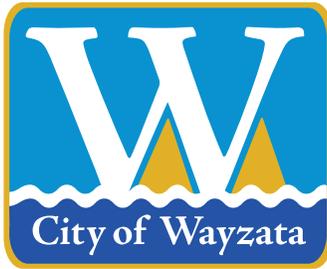


**Wayzata City Council Workshop Meeting Agenda
Wayzata City Hall Community Room, 600 Rice Street
Tuesday, September 6, 2016**

WORKSHOP TOPICS FOR DISCUSSION:

1. Discuss Communications Board Status **(4:45 PM)** Page 2
2. General Fund Budget and Parking Ramp Finance Update **(5:15 PM or immediately following)** Page 11
3. Tree Ordinance Discussion **(6:16 PM or immediately following)** Page 21



City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
Ken Willcox

City Council:
Bridget Anderson
Johanna McCarthy
Andrew Mullin
Steven Tyacke

City Manager:
Jeffrey Dahl

MEMORANDUM

DATE: August 24, 2016

TO: The Honorable Mayor and Members of the City Council

FROM: Jeffrey Dahl, City Manager

Re: Communications Board Status Discussion at Sept 6 Workshop

Intro

Since I arrived here in May, I have heard questions and comments about the current status of the Communications Board. As communications within the organization has evolved over the years, I thought it was important to discuss the Board's current status and future.

History

In September 2007, the City Council appointed the Wayzata Communications Advisory Group to recommend improvements to the City's three main communication tools: the website, newsletter and the City's cable television channel (Wayzata Community Television-WCTV).

Based on over two and a half years of meetings, the advisory group met to examine the state of the City's communications and worked to enhance them. Their review was on the brand, website, newsletter, cable television, communications consultant and budget, and their recommendations including a draft resolution for the creation of the communications board, and future considerations. In addition, they conducted two surveys; the survey in May 2009 focused on Wayzata Community TV, and in August 2010 (prior to the communications board establishment), focused the survey on the residents' consumption of the City's communications and knowledge of the City's communication methods and their personal use of technology. The advisory group then brought forward to the City Council their recommendations and included the recommendation to form a board and a resolution in 2010 for the Council to approve.

The Communications Board was established in 2010 as an advisory group for the City Council. The group was established prior to the creation of the Communications Specialist position when a consultant group was used for management and creation of all City communications (website, newsletter, video recordings).

Since 2010, there have been two resolutions amending the structure of the board. The board consists of up to 7 voting members along with the City Manager and/or the Communications Specialist as its liaison. The members must be Wayzata citizens with the

exception of non-resident or Wayzata based business owner. The board generally meets quarterly and are appointed by the City Council to staggered three-year terms.

The board's duties are as follows:

- To review and evaluate the effectiveness of the City's communication activities and tools in reaching citizens with timely and useful information about City issues and events. This includes, but is not limited to, reviewing and evaluating the City's website, newsletters and cable television operations.
- To propose improvements to the quality of the City's communications.
- To advise the City Manager and Council on communications matters, as requested.
- To report to the Council on the state of City communications once a quarter.

In 2012, the board recommended the creation of an "in house" Communications Specialist position to improve and manage communications, especially with the website, newsletter/s and WCTV. The Communications Board assisted with the new position of the Communications Specialist and was part of the search process in 2012 and in 2014 when the position had an opening. In 2014, the board was involved with the website redesign which was launched February 2015. Also in 2014, City Council approved the City's Communications Policy drafted by staff and the board.

Communications Board 2016

As of 2016, the board consisted of seven voting members along with the City Manager and Communications Specialist as liaisons. In February 2016, the chair resigned from the Communications Board bringing the membership to six. After the resignation of the chair and with the turnover of City Manager in the first half the year, a meeting was held in July with the new City Manager and two of the six members attended. The board has struggled to have a quorum since 2014 to elect a vice chair and now a chair. The Communications Board has struggled with engagement and attendance; there are no immediate projects for the board's expertise to recommend to Council that the staff couldn't bring forward with a communications task force on individual major projects.

Communications Specialist Position

The Communication Specialist, along with the City Manager, oversees all of the City's communications, branding, and communication policy standards approved by the City Council---including reviewing and oversight of the effectiveness of the communication tools, equipment maintenance, technical troubleshooting. In addition, the Communications Specialist continues with training and education on new communications tools and participates with Government communications groups to provide the City with the latest and best practices in communications.

This year, the Communications Specialist oversaw the purchase of the new broadcasting equipment installation and transition from Standard Definition to High Definition for broadcasts and improvements of the WCTV website and OnDemand videos, and implemented live streaming of WCTV on the website. In addition, the website communication for the weekly email blast was streamlined with the purchase of a website add-on, CivicSend.

Future Goals for City Communications

The City Manager and Communications Specialist will continue to enhance City communications and oversee the effectiveness of the following City communication channels:

- Newsletters:
 - Wayzata Weekly (weekly)
 - The Portal (monthly)
 - The Patrol (quarterly)

- Websites:
 - Wayzata.org
 - Wayzatacommunitytv.org
 - Wayzatabarandgrill.com
 - Wayzatawineandspirits.com
 - Wayzatalakeeffect.com

- Social media:
 - facebook.com/cityofwayzata
 - facebook.com/wayzatabarandgrill
 - facebook.com/wayzatawineandspirits
 - facebook.com/WayzataPD
 - facebook.com/WayzataLakeEffect
 - twitter.com/WayzataMNGov
 - twitter.com/wayzataliquor
 - twitter.com/wayzatabargrill
 - twitter.com/@wlakeeffect

- Video/TV:
 - WCTV- Channel 8 & Video OnDemand and Live Streaming programs
 - TV Bulletins



Future considerations by staff include: review of branding efforts, launching a community-wide survey, purchase of a CivicPlus website add-on for a mobile application, integration of Laserfiche into the website, and improving searchable pdf documents such as the City Code/Ordinances, submitable permits and licensing forms online pdfs, and online bill pay.

Conclusion

Staff recommends discussion of the current status of the board and its effectiveness. I believe as a result of the Communication Specialist position, the need for “hands-on” assistance from the Communications Board has been reduced. Staff could put more time in re-engaging the Communications Board, reevaluate objectives, OR, it could look at moving forward on a more “as-needed” basis without the Communications Board and create special committees as we tackle new initiatives.

COMMUNICATIONS POLICY STATEMENT

The Wayzata City Council is committed to a policy of reliable and effective communication of public deliberations, issues and events of importance to its citizens.

We believe that an informed citizenry can be more actively involved in the city's governance and will be better able to plan their lives with knowledge of developments that could impact them. They can also take better advantage of the many amenities and services offered by the city.

It is also important that the public have access to city documents and financial results. The city website can play a vital role in this. In addition, we believe that communications can be an essential tool in fostering community spirit and broadening understanding of the issues and choices presented to the city.

Therefore we are committed to a policy of open, timely communication of all public business, providing our citizens with all the information they need to fully participate in the life of our community.

In addition, our policy is to seek continuous improvement, when budgets and staffing allow, in the quality of our city's communications, with attention to content that reflects the community's values and interests.

Adopted July 27, 2010



Kenneth Willcox, Mayor



Allan Orsen, City Manager

CERTIFICATION:

Motion for adoption: Bader

Seconded by: Amdal

Voted in favor of: Amdal, Bader, Mullin, Tanner, Willcox

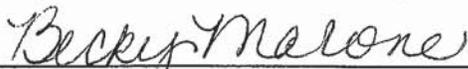
Voted against: none

Abstained: none

Absent: none

Policy Adopted.

I hereby certify that the attached and foregoing is a true and correct copy of the Communications Policy Statement adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on July 27, 2010.



Becky Malone, Deputy City Clerk

RESOLUTION NO. 26-2010

A RESOLUTION TO ESTABLISH A COMMUNICATIONS BOARD FOR THE CITY OF WAYZATA

WHEREAS the Wayzata City Council has established a policy of providing our citizens with open, timely and public communication of all public business, and

WHEREAS we are committed to strive for continuous improvement in the quality of our City communications with attention to content that reflects the community's values and provides information people need to know to participate in the life of the community, and

WHEREAS we believe that an ongoing, organized effort is necessary to assure that the City is meeting these communication standards,

THEREFORE, we hereby establish a Communications Board. This board shall be a standing advisory group for the City Council.

Membership, Terms and Officers

The board shall consist of seven voting members: a City Council Member; the City Manager or another Staff member designated by the City Manager; and 5 citizens.

The citizen members shall be appointed by the City Council as follows: 3 members appointed for 2 year terms, 2 members appointed for 3 year terms.

The City Council member of the board shall be a rotating position with no Council member serving for more than 2 consecutive years unless extended by one year by resolution of the City Council, and subsequent years would require an annual approval.

The entire board shall elect a chair and vice-chair from the 5 citizen members. Those officers shall serve for 2 years.

Meetings

The board shall meet quarterly or as requested by the board chair.

Duties

The board's duties shall be as follows:

- To review and evaluate the effectiveness of the City's communication activities and tools in reaching citizens with timely and useful information about City issues and events. This includes, but is not limited to, reviewing

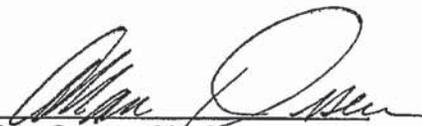
and evaluating the City's website, newsletters and cable television operations.

- To propose improvements to the quality of the City's communications.
- To advise the City Manager and Council on communications matters, as requested.
- To report to the Council on the state of City communications once a quarter.

Adopted by the Wayzata City Council this 27th day of July, 2010.



Kenneth Willcox, Mayor

Attest: 

Allan Orsen, City Manager

CERTIFICATION:

Motion for adoption: Bader

Seconded by: Amdal

Voted in favor of: Amdal, Bader, Mullin, Tanner, Willcox

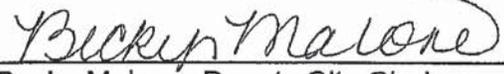
Voted against: none

Abstained: none

Absent: none

Resolution Adopted.

I hereby certify that the attached and foregoing resolution is a true and correct copy of the Resolution Establishing a Communications Board for the City of Wayzata adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on July 27, 2010.



Becky Malone, Deputy City Clerk

SEAL

RESOLUTION NO. 48-2013

**A RESOLUTION AMENDING RESOLUTION NO. 26-2010
TO INCREASE THE MEMBERSHIP AND ALLOW WAYZATA RESIDENTS,
WAYZATA BASED BUSINESS OWNERS AND NON-RESIDENTS TO SERVE ON THE
COMMUNICATIONS BOARD FOR THE CITY OF WAYZATA**

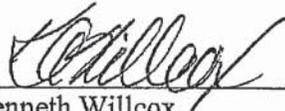
WHEREAS, On July 27, 2010, the Wayzata City Council approved Resolution No. 26-2010 establishing a Communications Board consisting of a City Council Member, the City Manager, and five (5) citizens; and

WHEREAS, it is the desire of the Wayzata City Council to amend Resolution No. 26-2010 to allow additional membership on the Communications Board, and to allow Wayzata residents, Wayzata based business owners and non-residents to serve as members.

NOW, THEREFORE BE IT RESOLVED, that the Wayzata City Council wishes to formally increase the citizen membership on the Communications Board from a five (5) citizen member board to a board consisting of a range of between five (5) and seven (7) citizen members, of which one (1) of these members may be a non-resident or Wayzata based business owner.

BE IT FINALLY RESOLVED, that the members of the Communications Board shall be appointed to staggered three-year terms.

Adopted by the Wayzata City Council this 17th day of December, 2013.



Mayor Kenneth Willcox

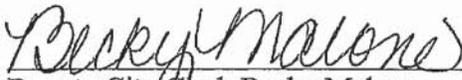
ATTEST:


City Manager Heidi Nelson

ACTION ON THIS RESOLUTION:

Motion for adoption: Anderson
Seconded by: Mullin
Voted in favor of: Amdal, Anderson, Mullin
Voted against: Tanner, Willcox
Abstained: None
Absent: None
Resolution: Adopted

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on December 17, 2013.



Deputy City Clerk Becky Malone

SEAL

CITY OF WAYZATA

RESOLUTION NO. 09-2015

A RESOLUTION AMENDING RESOLUTION NO. 26-2010
AMENDING MEMBERSHIP OF THE COMMUNICATIONS BOARD
FOR THE CITY OF WAYZATA

WHEREAS, On July 27, 2010, the Wayzata City Council approved Resolution No. 26-2010 establishing a Communications Board consisting of a City Council Member, the City Manager, and five (5) citizens; and

WHEREAS, On December 17, 2013, the Wayzata City Council approved Resolution No. 48-2013 increasing the citizen membership on the Communications Board from a five (5) citizen member board to a board consisting of a range of between five (5) and seven (7) citizen members, of which one (1) of these members may be a non-resident or Wayzata based business owner; and

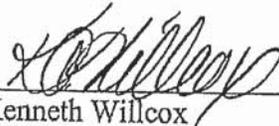
WHEREAS, it is the desire of the Wayzata City Council to amend Resolution No. 26-2010 to remove the City Council Member seat on the Communications Board; and

WHEREAS, it is the recommendation of staff that the City Manager or her/his designee be removed as a voting member from the Board and serve as staff liaison; and

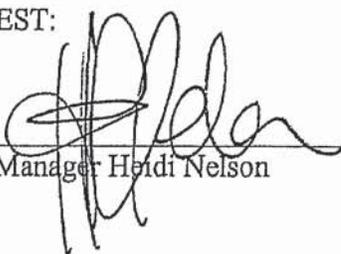
WHEREAS, the City Council wishes to establish a regular communication process with the Communications Board as directed by the Board Chair in an effort to advise the City Council on their policy recommendations and initiatives.

NOW, THEREFORE BE IT RESOLVED that the Communications Board membership shall be comprised of a range of between five (5) and seven (7) citizen members, of which one (1) of these members may be a non-resident or Wayzata based business owner and a regular communication process be established with the Communications Board as directed by the Board Chair.

Adopted by the Wayzata City Council this 3rd day of February, 2015.



Mayor Kenneth Willcox

ATTEST:


City Manager Heidi Nelson

ACTION ON THIS RESOLUTION:

Motion for adoption: Tyacke

Seconded by: Mullin

Voted in favor of: McCarthy, Mullin, Tyacke, Willcox

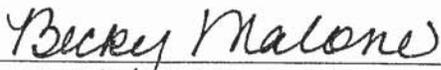
Voted against: Anderson

Abstained: None

Absent: None

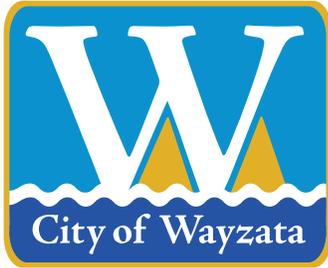
Resolution: Adopted

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on February 3, 2015.



Deputy City Clerk Becky Malone

SEAL



City of Wayzata
 600 Rice Street
 Wayzata, MN 55391-1734

Mayor:
 Ken Willcox
City Council:
 Bridget Anderson
 Johanna McCarthy
 Andrew Mullin
 Steven Tyacke
City Manager:
 Jeff Dahl

Date: September 6, 2016
To: Mayor Willcox and Councilmembers
From: Jeff Dahl, City Manager
 Steve McDonald, Contracted Finance Director
Subject: 2017 General Fund Budget

Introduction

Enclosed is the 2017 preliminary general fund budget as revised by City Staff following the August 3, 2016 Council Budget Work Session. Key highlights from that meeting are:

Revenue	Memo Date		Change
	8/3/2016	9/6/2016	
Taxes	\$ 4,164,995	\$ 4,155,216	\$ (9,779)
Charges for services	732,213	737,213	5,000
Fines and forfeitures	73,500	75,500	2,000
<hr/>			
Expenditure	8/3/2016	9/6/2016	
Administrative and finance	\$ 702,796	\$ 708,442	\$ 5,646
General government buildings	238,100	235,100	(3,000)
Streets	550,912	546,512	(4,400)

Revenues:

- Overall tax revenue decreased approximately \$10,000 due to reduction of budgeted tax levy.
- Police revenues increased \$5,000 for and \$2,000 for the School Resource Officer contract and an increase in estimated court fines, respectively.

Expenditures:

- Finance and Administration budgeted wages and benefits increased approximately \$5,700 due to results of pay equity impact and allocation of new employee's salary.
- Building Operations expenditures decreased \$3,000 due reduction of estimate for contracted services.
- Streets department's budgeted expenditures decreased \$4,400 due to reduction of estimate for salt, gravel, and chemicals.

A preliminary budget and tax levy must be approved and certified with the County by September 30, 2017. The development of the annual budget, to which the general fund is foundational, is a comprehensive process that includes the Mayor and Council, Staff input, budget work sessions, and ultimately the preparation of a final budget document to be approved by City Council in December. A goal of the General Fund is to continue the implementation of Council goals identified in the strategic plan while minimizing the tax levy increase. The General Fund budget, as presented, assumes a 2.67 percent general fund tax levy increase.

Changes for 2017

The biggest change to the 2017 general fund budget is the addition of a support staff person to better distribute the current administrative workload and improve turnaround time on important tasks. Other changes are reduced election wages due to an off-year election cycle, additional hours for the CSO position and a \$20,000 reduction in the TIF admin transfer to match current activity.

Tax Levy Summary

Overall, the tax levy includes levies for general operations, City infrastructure, and debt service. The levy includes an overall 2.24 percent increase from 2016. The 2016 budgeted and 2017 proposed tax levies are listed below:

	2016	2017 Prelim	Increase (Decrease)	% change
General	\$ 4,056,795	\$ 4,155,216	\$ 98,421	2.43%
City infrastructure	210,000	210,000	-	0.00%
Bonds				
G.O. Street Reconstruction Bonds, Series				
2009B (Ferndale)	34,030	33,240	(790)	-2.32%
2004A Big Woods	213,520	217,193	3,673	1.72%
Total City tax levy	\$ 4,514,345	\$ 4,615,649	\$ 101,304	2.24%

Summary of the City’s Tax Capacity

The past two years with comparison to the average percentage change for Hennepin County is listed below:

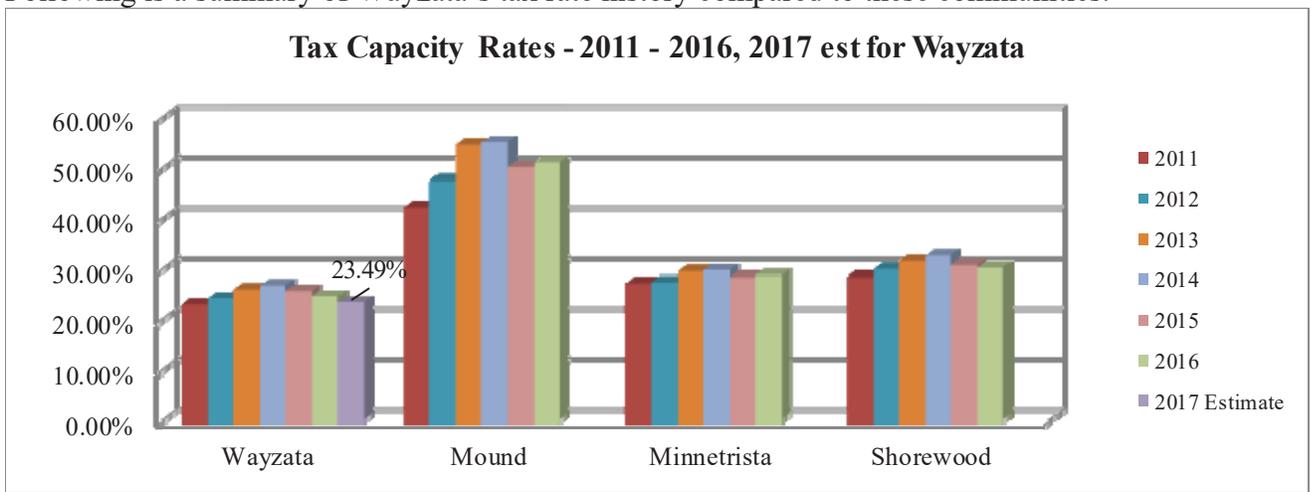
	2015 Pay	2016	2016 Pay	2017	% Change (Wayzata)	% Change (Suburban Hennepin)
Commercial	\$	6,092,540	\$	6,453,496	5.92%	19.47%
Industrial		300,096		83,160	-72.29%	8.86%
Apartment		1,712,649		1,856,416	8.39%	44.50%
Residential		13,368,907		14,714,679	10.07%	12.52%
Other		25,200		26,160	3.81%	-3.10%
Total	\$	21,499,392	\$	23,133,911	7.60%	16.43%

The current tax capacity and historical tax capacity rates are summarized below for Wayzata and three relatively comparable Lake Minnetonka Cities. The major difference between Wayzata and the three comparable cities is the large commercial tax base.

Tax Capacity by Type

	Wayzata	Mound	Minnetrista	Shorewood
Commercial	\$ 6,453,496	\$ 681,030	\$ 95,432	\$ 736,666
Industrial	83,160	150,190	46,370	184,260
Apartment	1,856,416	242,285	-	26,113
Residential	14,714,679	10,889,012	14,921,491	16,481,743
Other	26,160	11,340	489,288	23,921
Total	\$ 23,133,911	\$ 11,973,857	\$ 15,552,581	\$ 17,452,703

Following is a summary of Wayzata’s tax rate history compared to these communities.

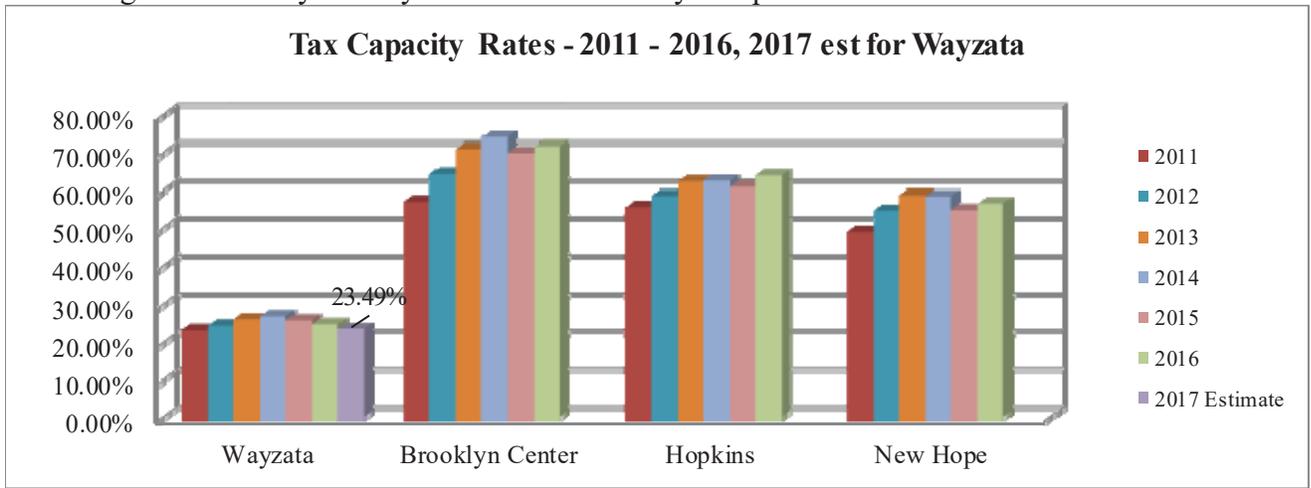


If we focus outside the immediate area, the composition of tax capacity is comparable to Brooklyn Center, Hopkins, and New Hope. Those cities have populations at least three times Wayzata's.

Tax Capacity by Type

	Wayzata	Brooklyn Center	Hopkins	New Hope
Commercial	\$ 6,453,496	\$ 5,957,445	\$ 5,981,922	\$ 1,648,203
Industrial	83,160	2,449,802	3,703,804	5,320,615
Apartment	1,856,416	2,559,564	4,344,212	3,138,390
Residential	14,714,679	10,435,682	8,898,409	9,031,629
Other	26,160	6,840	24,060	-
Total	\$ 23,133,911	\$ 21,409,333	\$ 22,952,407	\$ 19,138,837

Following is a summary of Wayzata's tax rate history compared to these communities.



Staffing

Data related to the number of full time equivalent positions is noted below:

Summary of FTES by Department	2012	2013	2014	2015	2016	2017
Council	5.00	5.00	5.00	5.00	5.00	5.00
Administration	3.60	4.60	4.60	5.60	4.60	5.10
Streets	5.03	5.03	5.03	5.03	5.10	4.90
Parks	3.96	4.96	5.96	5.96	7.00	6.60
Engineering	1.00	1.00	1.00	2.00	1.85	1.85
Building inspection	1.58	2.58	2.58	2.58	2.58	2.50
Planning	1.00	1.00	1.00	1.00	1.00	1.35
Assessing	-	-	-	-	-	-
Police	13.00	13.00	13.60	13.60	14.35	15.00
Subtotal governmental	34.17	37.17	38.77	40.77	41.48	42.30
Water	2.86	2.86	2.86	2.86	2.95	2.95
Sewer	2.86	2.86	2.86	2.86	2.95	2.95
Storm	0.34	0.34	0.34	0.34	0.40	0.40
Motor Vehicle	2.00	2.00	4.75	4.75	5.00	5.00
Liquor operations	23.53	31.41	31.41	31.41	35.00	35.00
Recycling						
Subtotal enterprise	31.59	39.47	42.22	42.22	46.30	46.30
Total	65.76	76.64	80.99	82.99	87.78	88.60
Wage COLA	0.00%	1.50%	2.00%	2.00%	2.00%	2.00%

Summary of Changes

- Continued implementation of the Compensation and Class program with a Step system for the majority of employees and a performance program for department heads. The 2017 budget assumes an increase of 2.00 percent in the cost of living plus step increases per the approved pay plan.
- City-paid portion of health, life, and dental insurance remained essentially flat with premiums for health decreasing slightly.
- Changes in staffing include an additional administrative employee and part-time Police Records Clerk.

General Fund Budget Summary

Below are the actual revenues and expenditures for 2014 and 2015, 2016 budget, and 2017 as proposed with comparative figures for 2016 and 2017 budget amounts.

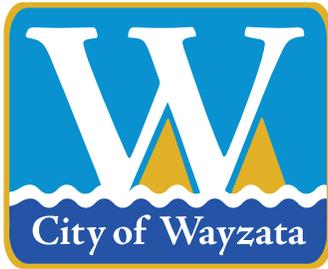
	Actual		Budget		Increase / Decrease From PY	Percent Change
	2014	2015	2016	2017		
REVENUES						
Taxes	4,025,293	3,858,556	4,056,795	4,155,216	98,421	2.43%
Franchise fees	79,619	81,215	82,000	82,000	-	0.00%
Licenses and permits	793,420	657,955	405,225	438,375	33,150	8.18%
Intergovernmental	201,188	193,931	183,400	189,600	6,200	3.38%
Charges for services	832,032	857,988	698,084	737,213	39,129	5.61%
Fines and forfeitures	78,985	89,360	73,500	75,500	2,000	2.72%
Interest	36,506	24,559	35,000	25,000	(10,000)	-28.57%
Miscellaneous	5,636	10,266	5,000	5,000	-	0.00%
Transfers in	145,000	125,000	190,000	170,000	(20,000)	-10.53%
TOTAL REVENUES	6,197,679	5,898,830	5,729,004	5,877,904	148,900	2.60%
	Actual		Budget		Increase / Decrease From PY	Percent Change
	2014	2015	2016	2017		
EXPENDITURES						
Mayor and council	\$ 36,730	\$ 46,946	\$ 46,236	\$ 47,336	1,100	2.38%
Administrative and finance	1,826,966	1,487,664	681,262	708,442	27,180	3.99%
Assessing	51,607	56,442	53,500	62,900	9,400	17.57%
Planning and zoning	108,840	148,662	123,038	142,073	19,035	15.47%
General government buildings	200,575	183,279	219,300	235,100	15,800	7.20%
Police protection	1,531,925	1,571,060	1,649,689	1,647,883	(1,806)	-0.11%
Fire protection	500,705	476,609	344,305	345,560	1,255	0.36%
Building inspections	224,792	249,733	255,127	236,729	(18,398)	-7.21%
Emergency management	2,599	5,186	5,350	5,350	-	0.00%
Health inspections	28,394	30,877	32,000	32,000	-	0.00%
Streets	714,968	711,220	549,125	546,512	(2,613)	-0.48%
Street lighting	68,545	70,086	72,750	78,000	5,250	7.22%
Engineering	125,415	175,771	195,626	200,762	5,136	2.63%
Parks, recreation and forestry	450,786	481,357	543,922	597,783	53,861	9.90%
Unallocated	177,391	170,215	957,774	991,474	33,700	3.52%
TOTAL EXPENDITURES	6,050,238	5,865,107	5,729,004	5,877,904	148,900	2.60%
Excess (Deficient) Revenue	\$147,441	\$33,723	\$ -	\$ -	\$ -	

Revenue changes:

- Interest income adjusted to reflect market.
- Transfers in adjusted to reflect the reduced TIF admin transfer.

Expenditure changes:

- Assessing increase to reflect the current contract.
- Building operations and maintenance increased for building contractual services.
- A city wellness program is proposed at a cost of \$5,000.
- Planning and zoning increased to reflect new staff position.
- Building inspections decrease reflects the retirement of the current department head.
- Parks increased due to the council approved hire mid-year 2016 that will continue through the 2017 budget.
- Adding one week to lifeguard services increased contract amount \$2,300.



City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
Ken Willcox

City Council:
Bridget Anderson
Johanna McCarthy
Andrew Mullin
Steven Tyacke

City Manager:
Jeffrey Dahl

MEMORANDUM

DATE: September 1, 2016

TO: The Honorable Mayor and Members of the City Council

FROM: Jeffrey Dahl, City Manager

Re: Mill Street Parking Ramp Financial Update

The objective of this update is to provide updated information regarding the financing of the parking ramp based on the latest project cost estimates and set forth a timeline for the financing approval.

History

As of March 2016, the identified cash available for the ramp was \$1,680,000. This cash on hand has already been re-allocated and approved by the Council for use of the parking ramp. The cash on hand is comprised of:

CARD TIF	\$285,000
Widsten TIF	\$192,000
Bay Center TIF Administration	\$50,000
Water Fund	\$300,000
Refinanced Capital Project	\$200,000
General Fund CIP	\$300,000
Excess Transfer	\$353,000

By utilizing the cash available and annual tax increment from Pres. Homes to offset debt payments from a 24-year G.O. bond of \$7,682,750, the maximum cost of the Parking Ramp without dipping into the general levy would be \$9,362,750.

Update

Based on the attached updated analysis from Ehlers and the approved cash on hand, the maximum bond amount from the G.O. TIF Bonds is now \$7,761,606. Therefore, the maximum amount the City could afford at this point is approximately \$9,441,606. (The attached analysis also shows what could be bonded if the HRA financed the project).

Our project team is expected to solicit bids in October. At this point, the projected cost of the ramp with no-roof is \$9,360,000. The projected cost with the roof is: \$10,230,000. If the City wants to move forward with the roof, the potential financing gap is \$788,394.

Gap Financing Options:

- \$191,500 Ramp Contingency (available now)

- \$590,000 (conservative projected amount of end of year fund transfers from building permit, motor vehicle, and muni funds). Over the past several years when the City has had considerable balances at year end, this money has been spread out primarily through the City's CIP, Lake Effect, Cell Tower Fund, etc.
- Staff and Council Member Tyacke have been exploring financing options of the roof component through solar incentives. At this point, we have not found any programs that would provide any substantial financing incentive based on the scale of the ramp project.
- Payment in lieu of parking---for new development, parking that is needed but not accounted for on-site will have to contribute to help offset City parking costs. This contribution will likely go into to a new "parking fund" which will help pay for capital, maintenance, and other costs associated with parking (wayfinding signs, etc.). The soon-to-be created mobility district will be a major contributor to this fund as well.
- Consider contributions from surrounding property owners, as a "voluntary" assessment.

Timeline

In order to secure financing close to start of construction but after project cost is determined, the financing timeline will need to be:

November 1st---Call for Bond Sale

December 6th---Bond Sale

December 28th---Close.

If the City decided to wait until 2017 and utilize cash-on-hand to pay bills which could be accomplished through interfund loan transfers, the process would start on January 5th and close would be end of February or early March. As a reminder, a 4-1 vote is required for approval of G.O. TIF Bonding.

Staff as well as Steve McDonald from AEM and Stacie Kvilvang from Ehlers will be in attendance to answer any questions.

City GO TIF Bonds - \$1,680,000 Cash Contribution

Option	Base Ramp Cost	Roof Cost	TOTAL PROJECT COST	Cash on Hand	Bond Proceeds	Over/(Under) Funded
1 - No Roof	\$ 9,360,000	\$ -	\$ 9,360,000	\$ 1,680,000	\$ 7,761,606	\$ 81,606
2 - Roof	\$ 9,360,000	\$ 870,000	\$ 10,230,000			\$ (788,394)

City GO TIF Bonds -\$2,461,000 Cash Contribution

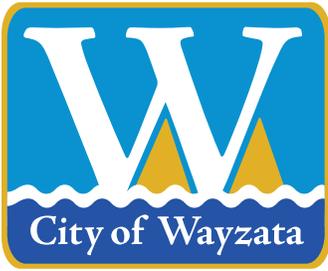
Option	Base Ramp Cost	Roof Cost	TOTAL PROJECT COST	Cash on Hand	Bond Proceeds	Over/(Under) Funded
1 - No Roof	\$ 9,360,000	\$ -	\$ 9,360,000	\$ 2,461,500	\$ 7,761,606	\$ 863,106
2 - Roof	\$ 9,360,000	\$ 870,000	\$ 10,230,000			\$ (6,894)

HRA TIF Revenue Bonds - \$1,680,000 Cash Contribution

Option	Base Ramp Cost	Roof Cost	TOTAL PROJECT COST	Cash on Hand	Bond Proceeds	Over/(Under) Funded
1 - No Roof	\$ 9,360,000	\$ -	\$ 9,360,000	\$ 1,680,000	\$ 5,527,033	\$ (2,152,967)
2 - Roof	\$ 9,360,000	\$ 870,000	\$ 10,230,000			\$ (3,022,967)

HRA TIF Revenue Bonds - \$2,461,000 Cash Contribution

Option	Base Ramp Cost	Roof Cost	TOTAL PROJECT COST	Cash on Hand	Bond Proceeds	Over/(Under) Funded
1 - No Roof	\$ 9,360,000	\$ -	\$ 9,360,000	\$ 2,461,500	\$ 5,527,033	\$ (1,371,467)
2 - Roof	\$ 9,360,000	\$ 870,000	\$ 10,230,000			\$ (2,241,467)



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Date: September 1, 2016
To: Mayor Willcox and City Councilmembers
From: Jeff Thomson, Director of Planning and Building
Subject: Tree Ordinance Discussion

At its August 1, 2016 meeting, the Planning Commission discussed the final version of the tree ordinance that was adopted by the City Council. The Planning Commission expressed concerns about how the ordinance would apply to existing properties. The new ordinance would not restrict a property owner from removing trees on their property if they are not proposing development, construction of any type, or grading. The Planning Commission was concerned that a developer could purchase a property, remove trees prior to submitting a development application, and subsequently apply for a development application when the tree removal had already been completed.

The Planning Commission passed a motion to ask the City Council to revisit the permit requirements for removal of trees for homeowners in the absence of development, and consider alternatives for triggering such requirement, including setting thresholds (e.g., removal of more than 25% of the trees on a property requires a permit), establishing a “look back” clause, or applying the ordinance to everyone, not just developers.

The Chair of the Planning Commission, Cathy Iverson, will be attending the workshop meeting to review the Planning Commission’s concerns.