improvement Fund be the fund receiving excess revenue at year end due to the demands on Park Improvements instead of a Park Maintenance Fund, whose funding should come from the General Fund. It is best for operational expenses to be included into the budget, because the reliance upon a one-time, excess revenue account for annual expenses is not sustainable and an unreliable way to fund necessary expenditures. This action is in line with the "Financial Stability" goal of the Council. Staff will be requesting at a later date that City Council authorize the transfer of funds currently held in the Park Maintenance Fund to the Park Improvement Fund. The amount of the transfer would be approximately \$245,000. The estimated cost of planned park improvements currently exceeds identified revenue sources, even with this transfer.

Timeframe:

20 minutes

Funding Source:

Responsible Party(ies):

Finance Director

Outcome:

Establish amended City Funds Ordinance for future City Council adoption and authorize staff to bring amended Excess Revenue Policy forward for future Council adoption.

Attachments

Draft of City Funds Ordinance

Amended Excess Revenue Policy

Minutes from 2004

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 05/07/2015

Reviewed By

Kurt Ulrich

Date

05/07/2015 09:51 AM

Started On: 04/29/2015 12:53 PM

ORDINANCE #04-36 15-XX
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN AMENDMENT TO CHAPTER 3 KNOWN AS THE OPERATIONS AND ADMINISTRATION CHAPTER OF THE CITY CODE

AN ORDINANCE AMENDING CHAPTER 3 AND REPEALING AND REPLACING SECTION 3.40 ENTITLED "CITY FUNDS"

The City of Ramsey ordains:

Section 1. AMENDMENT

Chapter 3.40 entitled "City Funds" is hereby repealed and replaced with the following:

3.40 CITY FUNDS

3.40.01 Purpose. It is the purpose of this section to establish City funds for the deposit and disbursement of monies received by the City of Ramsey, to define policies for funds, and to define which funds are eligible for inter-fund loans. This section is adopted pursuant to and under the authority of Chapter 7 of the City Charter. **(Section 7.9). Funds as outlined below follow the same classifications as outlined in the city's annual Comprehensive Annual Financial Report (CAFR).**

3.40.02 Establishment of Funds. The following funds and fund classifications are established for deposit and disbursement of revenues:

Subdivision 1. Governmental Funds:

- a. General Fund. (Fund 9101)** The General Fund is the general operating fund of the City. It shall be used to account for all financial resources except those required to be accounted for in another fund.

The General Fund is eligible for inter-fund loans to and from any other fund.

- b. Special Revenue Funds.** ~~Special Revenue Funds are used to account for specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.~~ **Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.**

The following are the City's Special Revenue Funds:

- 1. Tax Increment Fund. (Funds 9201-9214)**
- (a) The Tax Increment Funds shall be used to account for the revenue received from general property taxes in the form of tax increments for the City's tax increment

financing districts and transfer of funds necessary for the retirement of debt issued in those districts.

- (b) Funding shall consist of the following sources:
 - (1) Annual increments received from general property taxes through the expiration of each district; and
 - (2) Interest earnings on the Tax Increment Fund from the distribution of pooled interest earnings.
 - (3) Land sales if land purchase was originally financed with Tax Increment funds
- (c) Expenditures shall consist of the following uses:
 - (1) Transfers to the related debt service funds for principal, interest and fiscal charges on bond issued on projects in the tax increment financing districts until such time as all bonds are retired; and
 - (2) Costs levied by the County for administration of the tax increment financing districts; and
 - (3) Costs associated with tax increment financing projects as detailed in the annual Capital Improvement Program or as approved by the Economic Development Authority and City Council.
- (d) The above policies shall at all times comply with Minnesota Statutes and any City agreements currently in place or entered into in the future.
- (e) This fund is eligible for inter-fund loans.

~~2.~~

~~(a) **Landfill Tipping Fee Fund.** The Landfill Tipping Fee Fund was used to account for revenues and expenditures as authorized by MS Section 115A.921 for mitigating and compensating for the local risks, costs and other adverse effects of landfills. (This fund has been depleted via annual General Fund Budget Use of outstanding balance)~~

~~(b) Funding shall consist of the following sources:~~

- ~~(1) Grants and reimbursements from efforts to reduce, reuse and recycling solid waste; and~~
- ~~(2) Revenues generated from charges at the annual clean-up day, which is projected to be self-supporting; and~~
- ~~(3) Revenues from the sale of waste oil and scrap metals; and~~
- ~~(4) Interest earnings on the Landfill Tipping Fee Fund from the distribution of pooled interest earnings.~~

~~(c) Expenditures shall consist of the following uses:~~

- ~~(1) Transfers to the General Fund for costs associated with Environmental Services in the City in an amount that does not exceed the amount of interest earnings projected and available in the Landfill Tipping Fee Fund; and~~
- ~~(2) Costs associated with the annual clean-up day.~~

~~(d) This fund is not eligible for inter-fund loans.~~

~~3. **Community Development Block Grant Fund. (Fund no longer utilized)**~~

- ~~(a) The Community Development Block Grant Fund shall be used to account for all revenues and expenditures in conjunction with the Community Development Block Grant (CDBG) program activities.~~
- ~~(b) This fund is not eligible for inter-fund loans.~~

2. Future Sealcoating Fund. (Fund 9250)

- (a) The Future Sealcoating Fund shall be used to account for contributions from developers and property owners for future sealcoating work.
- (b) This fund is eligible for inter-fund loans.

3. Revolving Loan Fund. (Fund 9232)

- (a) The Revolving Loan Fund shall be used to account for loans authorized by the City of Ramsey to prospective private businesses in accordance with Chapter 469 of the Minnesota State Statutes **and as outlined in the City of Ramsey's Economic Development Revolving Loan Fund Guidelines adopted in February 2005.**
- (b) Funding shall consist of the following sources:
 - (1) Funds made available by the Minnesota Department of Trade and Economic Development and the City of Ramsey; and
 - (2) Interest Collected on loaned funds during the term of the loan; and
 - (3) Interest earnings on the Revolving Loan Fund from the distribution of pooled interest earnings.
- (c) Expenditures shall consist of the following uses:
 - (1) Loans to small businesses are to be used on eligible costs such as land improvements, purchase or renovation of building, purchase machinery or equipment, building construction, leasehold improvements, or any authorized expenditure, provided that no funds are to be used for management fees, financing costs, franchise fees, debt repayment or consolidation, moving costs, refinancing and operating costs or working capital; and
 - (2) The maximum loan available from the Revolving Loan Fund to an eligible project is limited to \$300,000 or 40% of total project cost, whichever is less; and
 - (3) The minimum loan amount available from the Revolving Loan Fund to an eligible project is \$25,000.
- (d) This fund is eligible for inter-fund loans.

4. Peace Officers Fund. (Fund 9290)

- (a) The Peace Officers Fund shall be used to account for public safety restricted revenues which must be used exclusively for public safety expenditures and other expenditures as specified.
- (b) This fund is eligible for inter-fund loans.

5. Lawful Gambling Fund. (Fund 9270)

- (a) The Lawful Gambling Fund shall be used to account for revenues from lawful gambling received by the City in accordance with Code Section 7.61.

- (b) Funding shall consist of the following sources:
 - (1) Lawful gambling proceeds received in accordance with Code Section 7.61; and
 - (2) Outside donations from lawful gambling proceeds; and
 - (3) Interest earnings on the Lawful Gambling Fund from the distribution of pooled interest earnings.

- (c) Expenditures shall consist of the following uses:
 - (1) Expenditures for recreation, community and athletic facilities, as adopted in the annual Capital Improvement Program, intended primarily for persons under age 21, provided that such facilities and activities do not discriminate on the basis of a gender; and
 - (2) Expenditures for community programs and/or services, intended primarily for persons under age 21, provided that such programs and/or services do not discriminate on the basis of gender: **such programs that relieve the effects of poverty, homelessness, or disability and such programs that provide activities and facilities for youth. (Other community programs not eligible to be funded here, will be considered as part of the annual General Fund Budget process on a case-by-case basis provided they serve a public purpose and can provide written quantification of services to the city).**
 - (4) **Contribution to a 501(C)(3) Corporation whose purpose is to provide a benefit to the community. Contribution cannot exceed \$5,000 annually.**
 - (5) On an annual basis, at least seventy (70) percent of the funds in the Lawful Gambling Fund shall be allocated for expenditures for recreation, community and athletic facilities; and
 - (6) Requests for fund expenditures, and donations toward fund expenditures, received during the prior calendar year will be considered by the Park and Recreation Commission and authorized by the **City Council Finance Committee** on a case by case basis; ~~and~~
 - ~~(7) Capital purchases of \$1,000 toward which donations are received and to which no City expenditures are required may occur after review and approval by the Park and Recreation Commission.~~

6. Economic Development Authority. (Fund 9230)

- (a) The Economic Development Authority Fund shall account for all revenues and expenditures associated with City economic development activities within the City.

- (b) Funding shall consist of the following sources:
 - (1) Revenues generated from economic development activities within the City; and
 - (2) Interest earnings on the Economic Development Authority Fund from the distribution of pooled interest earnings.

- (c) Expenditures shall consist of the following uses:
 - (1) Expenses in conjunction with the operation of the Economic Development Authority; and
 - (2) Salaries, benefits and operating costs associated with the promotion and management of economic development activities; and
 - (3) Capital expenditures associated with economic development activities within the City as detailed in the annual Capital Improvement Program or as directed by the Economic Development Authority and City Council.

9. ~~Minnesota Department of Natural Resources Grant Fund. (No Longer Utilized)~~

- ~~(a) The Minnesota Department of Natural Resources Grant (DNR) Fund shall be used to account for all grant monies received from the DNR for forestry projects.~~
- ~~(b) Funding shall consist of the following source:

 - ~~(1) Grant funds from the Department of Natural Resources.~~~~
- ~~(c) Expenditures shall consist of the following uses:

 - ~~(1) Allowable costs as outlined in the grant agreement.~~~~
- ~~(d) This fund is not eligible for inter-fund loans.~~

7. Equipment Revolving Fund. (Fund 9234)

- (a) The Equipment Revolving Fund shall be used to account for resources to finance the replacement/addition of City equipment, vehicles and/or buildings and facilities.
- (b) Funding shall consist of the following sources:
 - (1) ~~Transfers from the Landfill Tipping Fee Fund of seventy five percent (75%) of tipping fees received during the life of the Anoka Regional Sanitary Landfill; and~~
 - ~~(2) Transfers from non-proprietary fund types in the amount of the annual depreciation to be held and invested in order to provide funds for the replacement of equipment, vehicles, and/or buildings and facilities; and~~
 - (3) Interest earnings on the Equipment Revolving Fund from the distribution of pooled interest earnings; and
 - (4) Transfers from the General Fund at year-end for excess General Fund Revenue as outlined in the Excess/Deficient General Fund Revenue Policy (#11-11-217).
- (c) Expenditures shall consist of the following uses:
 - ~~(1) Transfers to non-proprietary fund types for costs associated with the replacement of equipment, vehicles, and/or buildings and facilities in an amount not to exceed the lesser of seventy five percent (75%) of the replacement cost or one hundred percent (100%) of the depreciated value; and~~
 - ~~(2) Transfers to non-proprietary fund types for costs associated with the purchase of non-replacement equipment, vehicles, and/or buildings and facilities in an amount not to exceed fifty percent of remaining cumulative interest earnings and General Fund Excess Revenue transfers unless authorized by 2/3 majority vote of City Council. Remaining cumulative interest earnings and General Fund Excess Revenue transfer will be that balance that remains after all authorized non-replacement equipment purchases have been accounted for; and~~

- (1) Transfers to the General Fund to provide funding for annual capital equipment purchases as outlined in the five-year Capital Improvement Plan and the annual General Fund Budget and authorized by majority vote of City Council; and
 - (2) Transfers to the General Fund at year end for deficient General Fund Revenue as outlined in the Excess/Deficient General Fund Revenue Policy (#11-11-217); and
 - (3) Transfers to the General Fund for unscheduled, unbudgeted, maintenance repair, whereas such cost exceeds \$10,000 and Council declares that an emergency situation has occurred.
- ~~(d) Fund Balance shall be increased and maintained at a minimum level equal to one hundred percent (100%) of the total accumulated depreciated cost of all equipment, vehicles, and/or buildings and facilities in the Equipment Revolving Fund.~~

(d) This fund is eligible for inter-fund loans.

8. Storm Water Management Fund (Fund 9292)

- (a) The Storm Water Management Fund shall be used to account for contributions from developers to recoup expenses and finance storm water projects that have been, or will be done, to allow additional development to occur.
- (b) Funding shall consist of the following sources:
 - (1) Developer's Contributions; and
 - (2) Interest Earnings on the Storm Water Management Fund from the distribution of pooled interest earnings.
- (c) Expenditures shall consist of the following uses:
 - (1) Storm Water projects, but which does not include the maintenance of existing storm system.
- (d) This fund is eligible for inter-fund loans.

c. Debt Service Funds. (Funds 9300-9399) Debt Service funds are used to account for the accumulation of resources for, and the payment of, general long term debt principal and interest.

- 1. The City shall maintain one Debt Service Fund with individual fund activities created by staff on an as needed basis as required by Minnesota Statutes regarding debt issuance. Each debt issue shall be treated as a separate fund activity under one main Debt Service Fund. All assets, liabilities, fund equity, payments, and revenues shall be maintained as separate accounts for each activity.
- 2. These funds are not eligible for inter-fund loans. However, after retirement of the bonds, these funds may be used at the discretion of the City Council.

d. Capital Project Funds. Capital Project Funds shall be used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds and Trust Funds). The following are the City's Capital Project Funds:

1. Municipal State Aid Construction Fund (MSA) (Fund 9402).

- (a) The MSA Fund shall be used to account for state-aid allotments used by the City for improvement projects to thoroughfare streets designated as MSA streets within the City.
- (b) Funding shall consist of the following sources:
 - (1) Annual MSA allotments; and
 - (2) Interest earnings on the MSA Fund from the distribution of pooled interest earnings.
- (c) Expenditures shall consist of the following uses:
 - (1) ~~Transfers to the Landfill Expendable Trust Fund, ending in 1996, to repay State-Aid bonds issued in 1991;~~ **For the annual payment of debt principal and interest for State-Aid street projects that were financed with General Obligation debt.**
 - (2) Transfers to the General Fund annually to cover budgeted general maintenance to state-aid designated streets. This amount will be determined annually during the budget process; and
 - (3) Costs associated with municipal state-aid improvement projects as detailed in the annual Capital Improvement Program or as approved by the City Council.
- d) This fund is not eligible to make loans to other City Funds.

2. Public Improvement Revolving Fund (PIR) (Fund 9400).

- (a) The PIR Fund shall be used to account for revenues and expenditures in conjunction with the City's share of the annual Street Maintenance Program.
- (b) Funding shall consist of the following sources:
 - (1) Excess debt service funds from retired bonds; and
 - (2) Interest earnings on the PIR Fund from the distribution of pooled interest earnings.
 - (3) **Transfers from the General Fund at year-end for excess General Fund Revenue as outlined in the Excess/Deficient General Fund Revenue Policy (#11-11-217).**
- (c) Expenditures shall consist of the following uses:
 - (1) Transfers to the General Fund to provide a revenue source for the annual Street Maintenance Program. ~~At no time shall this amount be greater than the annual interest earnings available to the PIR Fund.~~
 - (2) **Transfers to the General Fund at year end for deficient General Fund Revenue as outlined in the Excess/Deficient General Fund Revenue Policy (#11-11-217); and**
- ~~(d) Fund balance shall be increased to and maintained at a level adequate to ensure future funding of not less than fifty percent (50%) of the City's share of the annual Street Maintenance Program through interest earnings.~~
- (d) This fund is eligible for inter-fund loans.

3. Annual Improvement Funds.

- (a) The City shall maintain one Annual Improvement Fund with individual fund activities created by staff on an as needed basis. Each set of projects financed by a

particular revenue source or bond issue shall be treated as a separate fund activity under one main Annual Improvement Fund. All assets, liabilities, fund equity, payments and revenues shall be maintained as separate accounts for each activity.

- (b) This fund is not eligible for inter-fund loans. As each individual fund activity (for a set group of improvement projects) is closed, the remaining fund equity shall be transferred to the corresponding Debt Service Fund.

~~4. **Park Improvement Revolving Fund. No longer utilized**~~

~~(a) The Park Improvement Revolving Fund shall be used to account for park acquisition and improvements as detailed in the annual Capital Improvement Program.~~

~~(b) This fund is eligible for inter-fund loans.~~

4. Public Facilities Construction Fund (Fund 9412).

(a) The Public Facilities Construction Fund shall be used to account for resources to be used for acquisition of land and construction for public facilities.

(b) Funding shall consist of the following sources:

- (1) Interest earnings on the PIR Fund from the distribution of pooled interest earnings.
- (2) **Transfers from the General Fund at year-end for excess General Fund Revenue as outlined in the Excess/Deficient General Fund Revenue Policy (#11-11-217).**

(c) Expenditures shall consist of the following uses:

- (1) **Transfers to the General Fund at year end for deficient General Fund Revenue as outlined in the Excess/Deficient General Fund Revenue Policy (#11-11-217); and**
- (2) **Costs associated the acquisition of land and construction of public facilities as detailed in the annual Capital Improvement Program or as approved by the City Council.**

(d) This fund is eligible for inter-fund loans.

~~6. **Rum River Drainage District Fund.**~~

~~(a) The Rum River Drainage District Fund shall be used to account for storm sewer drainage projects within the special District established in accordance with MS Section 444.20.~~

~~(b) This fund is eligible for inter-fund loans.~~

~~7. **Mississippi River Storm Water Subdrainage District #1 Fund.**~~

~~(a) The Mississippi River Storm Water Subdrainage District #1 Fund shall be used to account for storm sewer drainage projects within the special District established in accordance with MS Section 444.20.~~

~~(b) This fund is eligible for inter-fund loans.~~

5. **Right-of-Way Acquisition Loan Fund (RALF) (Fund 9410).**
 - (a) ~~The RALF Fund shall be used to account for RALF funded projects acquired along the Highway 10 Corridor storm sewer drainage projects within the special District established in accordance with MS Section 444.20.~~ This fund shall be used to account for resources and expenditures related to the purchase of property for future state road development.
 - (b) Funding shall consist of the following sources:
 - (1) Met Council Grant Funds as outlined in Loan Agreements
 - (2) Rental Revenue as outlined in Lease Agreements
 - (c) Expenditures shall consist of the following uses:
 - (1) Right-of Way Acquisitions as outlined in the Met Council Loan Agreements
 - (2) Improvements of Leased Properties
 - (d) This fund is not eligible for inter-fund loans.

6. **Public Improvement Revolving Fund – The COR (Fund 9468)**
 - (a) The Public Improvement Revolving Fund-The COR will be used to account for all costs associated with the development/construction of the COR Project area.
 - (b) Funding shall consist of the following sources:
 - (1) Land sales within the COR area
 - (2) Interest earnings on the COR Fund from the distribution of pooled interest earnings.
 - (c) Expenditures shall consist of the following uses:
 - (1) Expenditures to market the COR area
 - (2) Development/Construction Improvements as authorized by City Council
 - (d) This fund is eligible for inter-fund loans

7. **Park Improvement Fund (Fund 9805)**
 - (a) The Park Improvement Fund shall be used to account for all cash and park dedication fees and miscellaneous revenues to be used for future land acquisition and park improvements.
 - (b) Funding shall consist of the following sources:
 - (1) Park Dedication fees as outlined in respective development agreements
 - (2) Donations
 - (3) Interest earnings on the Park Improvement Fund from the distribution of pooled interest earnings.
 - (4) Transfers from the General Fund at year-end for excess General Fund Revenue as outlined in the Excess/Deficient General Fund Revenue Policy (#11-11-217).

- (c) Expenditures shall consist of the following uses:
 - (1) Transfers to the General Fund at year end for deficient General Fund Revenue as outlined in the Excess/Deficient General Fund Revenue Policy (#11-11-217); and
 - (2) Costs associated the acquisition of park land and construction of park improvements as detailed in the annual Capital Improvement Program or as approved by the City Council.

(b) This fund is eligible for inter-fund loans.

8. Landfill Expendable Trust Fund. (Fund 9803)

(a) The Landfill ~~Expendable Trust~~ Fund was ~~shall be~~ used to account for royalty receipts received from landfill monthly gross revenues and the disposition of those receipts.

(b) Funding shall consist of the following sources:

- (1) Interest earnings on the Landfill ~~Expendable Trust~~ Fund from the distribution of pooled interest earnings.

(c) Expenditures shall consist of the following uses:

- (1) ~~Payment of any legal costs related to the landfill closure and post closure; and~~
- (2) ~~Transfers to the Park Improvement Revolving Fund, on an annual basis, in an amount not to exceed the interest available in the Landfill Expendable Trust Fund and as detailed in the annual Capital Improvement Program as defined by City Council; and~~
- (1) Transfers to other non-operating City funds to offset, retire or avoid future debt. ~~This amount, when combined with the above transfers and payments, shall not exceed the amount of interest earnings available to the Landfill Expendable Trust fund; and~~
- (2) Any capital expenditures (non-operating) that ~~would utilize principal and~~ are approved by a four-fifths vote of the City Council; and
- (3) Any loans or transfers for other than capital expenditures shall be authorized only if the City Council declares an emergency situation to exist.

(d) Fund balance shall be increased to and maintained at \$2,750,000 or a level that will provide for interest earnings adequate to support expenditures as detailed in the annual Capital Improvement Program combined with transfers to other non-operating City funds.

(e) This fund is eligible for inter-fund loans. ~~However, only forty percent (40%) of the principal balance shall be used as a source of interest free inter fund loans and~~ Any loan or transfer of principal from the Landfill ~~Expendable Trust~~ Fund shall be approved by a four-fifths vote of the City Council.

9. Trott Brook Cemetery. (Fund 9820)

(a) The Trott Brook Cemetery Fund will be used to account for perpetual care fees collected on the sale of cemetery plots in Trott Brook Cemetery.

Subdivision 2. Proprietary Funds

- a. Enterprise Funds.** Enterprise Funds shall be used to account for operations:
1. That are financed and operated in a manner similar to private business enterprises - - where the intent of the Council is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or
 2. Where the Council has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.
 3. The following are Enterprise Funds:
 - (a) Water Utility Fund.**
 - (1) The Water Utility Fund shall be used to account for all water utility revenues and expenses, including depreciation.
 - (2) This fund is eligible for inter-fund loans.
 - (b) Sewer Utility Fund.**
 - (1) The Sewer Utility Fund shall be used to account for all sewer utility revenues and expenses, including depreciation.
 - (2) This fund is eligible for inter-fund loans.
 - (c) Street Lighting Utility Fund.**
 - (1) The Street Lighting Utility Fund shall be used to account for all street lighting revenues and expenses, including depreciation of City owned street lights within subdivisions.
 - (1) This fund is eligible for inter-fund loans.
 - (d) Recycling Utility Fund.**
 - (1) The Recycling Utility Fund shall be used to account for all recycling revenues and expenses, including depreciation.
 - (2) This fund is eligible for inter-fund loans.
 - (e) Storm Water Utility Fund.**
 - (1) The Storm Water Utility Fund shall be used to account for all storm water revenues and expenses, including depreciation.
 - (2) This fund is eligible for inter-fund loans.

- b. Internal Service Funds.** Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governmental units, on a cost-reimbursement basis.

1. Investment Trust Fund.

- (a) The Investment Trust Fund shall be an interim fund only used to account for and distribute earned interest to the various City funds. This fund shall be closed each year prior to the issuance of the annual financial statements and has no budget because of its temporary nature.
- (b) This fund is not eligible for inter-fund loans.

2. Self-Funding Insurance Fund.

- (a) The Self-Funding Insurance Fund shall be used to account for insurance refunds, dividends and other miscellaneous insurance related revenues, and to provide for self-funding the deductible portion of the City's insurance policies.
- (b) This fund is eligible for inter-fund loans.

Subdivision 3. Trust and Agency Funds. Trust and Agency Funds shall be used to account for assets held by the City in a trustee capacity for individuals, private organizations, other governments, and/or other funds.

a. Expendable Trust Funds. Expendable Trust Funds are funds whose principal and income may be expended in the course of designated operations. The following are Expendable Trust Funds:

1. Escrow Fund. (Fund 9804)

- (a) The Escrow Fund shall be used to account for monies held for specific purposes from developers, contractors, builders, residents or the like. This fund shall be non-interest bearing.
- (b) This fund is not eligible for inter-fund loans.

4. Flexible Benefit Plan Fund. (No longer utilized)

- ~~(a) The Flexible Benefit Plan Fund shall be used to account for the City's flexible benefit plan which is classified as a "cafeteria plan" under Section 125 of the Internal Revenue Code.~~
- ~~(b) This fund is not eligible for inter-fund loans.~~

5. Park Trust Fund.

- ~~(a) The Park Trust Fund will be used to account for resources accumulated to defray the cost of maintaining and/or acquiring park improvements.~~
- ~~(b) Funding shall consist of the following uses:
 - ~~(3) Donations~~
 - ~~(4) Excess General Fund Revenue Transfer in the amount of 10% of excess~~
 - ~~(5) Interest Earnings from pooled interest earnings.~~
 - ~~(6) Potential User fees (future)~~~~
- ~~(c) Expenditures shall consist of the following uses:~~

~~(1) Fund balance shall be increased to and maintained at \$3,000,000 unless City Council declares an emergency situation exists.~~

~~(2) Yearly transfer to the General Fund in the amount of 100% of accrued interest earnings to offset park maintenance costs once \$3,000,000 fund balance has been achieved.~~

~~(3) Any capital expenditures (non-operating) that would utility principal and are approved by a four-fifths vote of the City Council.~~

b. Nonexpendable Trust Funds. Non-expendable Trust Funds are funds whose principal must be preserved intact. These funds are intended to account for the principal portion of an endowment provided to the City by private donors with the stipulation that the principle be preserved intact. The following are Nonexpendable Trust Funds:

1. Pension Trust Funds. (No longer utilized)

~~(a) The Pension Trust Funds shall be used to account for City operated public employee retirement systems.~~

1. Agency Funds.

(a) Agency Funds shall be custodial funds (assets equal liabilities) and do not involve measurement of operations. Agency Funds are merely clearing accounts and have no fund equity.

Subdivision 4. Account Groups

a. General Fixed Asset Account Group.

The General Fixed Asset Account Group shall be used to account for tangible assets of significant value, which have a service life in excess of one year and are not accounted for in a proprietary fund type.

b. General Long-Term Debt Account Group.

The General Long-Term Debt Account Group shall be used to account for long-term debt, which is to be financed by revenue of Governmental Fund types.

Subdivision 5. Inter-Fund Loans. Inter-fund loans are transfers from one fund to another with the intentions of repayment of principal or principal and interest. All inter-fund loans shall be approved by City Council resolution. Such resolution shall state the amount of the inter-fund loans, the interest rate, where applicable, and the repayment period.

Subdivision 6. Fund Abolishment. No Fund created by this chapter may be abolished except by properly enacted Ordinance or as detailed in Chapter 7 of the City Charter.

SECTION 2. SUMMARY

The following is the official summary of Ordinance #04-36 #15-XX which has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of

the Ordinance. The Ordinance repeals the existing City Code Section 3.40 and replaces it with a new Section 3.40. Section 3.40 is a section required by the City Charter. This section establishes the various City Funds used for the deposit and disbursement of City monies. This section further defines the policies of each Fund and how it is to be administered.

SECTION 3. EFFECTIVE DATE

This Ordinance becomes effective upon thirty (30) days after its passage and publication subject to City Charter, Chapter 5.7.

PASSED by the City Council this the ~~13th day of September, 2004.~~

Mayor

ATTEST:

City Clerk

Introduction Date: ~~August 24, 2004~~ **May 26, 2015**
Posting Dates: ~~August 24—September 14, 2004~~ **May 26, 2015–June 9, 2015**
Adoption Dates: ~~September 13, 2004—~~
Publication Date: ~~September 17, 2004~~
Effective Date: ~~October 17, 2004~~

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #15-05-119

RESOLUTION ESTABLISHING A FINANCIAL POLICY FOR PURPOSE OF ALLOCATION OF EXCESS/DEFICIENT GENERAL FUND REVENUES

WHEREAS, this is an amendment to the policy adopted February 22, 1994 under Resolution #94-02-045; and

WHEREAS, this policy was further amended by Resolution #04-10-320 adopted October 26, 2004; and

WHEREAS, this policy was further amended by Resolution #10-04-082 adopted April 13, 2010; and

WHEREAS, this policy was further amended by Resolution #11-11-217 adopted November 7, 2011; and

WHEREAS, actual revenues can be over or under actual expenditures at the end of the fiscal year; and

WHEREAS, the State Auditor recommends a fund balance of 35-50% of next year's operating expenditures; and

WHEREAS, the city's policy will have the fund balance at 50% of next year's operating expenditures, plus prior-year encumbrances (if any) plus compensated absences; and

WHEREAS, the city's special revenue funds will not be figured into the calculation of the overall fund balance total as these funds have special designated purposes;

WHEREAS, there exists a need for additional funding sources for certain revolving, trust and replacement funds.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the Finance Director is hereby directed to implement the following Financial Policy for the Purpose of Allocation of Excess/Deficient General Fund Revenues:

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned, or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1) committed, 2) assigned, and 3) unassigned.

When actual revenues exceed actual expenditures in a given year, the excess shall be allocated as follows:

- a) Any excess shall be first allocated to "Assigned" fund balance to bring that portion of fund balance to an amount equal to fifty percent (50%) of the next years adopted operating budget plus prior-year encumbrances (if any) plus compensated absences.
- b) Any excess after complying with fund balance requirements in steps a) and b) shall be allocated to revolving, trust and replacement funds in the following manner:

- Ten Percent (10%) to Fund #234 - Equipment Replacement Fund
- ~~Ten Percent (10%) to Fund #810 — Park Maintenance Fund~~
- Ten Percent (10%) to Fund #805 – Park Trust Fund**
- Forty percent (40%) to Fund #412 – Public Facilities Construction Fund
- Forty percent (40%) to Fund #400 - Public Improvement Revolving Fund

When actual expenditures exceed actual revenues in a given year, the deficit shall be treated as follows:

- a) "Assigned" fund balance shall first be adjusted to an amount equal to fifty percent (50%) of the next years adopted operating budget plus prior year encumbrances (if any) plus compensated absences.
- b) If shortage after complying with fund balance requirement in step a) and b) shall draw funds in the following manner:

- Ten Percent (10%) to Fund #234 - Equipment Replacement Fund
- ~~Ten Percent (10%) to Fund #810 — Park Maintenance Fund~~
- Ten Percent (10%) to Fund #805 – Park Trust Fund**
- Forty percent (40%) to Fund #412 – Public Facilities Construction Fund
- Forty percent (40%) to Fund #400 - Public Improvement Revolving Fund

- 2) The Ramsey City Council hereby establishes this policy effective with the year ended December 31, 2015.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12th day of May 2015.

Mayor

ATTEST:

City Clerk

CREATION OF A PARK FUND
By: Diana Lund, Finance Officer

Background:

On June 10, 2004, City Council held a joint meeting with the Park & Recreation Commission. During this meeting, the creation of a new Park Fund was discussed. The Park Commission, as well as City Council was in agreement that a new fund should be created.

The purpose of this meeting is to discuss what the purpose of this Park Fund is, that is, what are its eligible expenditures and sources.

It was determined that the "Park Fund" would be a Trust Fund. Trust Funds are used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

I have provided a brief summary of the questions that need be answered in regards to the creation of the new Park Fund with possible answers.

1. What will the Park Fund be used for?
Possible Definition-The Park Fund will be used to account for resources accumulated to defray the cost of maintaining and/or acquiring park improvements.
2. What Revenue Sources will fund the Park Fund?
 - a. Donations
 - b. Excess General Fund Revenue Transfer in the amount of 10% (Will need to change current policy).
 - c. Interest Earnings from pooled interest earnings.
 - d. Park and Trail Fees (future?)
3. What expenditures will be allowed from the Park Fund?
 - a. Yearly transfer to the General Fund in the amount of ___% of accrued Interest earnings to offset park maintenance costs.
 - b. Any Capital Expenditures (non-operating) that would utilize principal And are approved by a four-fifths vote of the City Council.
 - c. Fund balance shall be increased to and maintained at \$3,000,000 unless Council declares an emergency situation exists.

These are just some ideas that were presented at the Joint meeting with Planning Commission. Minutes from this meeting are attached.

Recommendation:

For Discussion Only.

Council Action:

Discussion of the creation of Park Fund. Once Park Fund terminology is established, City Fund Ordinance will need to be amended.

FC: 8/10/04

Case #1: Creation of a Park Fund

Finance Officer Lund explained the purpose of this case was to discuss the creation of a new Park Fund and its possible funding sources and uses.

Finance Officer Lund explained most park projects are currently being funded from the Park Trust Fund, which is funded from Park Dedication Fees received from developers when a parcel is developed. Park dedication fees are deposited 50% into the respective park district and the remaining 50% can be spent in any park district. While this fund has a healthy balance, it does not take into consideration those park districts that have little or no development fees to help fund necessary projects. Also, the City is currently in a growth mode, with much development occurring, which generates park dedication fees. What happens when development stops, the parks still need to be updated, maintained, etc.

Finance Officer Lund noted that it is felt that with the additional park costs attributed to the ongoing maintenance, improvements, and acquisition that it was necessary to begin the implementation of an additional fund. Council directed staff at the Finance Committee meeting of May 25, 2004, to have this item presented at the June 10, 2004 Park Commission meeting so that the City Council and Park Commission could jointly determine the necessary funding uses and sources of this fund.

Finance Officer Lund stated the creation of an additional fund requires the adoption of an ordinance amending Chapter 3, Section 3.40 entitled "City Funds".

Chairperson Johns asked if this was an addition to or was it included in the current Park Fund. Ms. Lund stated it was a separate fund. She stated that there is The Park Improvement Revolving Fund and this fund is only for park improvements and construction but not upkeep. She stated they wanted to have a blended fund that would allow for acquisition and maintenance.

Commissioner Olds asked where the funds for maintenance came from. Ms. Lund stated they are included in the general fund right now and subject to the levy limit. She stated this would allow any of the upkeep coming online with the new parks, if levy limits were to remain in place; they will always be contained to what is in the general fund budget for the park maintenance. This would allow for a rainy day sort of fund.

Councilmember Elvig stated a lot of this started last year when they were struggling with some of their budgeting. He stated they ran into some overages in the General Fund and they were wondering how they were going to disperse some of those funds. What the Park Commission is running into is they are developing the community but they do not know how they are going to pay for maintenance in the long term when the opportunity for new growth has stopped and they cannot keep the new growth happening. He stated this way, they can put some dollars into a fund sort of like an endowment and they would have something they would pull off of on a yearly basis.

Chairperson Johns asked where the funds were coming from. Councilmember Elvig stated they were coming from development dollars.

Chairperson Johns stated they were designating a specific portion of park dollars to this maintenance fund. Councilmember Strommen stated these are surplus funds at the end of the year. She stated currently they do not have anything for park maintenance.

Discussion ensued in regards to how this idea was brought up in the City Council and how the fund could be used along with possible park user fees.

Councilmember Elvig asked if they had an issue with a cap on this fund. Finance Officer Lund stated she did not know of any cap because the State lumps all of the money together.

Mayor Gamec stated he had some of his own ideas and he has been working with other cities on how they maintain their parks and he thought the youth in the City needed up to date parks.

Councilmember Strommen stated that if they are going to go forward with this and the Mayor has other ideas, they should possibly discuss this.

Mayor Gamec discussed his idea with the City Council and Park Commission.

Commissioner Ostrum stated he cannot see any difference between the current fund and the extra fund for maintenance, why not let the parks use the current fund the way they want. Finance Officer Lund stated the current fund is restrictive and it cannot be used for maintenance.

Commissioner Cook stated whenever they take money from a developer, they have to show how this benefits their development and maintenance of the parks would not be considered a benefit to the developments.

Councilmember Elvig stated they talk about using the funds but he sees this as something that continues to grow over the next ten to fifteen years without touching it except for the interest earned. Chairperson Johns stated she agreed with the concept and thought on the whole is in the right direction.

Councilmember Elvig wanted to propose they have x number of years where they do not touch the fund and he wanted to try to wrap some language around it. Councilmember Cook asked if there was a way to accept donations into this fund. Finance Officer Lund stated it would be listed as part of this.

Councilmember Elvig proposed an initial three to four millions for a cap before they can use the fund. Councilmember Cook thought they would need to use the money for park maintenance before they would accumulate that much money into the fund.