

**ORDINANCE**  
**CITY OF SAINT PAUL, MINNESOTA**

Presented by \_\_\_\_\_

1 An administrative ordinance to amend Saint Paul Administrative Code Chapter 64, Levying and Collection  
2 of Special Assessments for Local Improvements, to facilitate title changes and administrative  
3 reorganization.  
4

5 **THE COUNCIL OF THE CITY OF SAINT PAUL DOES ORDAIN:**  
6

7 Section 1  
8

9 Section 64, Levying and Collection of Special Assessments for Local Improvements, of the Saint Paul  
10 Administrative Code is hereby amended to read as follows:  
11

12 **Sec. 64.01. Calculation, report.**  
13

14 Following adoption of the final order and completion of the public improvements authorized, the  
15 departments involved shall calculate all of their costs incurred in the making of the improvements,  
16 including construction costs, engineering, inspection and administrative costs, and shall forthwith submit  
17 such calculations to the real estate ~~division, department of public works~~ section of the office of financial  
18 services (hereinafter referred to as the real estate ~~division~~ section). The real estate ~~division~~ section shall  
19 then add to these costs all expenses incurred by it in sending out notices, land acquisition costs and all  
20 other charges incurred in the making of the public improvements. The real estate ~~division~~ section shall  
21 submit a written report to the council setting forth the total cost of the improvements, the amount of public  
22 funds allocated to be paid by the city other than the amount, if any, which it will pay as a property owner,  
23 and the amount to be assessed. In addition to the report, the real estate ~~division~~ section shall prepare a  
24 proposed assessment roll which shall set forth the recommended amount to be assessed against each  
25 assessable lot, piece or parcel of land deemed to be benefitted from the improvement, which proposed  
26 assessment roll shall be maintained on file and be open to public inspection in the real estate ~~division~~  
27 section.  
28

29 **Sec. 64.02. Notice, public hearing.**  
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31 Upon receipt of the report and notice of filing of the proposed assessment roll, the council by  
32 resolution shall fix a date for public hearing and shall direct the real estate ~~division~~ section to publish and  
33 mail the required notices of public hearing prescribed by section 14.01.1 of the City Charter. For the  
34 purpose of giving mailed notice, owners entitled thereto shall be those shown to be such on the records of  
35 the real estate ~~division~~ section, but other appropriate records may be used for this purpose. Notices shall  
36 state the date, time and place of the public hearing, the general nature of the improvement, the area and  
37 amount to be assessed against each parcel of land, that the proposed assessment roll is on file in the real  
38 estate ~~division~~ section, and that written or oral objections by any owner will be considered.

39 **Sec. 64.04. Interest, installments; certification to county department of property taxation.**  
40

41 (a) All assessments shall bear interest at a rate as determined by the city's "pool rate" or borrowing rate if  
42 bonds were used to finance the improvement, as set by the treasury manager at the time the assessments are

43 ratified by the city council plus a factor to cover the city's cost as determined by the ~~public works technical~~  
44 ~~services manager~~ valuation and assessments engineer and treasury manager. Assessments may be paid in  
45 whole or in part to the city's ~~public works technical services division~~ office of financial services real estate  
46 section without interest being charged if done within thirty (30) days after the adoption of the assessment  
47 roll. In the event that less than the total assessment is paid within this thirty-day period, the ~~public works~~  
48 ~~technical services division~~ real estate section shall calculate the annual installment of the unpaid principal  
49 balance in the following manner:

50  
51 (1) If the balance due is less than forty dollars (\$40.00), the real estate ~~division~~ section shall  
52 consider the entire balance as a single installment;

53  
54 (2) If the balance due divided by the period established by the assessment resolution is less than  
55 forty dollars (\$40.00), the real estate ~~division~~ section shall consider forty dollars (\$40.00) to be the  
56 annual installment until the entire balance is collected;

57  
58 (3) If the balance due divided by the period established by the assessment resolution is greater  
59 than forty dollars (\$40.00), the real estate ~~division~~ section shall divide this balance into equal  
60 annual installments extending over the period established by the assessment resolution.

61  
62 (b) The real estate ~~division~~ section shall certify annually to the Ramsey County Department of Property  
63 Taxation, on the date specified by Ramsey County Department of Property Taxation, the total amount of  
64 installments of and interest on assessments on each parcel of land in the municipality which are to become  
65 due in the following year. To the first installment of each assessment shall be added interest on the entire  
66 assessment from the date of adoption of the assessment roll through December 31 of the year in which the  
67 first installment is payable. To each subsequent installment there shall be added interest for one (1) year on  
68 all unpaid installments.

69  
70 **Sec. 64.05. Collection; balance may be paid to real estate ~~division~~ section.**

71  
72 Following certification of the annual installments, the installments of assessments with interest  
73 shall be collected with the real estate taxes by the county department of property taxation and paid over to  
74 the city in the same manner as are other municipal taxes, and shall be subject to the same penalties, costs  
75 and interest charges prescribed by state law as are other municipal taxes. Prepayment of the remaining  
76 unpaid balance may be made to the city's real estate ~~division~~ section.

77  
78 **Sec. 64.09. Pending assessments; advance payments.**

79  
80 The real estate ~~division~~ section is authorized to accept advance payments for pending assessments  
81 for public improvements approved by the city council but for which the assessments have not been adopted  
82 and certified for collection. Advance payments shall not be less than one and one-half (1 1/2) of the  
83 amount of estimated pending assessment or the exact amount for a known assessment. The director may  
84 adopt regulations governing the receipt of such advance payments, including provision for application of  
85 the deposit to the adopted assessment and refund of excess amounts; provided, however, that the city shall  
86 not be required to pay any interest for advance payments.

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Section 2

That this ordinance shall take affect and be in force thirty (30) days after its passage, approval and publication.

	Yeas	Nays	Absent
Bostrom			
Carter			
Harris			
Helgen			
Lantry			
Stark			
Thune			

Requested by Department of:

By: \_\_\_\_\_

Approved by the Office of Financial Services

By: \_\_\_\_\_

Approved by City Attorney

By: Alisa H. Keith 7/08/09

Approved by Mayor for Submission to Council

By: \_\_\_\_\_

Adopted by Council: Date \_\_\_\_\_

Adoption Certified by Council Secretary

By: \_\_\_\_\_

Approved by Mayor: Date \_\_\_\_\_

By: \_\_\_\_\_