

City of Minneapolis
Request for Committee Action

To: Transportation & Public Works
Date: 4/19/2016
From: Public Works Department
Prepared by: Andrew Carlson, Project Manager, Transportation Maintenance & Repair
Presented by: Andrew Carlson, Project Manager, Transportation Maintenance & Repair
File type: Action
Subcategory: Special Service Districts Budget

Subject:

Special Service Districts 2016 Operating Plan and Budget Amendments

Description:

Approving amendments to the 2016 operating plans and budgets for the Bloomington-Lake, Central Avenue, Chicago Avenue South, Chicago-Lake, East-Lake, Eat Street, Linden Hills, Lowry Hill, Lyndale-Lake, Stadium Village, Uptown, and West Broadway Improvement Special Service Districts to incorporate 2015 year-end budget surpluses.

Previous Actions:

June 5, 2015: City Council adopted amendments to Title 17, of the Minneapolis Code of Ordinances relating to Streets and Sidewalks enabling Special Service Districts additional options to address year-end budget surpluses or deficits.

Ward/Neighborhood/Address:

Not Applicable

Background/Analysis:

Last year the City Council adopted amendments to Title 17, of the Minneapolis Code of Ordinances relating to Streets and Sidewalks enabling Special Service Districts (SSDs) additional options to address year-end budget surpluses and deficits. The ability to now “roll over” surpluses and deficits from the prior year to the current year helps SSDs maintain consistent assessment levels and avoid major swings in ratepayers’ annual service charges.

The ordinances allow advisory boards to now recommend their preferred option to the City. Staff met with all the SSD advisory boards and is bringing forward recommendations from those districts requesting to roll-over their previous year surplus or deficit to the current year. Districts who chose to apply the surplus or deficit to the next ensuing year will be brought to City Council as part of the annual budget process in September and October.

BLOOMINGTON-LAKE SPECIAL SERVICE DISTRICT

The Bloomington-Lake Special Service District Advisory Board recommends their adopted 2016 operating plan and budget be amended as follows:

Budget Line Item	2016 Budget Amount	Adjustment	Amended 2016 Budget
Sidewalk Snow Services	\$ 12,000		\$ 12,000
Streetscape Banners	\$ 3,000		\$ 3,000
Seasonal Decoration	\$ 8,500	\$ 10,934	\$ 19,434
Litter Container Pick-up	\$ 11,000		\$ 11,000
Streetscape Maintenance & Repair	\$ 13,000		\$ 13,000
Sidewalk Sweeping	\$13,500		\$13,500
Streetscape Trees	\$ 7,500		\$ 7,500
TOTAL	\$ 68,500		\$ 79,434

The Bloomington-Lake SSD ended fiscal year 2015 with a budget surplus of \$10,934. Staff has met with and presented this information to the advisory board. The advisory board, having reviewed and discussed the information, recommends that the entire \$10,934 budget surplus be rolled over to the 2016 budget so funds can be available in the current year. The amended budget for 2016 would be \$79,434.

The proposed adjustment would not affect current year service charge assessments for ratepayers. Staff recommends approval of the proposed Bloomington-Lake Special Service District 2016 budget amendment.

CENTRAL AVENUE SPECIAL SERVICE DISTRICT

The Central Avenue Special Service District Advisory Board recommends their adopted 2016 operating plan and budget be amended as follows:

Budget Line Item	2016 Budget Amount	Adjustment	Amended 2016 Budget
Sidewalk Snow Services	\$ 65,000		\$ 65,000
Landscape Maintenance and Repairs	\$ 10,000		\$ 10,000
Streetscape Maintenance and Repair	\$ 13,500	\$ 87,911	\$ 101,411
Decorative Lighting	\$ 22,000		\$ 22,000
Banners	\$ 6,750		\$ 6,750
TOTAL	\$ 117,250		\$ 205,161

The Central Avenue SSD ended fiscal year 2015 with a budget surplus of \$87,911. Staff has met with and presented this information to the advisory board. The advisory board, having reviewed and discussed the information, recommends that the entire \$87,911 budget surplus be rolled over to the 2016 budget so funds can be available in the current year. The amended budget for 2016 would be \$205,161.

The proposed adjustment would not affect current year service charge assessments for ratepayers. Staff recommends approval of the proposed Central Avenue Special Service District 2016 budget amendment.

CHICAGO AVENUE SOUTH SPECIAL SERVICE DISTRICT

The Chicago Avenue Special Service District Advisory Board recommends their adopted 2016 operating plan and budget be amended as follows:

Budget Line Item	2016 Budget Amount	Adjustment	Amended 2016 Budget
Streetscape Maintenance and Repair	\$ 2,000	\$ 10,000	\$ 12,000
Sidewalk Snow Services	\$ 10,000		\$ 10,000
Security	\$ 500		\$ 500
Trash Receptacle Servicing	\$ 2,000		\$ 2,000
Seasonal Lighting	\$ 4,500		\$ 4,500
Parking	\$ 500		\$ 500
TOTAL	\$ 19,500		\$ 29,500

The Chicago Avenue South SSD ended fiscal year 2015 with a budget surplus of \$17,234. Staff has met with and presented this information to the advisory board. The advisory board, having reviewed and discussed the information, recommends that \$10,000 of the \$17,234 budget surplus be rolled over to the 2016 budget so funds can be available in the current year. The amended budget for 2016 would be \$29,500. The remaining \$7,234 surplus will be applied to the next ensuing year's budget and brought to City Council as part of the annual budget setting process in October.

The proposed adjustment would not affect current year service charge assessments for ratepayers.

Staff recommends approval of the proposed Chicago Avenue South Special Service District 2016 budget amendment.

CHICAGO-LAKE SPECIAL SERVICE DISTRICT

The Chicago-Lake Special Service District Advisory Board recommends their adopted 2016 operating plan and budget be amended as follows:

Budget Line Item	2016 Budget Amount	Adjustment	Amended 2016 Budget
Streetscape Banners	\$ 8,000		\$ 8,000
Seasonal Decoration	\$ 6,500		\$ 6,500
Litter Container Pick-up	\$ 6,000		\$ 6,000
Streetscape Maintenance & Repair	\$ 9,000	\$5,856	\$ 14,856
Streetscape Cleaning Services	\$ 6,000		\$ 6,000
Streetscape Landscaping & Tree Maintenance	\$14,000		14,000
TOTAL	\$ 49,500		\$ 55,356

The Chicago-Lake SSD ended fiscal year 2015 with a budget surplus of \$15,856. Staff has met with and presented this information to the advisory board. The advisory board, having reviewed and discussed the information, recommends that \$5,856 of the \$15,856 budget surplus be rolled over to the 2016 budget so funds can be available in the current year. The amended budget for 2016 would be \$55,356. The remaining \$10,000 surplus will be applied to the next ensuing year's budget and brought to City Council as part of the annual budget setting process in September.

The proposed adjustment would not affect current year service charge assessments for ratepayers.

Staff recommends approval of the proposed Chicago-Lake Special Service District 2016 budget amendment.

EAST-LAKE SPECIAL SERVICE DISTRICT

The East-Lake Special Service District Advisory Board recommends their adopted 2016 operating plan and budget be amended as follows:

Budget Line Item	2016 Budget Amount	Adjustment	Amended 2016 Budget
Trash Receptacle Servicing	\$ 17,500		\$ 17,500
Streetscape Maintenance and Repair	\$ 13,000	\$ 13,822	\$ 26,822
Streetscape Landscaping and Tree Maintenance	\$ 25,000		\$ 25,000
TOTAL	\$ 55,500		\$ 69,322

The East-Lake SSD ended fiscal year 2015 with a budget surplus of \$13,822. Staff has met with and presented this information to the advisory board. The advisory board, having reviewed and discussed the information, recommends that the entire \$13,822 budget surplus be rolled over to the 2016 budget so funds can be available in the current year. The amended budget for 2016 would be \$69,322.

The proposed adjustment would not affect current year service charge assessments for ratepayers.

Staff recommends approval of the proposed East-Lake Special Service District 2016 budget amendment.

EAT STREET SPECIAL SERVICE DISTRICT

The Eat Street Special Service District Advisory Board recommends their adopted 2016 operating plan and budget be amended as follows:

Budget Line Item	2016 Budget Amount	Adjustment	Amended 2016 Budget
Decorative Tree Lighting	\$ 62,000		\$ 62,000
Landscaping Maintenance and Repair	\$ 25,000		\$ 25,000
Streetscape Maintenance and Repair	\$30,000	\$ 35,238	\$65,238
Litter and Debris Management	\$ 26,000		\$ 26,000
Sidewalk Snow Clearing at Corners	\$ 40,000		\$ 40,000
TOTAL	\$ 183,000		\$ 218,238

The Eat Street SSD ended fiscal year 2016 with a budget surplus of \$35,238. Staff has met with and presented this information to the advisory board. The advisory board, having reviewed and discussed the information, recommends that the entire \$35,238 budget surplus be rolled over to the 2016 budget so funds can be available in the current year. The amended budget for 2016 would be \$218,238.

The proposed adjustment would not affect current year service charge assessments for ratepayers.

Staff recommends approval of the proposed Eat Street Special Service District 2016 budget amendment.

LINDEN HILLS SPECIAL SERVICE DISTRICT

The Lyndale-Lake Special Service District Advisory Board recommends their adopted 2016 operating plan and budget be amended as follows:

Budget Line Item	2016 Budget Amount	Adjustment	Amended 2016 Budget
Streetscape Maintenance and Repair	\$ 500		\$ 500
Landscaping Maintenance and Repair	\$ 6,500	\$ 509	\$ 7,009
Seasonal Decorations	\$ 5,000		\$ 5,000
Trash Receptacle Servicing	\$ 1,000		\$ 1,000
TOTAL	\$ 12,500		\$ 13,009

The Linden Hills SSD ended fiscal year 2015 with a budget surplus of \$509. Staff has met with and presented this information to the advisory board. The advisory board, having reviewed and discussed the information, recommends that the entire \$509 budget surplus be rolled over to the 2016 budget so funds can be available in the current year. The amended budget for 2016 would be \$13,009.

The proposed adjustment would not affect current year service charge assessments for ratepayers.

Staff recommends approval of the proposed Linden Hills Special Service District 2016 budget amendment.

LOWRY HILL SPECIAL SERVICE DISTRICT

The Lowry Hill Special Service District Advisory Board recommends their adopted 2016 operating plan and budget be amended as follows:

Budget Line Item	2016 Budget Amount	Adjustment	Amended 2016 Budget
Seasonal Lighting	\$ 16,500		\$ 16,500
Sidewalk Snow Services	\$ 50,000		\$ 50,000
Landscaping Maintenance and Repair	\$ 79,650	\$ 16,937	\$ 96,587
Streetscape Maintenance and Repair	\$ 13,000		\$ 13,000
District Identity	\$1,000		\$1,000
Trash Receptacle Servicing	\$ 1,000		\$ 1,000
TOTAL	\$ 161,650		\$ 178,587

The Lowry Hill SSD ended fiscal year 2015 with a budget surplus of \$16,937. Staff has met with and presented this information to the advisory board. The advisory board, having reviewed and discussed the information, recommends that the entire \$16,937 budget surplus be rolled over to the 2016 budget so funds can be available in the current year. The amended budget for 2016 would be \$178,587.

The proposed adjustment would not affect current year service charge assessments for ratepayers.

Staff recommends approval of the proposed Lowry Hill Special Service District 2016 budget amendment.

LYNDALE-LAKE SPECIAL SERVICE DISTRICT

The Lyndale-Lake Special Service District Advisory Board recommends their adopted 2016 operating plan and budget be amended as follows:

Budget Line Item	2016 Budget Amount	Adjustment	Amended 2016 Budget
Sidewalk Snow Services - Clearing	\$ 50,000		\$ 50,000
Streetscape Maintenance & Repair	\$ 17,000	\$ 72,325	\$ 89,325
Seasonal Tree Lighting	\$45,000		\$45,000
Streetscape Landscaping & Tree Maintenance	\$ 13,000		\$ 13,000
Trash Receptacle Servicing	16,000		16,000
TOTAL	\$ 141,000		\$213,325

The Lyndale-Lake SSD ended fiscal year 2015 with a budget surplus of \$72,325. Staff has met with and presented this information to the advisory board. The advisory board, having reviewed and discussed the information, recommends that the entire \$72,325 budget surplus be rolled over to the 2016 budget so funds can be available in the current year. The amended budget for 2016 would be \$213,325.

The proposed adjustment would not affect current year service charge assessments for ratepayers.

Staff recommends approval of the proposed Lyndale-Lake Special Service District 2016 budget amendment.

STADIUM VILLAGE SPECIAL SERVICE DISTRICT

The Stadium Village Special Service District Advisory Board recommends their adopted 2016 operating plan and budget be amended as follows:

Budget Line Item	2016 Budget Amount	Adjustment	Amended 2016 Budget
Sidewalk Snow Services	\$ 65,000		\$ 65,000
Trash Receptacle Servicing	\$ 33,000		\$ 33,000
Streetscape and Landscaping Maintenance and Repair	\$ 18,000	\$ 37,640	\$ 55,640
District Identity	\$ 3,000		\$ 3,000
TOTAL	\$ 119,000		\$ 156,640

The Stadium Village SSD ended fiscal year 2015 with a budget surplus of \$37,640. Staff has met with and presented this information to the advisory board. The advisory board, having reviewed and discussed the information, recommends that the entire \$37,640 budget surplus be rolled over to the 2016 budget so funds can be available in the current year. The amended budget for 2016 would be \$156,640.

The proposed adjustment would not affect current year service charge assessments for ratepayers.

Staff recommends approval of the proposed Stadium Village Special Service District 2016 budget amendment.

UPTOWN SPECIAL SERVICE DISTRICT

The Uptown Special Service District Advisory Board recommends their adopted 2016 operating plan and budget be amended as follows:

Budget Line Item	2016 Budget Amount	Adjustment	Amended 2016 Budget
Sidewalk Snow Services	\$ 195,000		\$ 195,000
Sidewalk Sweeping & Cleaning	\$ 54,000		\$ 54,000
Trash Receptacle Servicing	\$ 30,000		\$ 30,000
Seasonal Lighting	\$ 45,000		\$ 45,000
Streetscape Maintenance & Repair	\$ 72,000	\$241,416	\$313,416
TOTAL	\$ 396,000		\$ 637,416

The Uptown SSD ended fiscal year 2015 with a budget surplus of \$241,416. Staff has met with and presented this information to the advisory board. The advisory board, having reviewed and discussed the information, recommends that the entire \$241,416 budget surplus be rolled over to the 2016 budget so funds can be available in the current year. The amended budget for 2016 would be \$637,416.

The proposed adjustment would not affect current year service charge assessments for ratepayers.

Staff recommends approval of the proposed Uptown Special Service District 2016 budget amendment.

WEST BROADWAY IMPROVEMENT SERVICE DISTRICT

The West Broadway Improvement Special Service District (WBID) is a self-managed District. The West Broadway Business and Area Coalition (WBC), a non-profit corporation, serves as the WBID management entity. All services within the district are managed and delivered by the WBC via a contract with the City.

The WBC Board of Directors recommends their adopted 2016 operating plan and budget be amended as follows:

Budget Line Item	2016 Budget Amount	Adjustment	Amended 2016 Budget
Streetscape Maintenance & Repair	\$ 54,600	\$ 14,648	\$ 69,248
Streetscape Decorations and Beautification	\$ 22,000		\$ 22,000
Communications	\$ 4,000		\$ 4,000
Professional Services and Fees	\$ 3,000		\$ 3,000
Program Management	\$ 15,000		\$ 15,000
Program Administration	\$ 6,400		\$ 6,400
TOTAL	\$ 105,000		\$ 119,648

The WBID ended fiscal year 2015 with a budget surplus of \$14,648. WBID staff prepared this information which was reviewed by City staff. The WBC Board of Directors, having reviewed and discussed the information, recommends that the entire \$14,648 budget surplus be rolled over to the 2016 budget so funds can be available in the current year. The amended budget for 2016 would be \$119,648.

The proposed adjustment would not affect current year service charge assessments for ratepayers.

Staff recommends approval of the proposed West Broadway Improvement Special Service District 2016 budget amendment.

Financial Review:
No financial impact.