City of North St. Paul
City Council
Special Meeting Agenda

October 26, 2021
5:00 PM

The City Council Meeting will be conducted on **October 26, 2021** at 5:00 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The City Council will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person, however, it is encouraged to participate in the meeting remotely. Instructions can be found below.

The **October 26, 2021** Zoom meeting can be accessed at
https://tinyurl.com/NSPCityCouncil
(from a PC, Mac, tablet, iPhone, or Android device)
or by phone at 1-929-205-6099, meeting ID 821 4097 2224, password 362656.

You can also watch the meeting on our YouTube channel here **tinyurl.com/NSPYouTube**

The City Council Zoom meeting will be 'open to the public to listen in but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

Please join the meeting early to test your audio and video settings.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

Council Member Thorsen
Council Member Petersen
Council Member Wong
Council Member Cole
Mayor Furlong

IV. Adopt Agenda

V. Public Hearings

A. Special Assessment Hearing for unpaid bills and authorizing the City of North St. Paul to certify to the County Auditor's Office all unpaid fees.

VI. City Business Action Items & Recommendations

A. Selection of City Manager Finalists to be Interviewed .

B. City of North St. Paul COVID-19 Operational Policy

C. Purchasing Policy

D. 2022 Budget Discussion - City Manager Proposed Enterprise and Internal Service Funds

VII. Adjournment

The next regularly scheduled City Council meeting is November 2, 2021 at 4:00 p.m.

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	October 26, 2021

Agenda Placement # V.A

Public Hearings

Subject

Special Assessment Hearing for unpaid bills and authorizing the City of North St. Paul to certify to the County Auditor's Office all unpaid fees.

Background/Facts

The fees for services provided on the attached rolls remain unpaid. The attached rolls are current as of October 19, 2021. The owners of the affected properties have until November 29, 2021 to pay the proposed assessment without penalty. Therefore the rolls are subject to change prior to certification.

Staff is requesting authorization to certify to the County Auditor’s Office all unpaid fees related to the following:

- Services provided for water, waste water, surface water, recycling, street lights, fiber optic, and solid waste, both in North St. Paul and Maplewood;
- Nuisance abatements which include sidewalk snow and ice removal, property cleanup/rubbish removal, weed elimination, building board up, building demolition, graffiti removal and diseased tree removal.

Fees that remain unpaid 30 days after this public hearing will be assessed to the taxes of the property affected. This would be a one (1) year assessment with a 6% interest rate for solid waste and 10% (ten percent) interest rate for all other fees.

Recommendation:

It is recommended the City Council adopt the Resolutions authorizing the City of North St. Paul to certify to the County Auditor’s Office all unpaid fees.

Attachments

1. Res 2021-xxx_ASSESSMENT RESOLUTION FOR NORTH ST. PAUL PROPERTIES
2. Res 2021-xxx_ASSESSMENT RESOLUTION FOR MAPLEWOOD PROPERTIES
3. Res 2021-xxx_ASSESSMENT RESOLUTION FOR NUISANCE ABATEMENTS
4. Res 2021-xxx_ASSESSMENT RESOLUTION FOR NORTH ST. PAUL PROPERTIES BILLED BY CITY OF OAKDALE

5. North St. Paul Properties Water Sewer Etc. Assmt Roll - 2021
6. North St. Paul Properties Garbage Recycling Assmt Roll - 2021
7. Maplewood Properties Water Sewer Etc Assmt Roll - 2021
8. Maplewood Properties Recycling Assmt Roll - 2021
9. Nuisance Abatements - Assessment Roll - 2021
10. North St. Paul Properties Billed by Oakdale Water Sewer Etc Assmt Roll - 2021

Respectfully submitted,
Daniel Winek, Finance Director

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

RESOLUTION APPROVING ASSESSMENT TO PROPERTIES FOR UNPAID WATER, WASTE WATER, ENVIRONMENTAL UTILITY, STREET LIGHTS, SOLID WASTE AND RECYCLING FOR NORTH ST. PAUL PROPERTIES

WHEREAS, charges for water, waste water, environmental utility, street lights, solid waste and recycling services in 2020-2021 have not been paid by the owners of those properties indicated in the attached rolls; and

WHEREAS, Minnesota Statutes Sections §429.101, §443.015, and §444.075 authorizes the City to provide for the collection of such unpaid charges as a special assessment against the benefited property; and

WHEREAS, pursuant to Minnesota Statutes Sections §429.101, §443.015, and §444.075, the Council of the City of North St. Paul has met, heard, and passed upon the proposed assessments for unpaid water, waste water, environmental utility, street lights, solid waste and recycling charges for 2020-2021; and

WHEREAS, the final roll submitted to the County may differ from that approved by the City Council following payments received.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA:

1. Such a proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein and the lands are hereby found to be benefitted by services in the amount of the assessment.
2. The total cost of these services is hereby assessed to the benefited private property for said services, and the balance of the cost, none, is assumed by the City as its share.
3. Such assessments shall be payable in one installment to be payable on the first Monday of January 2021, and shall bear interest at the rate of ten percent (10%) per annum, six percent (6%) per annum recycling.
4. The owners of the properties were given at least thirty (30) days to pay these past due charges, but did not respond.
5. The City Clerk shall forthwith transmit a certified duplicate of the assessment to the County Department of Taxation to be extended on the proper tax roll of the County, and such assessment shall be collected and paid over in the same manner as other municipal taxes.

ADOPTED this 26th day of October, 2021.

Motion by Council Member
Second by Council Member

Voting: Aye:

Nay:
Abstain:
Absent:

____
Terrence J. Furlong, Mayor

Attest:

____
Brian Frandle, Interim City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

RESOLUTION APPROVING ASSESSMENT TO PROPERTIES FOR UNPAID WATER, WASTE WATER, ENVIRONMENTAL UTILITY AND RECYCLING FOR MAPLEWOOD PROPERTIES

WHEREAS, charges for water, waste water, environmental utility and recycling services in 2020-2021 have not been paid by the owners of those properties indicated in the attached rolls; and

WHEREAS, Minnesota Statutes Sections §429.101, §443.015, and §444.075 authorizes the City to provide for the collection of such unpaid charges as a special assessment against the benefited property; and

WHEREAS, pursuant to Minnesota Statutes Sections §429.101, §443.015, and §444.075, the Council of the City of North St. Paul has met, heard, and passed upon the proposed assessments for unpaid water, waste water, environmental utility and recycling charges for 2020-2021; and

WHEREAS, the final roll submitted to the County may differ from that approved by the City Council following payments received.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA:

1. Such a proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein and the lands are hereby found to be benefitted by services in the amount of the assessment.
2. The total cost of these services is hereby assessed to the benefited private property for said services, and the balance of the cost, none, is assumed by the City as its share.
3. Such assessments shall be payable in one installment to be payable on the first Monday of January 2021, and shall bear interest at the rate of ten percent (10%) per annum, six percent (6%) per annum recycling.
4. The owners of the properties were given at least thirty (30) days to pay these past due charges, but did not respond.
5. The City Clerk shall forthwith transmit a certified duplicate of the assessment to the County Department of Taxation to be extended on the proper tax roll of the County, and such assessment shall be collected and paid over in the same manner as other municipal taxes.

ADOPTED this 26th day of October, 2021.

Motion by Council Member
Second by Council Member

Voting: Aye:
Nay:
Abstain:

Absent:

Terrence J. Furlong, Mayor

Attest:

Brian Frandle, Interim City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. <u>2021-xxx</u>

A RESOLUTION APPROVING ASSESSMENTS TO PROPERTIES FOR 2020-2021 NUISANCE ABATEMENTS

WHEREAS, pursuant to Minnesota Statutes, Chapters 429 and 463, the City Council ("Council") of the City of North St. Paul ("City"), has met and heard and passed upon the proposed assessments for 2020-2021 Nuisance Abatements for the properties described in the attached roll.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA:

1. Such a proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein and the lands are hereby found to be benefitted by services rendered.
2. The total cost of these services is hereby assessed to the benefited private property for said services, and the balance of the cost, none, is assumed by the City as its share.
3. Such assessment shall be payable in full, on or before the first Monday in January, 2022, and shall bear interest at the rate of ten percent per annum from the date of the adoption of this assessment resolution.
4. The owner of any property so assessed may, at any time prior to certification of the assessments to the County Department of Taxation, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the Municipal Treasurer, except that no interest shall be charged if the entire assessment or a part thereof is paid within thirty (30) days from the adoption of this Resolution.
5. The City Clerk shall forthwith transmit a certified duplicate of the assessment to the County Department of Taxation to be extended on the proper tax roll of the County, and such assessment shall be collected and paid over in the same manner as other municipal taxes.

ADOPTED this 26th day of October, 2021.

Motion by Council Member
Second by Council Member

Voting: Aye:
Nay:
Abstain:
Absent:

____
Terrence J. Furlong, Mayor

Attest:

____
Brian Frandle, Interim City Manager/Clerk

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-xxx

RESOLUTION APPROVING ASSESSMENT TO PROPERTIES FOR UNPAID WATER, WASTE WATER, ENVIRONMENTAL UTILITY, STREET LIGHTS, SOLID WASTE AND RECYCLING FOR NORTH ST. PAUL PROPERTIES BILLED BY CITY OF OAKDALE

WHEREAS, charges for water, waste water, environmental utility, street lights, solid waste and recycling services in 2020-2021 have not been paid by the owners of those properties indicated in the attached rolls; and

WHEREAS, Minnesota Statutes Sections §429.101, §443.015, and §444.075 authorizes the City to provide for the collection of such unpaid charges as a special assessment against the benefited property; and

WHEREAS, pursuant to Minnesota Statutes Sections §429.101, §443.015, and §444.075, the Council of the City of North St. Paul has met, heard, and passed upon the proposed assessments for unpaid water, waste water, environmental utility, street lights, solid waste and recycling charges for 2020-2021; and

WHEREAS, the final roll submitted to the County may differ from that approved by the City Council following payments received.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA:

1. Such a proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein and the lands are hereby found to be benefitted by services in the amount of the assessment.
2. The total cost of these services is hereby assessed to the benefited private property for said services, and the balance of the cost, none, is assumed by the City as its share.
3. Such assessments shall be payable in one installment to be payable on the first Monday of January 2021.
4. The owners of the properties were given at least thirty (30) days to pay these past due charges, but did not respond.
5. The City Clerk shall forthwith transmit a certified duplicate of the assessment to the County Department of Taxation to be extended on the proper tax roll of the County, and such assessment shall be collected and paid over in the same manner as other municipal taxes.

ADOPTED this 26th day of October, 2021.

Motion by Council Member
Second by Council Member

Voting: Aye:

Nay:
Abstain:
Absent:

____
Terrence J. Furlong, Mayor

Attest:

____
Brian Frandle, Interim City Manager/Clerk

CITY OF NORTH ST. PAUL
2021 ASSESSMENTS
FOR UNPAID WATER, WASTE WATER, ENVIRONMENTAL UTILITY AND STREET LIGHTS
FOR NORTH ST. PAUL PROPERTIES
10% INTEREST RATE

Property ID #	Service Address	Amount of Assessment	10% Interest	Balance With Interest
012922320083	2360 Shoshone Road	$ 222.61	$ 22.26	$ 244.87
012922340011	2721 Helen St N	$ 124.10	$ 12.41	$ 136.51
112922140015	2201 11th Ave E	$ 209.04	$ 20.90	$ 229.94
112922430070	2189 7th St N	$ 79.19	$ 7.92	$ 87.11
122922120038	2591 13th Ave E	$ 1,455.15	$ 145.52	$ 1,600.67
122922120098	2546 14th Ave E	$ 746.61	$ 74.66	$ 821.27
122922210003	2460 17th Ave E	$ 901.81	$ 90.18	$ 991.99
122922210058	2423 14th Ave E	$ 776.49	$ 77.65	$ 854.14
122922230031	2285 12th Ave E	$ 81.72	$ 8.17	$ 89.89
122922230031	2283 12th Ave E	$ 90.77	$ 9.08	$ 99.85
122922340025	2475 2nd Ave E	$ 239.74	$ 23.97	$ 263.71
122922340031	2462 2nd Ave E	$ 52.45	$ 5.25	$ 57.70
122922410048	2691 5th Ave E	$ 40.29	$ 4.03	$ 44.32
122922420019	2583 7th Ave E	$ 80.44	$ 8.04	$ 88.48
122922420075	2555 4th Ave E	$ 592.57	$ 59.26	$ 651.83
132922120055	2067 Margaret St N	$ 481.08	$ 48.11	$ 529.19
132922310038	2448 Ripley Ave	$ 50.64	$ 5.06	$ 55.70
142922130022	2092 Shryer Ave E	$ 1,315.56	$ 131.56	$ 1,447.12
		$ 7,540.26	**$ 754.03**	**$ 8,294.29**

Public Hearing Date: October 26, 2021
Payment can be made to the
City of North St. Paul through November 29, 2021
Unpaid balances will be certified to Ramsey County

RESOLUTION _________________
10/26/2021

CITY OF NORTH ST. PAUL
2021 ASSESSMENTS
FOR UNPAID RECYCLING AND SOLID WASTE BILLS FOR NORTH ST. PAUL PROPERTIES
6% INTEREST RATE

Property ID #	Service Address	Amount of Assessment	6% Interest	Balance With Interest
012922320083	2360 Shoshone Road	$ 86.82	$ 5.21	$ 92.03
012922340011	2721 Helen St N	$ 31.75	$ 1.91	$ 33.66
112922430070	2189 7th St N	$ 26.44	$ 1.59	$ 28.03
122922120038	2591 13th Ave E	$ 459.75	$ 27.59	$ 487.34
122922120098	2546 14th Ave E	$ 221.51	$ 13.29	$ 234.80
122922210003	2460 17th Ave E	$ 248.65	$ 14.92	$ 263.57
122922210058	2423 14th Ave E	$ 203.60	$ 12.22	$ 215.82
122922230031	2285 12th Ave E	$ 29.80	$ 1.79	$ 31.59
122922230031	2283 12th Ave E	$ 16.61	$ 1.00	$ 17.61
122922340025	2475 2nd Ave E	$ 69.77	$ 4.19	$ 73.96
122922340031	2462 2nd Ave E	$ 15.10	$ 0.91	$ 16.01
122922420075	2555 4th Ave E	$ 182.98	$ 10.98	$ 193.96
132922120055	2067 Margaret St N	$ 181.12	$ 10.87	$ 191.99
132922310038	2448 Ripley Ave	$ 14.90	$ 0.89	$ 15.79
142922130022	2092 Shryer Ave E	$ 451.71	$ 27.10	$ 478.81
		$ 2,240.51	$ 134.43	$ 2,374.94

Public Hearing Date: October 26, 2021
Payment can be made to the
City of North St. Paul through November 29, 2021
Unpaid balances will be certified to Ramsey County

RESOLUTION __________
10/26/2021

CITY OF NORTH ST. PAUL
2021 ASSESSMENTS
FOR UNPAID WATER, WASTE WATER, AND ENVIRONMENTAL UTILITY OF MAPLEWOOD PROPERTIES
10% INTEREST RATE

Property ID #	Service Address	Amount of Assessment	10% Interest	Balance With Interest
012922220016	2324 Gall Ave	$ 346.08	$ 34.61	$ 380.69
012922220107	2286 County Road D E	$ 499.70	$ 49.97	$ 549.67
012922240065	2995 Bartelmy Ln	$ 1,308.22	$ 130.82	$ 1,439.04
012922240074	2937 Chippewa Ave	$ 459.56	$ 45.96	$ 505.52
022922110049	2225 Woodlyn Ave	$ 103.16	$ 10.32	$ 113.48
022922140022	2938 Howard Ct	$ 268.32	$ 26.83	$ 295.15
022922140111	2191 Beam Ave	$ 222.16	$ 22.22	$ 244.38
022922410020	2219 Mapleview Ave	$ 687.51	$ 68.75	$ 756.26
022922410029	2148 Beam Ave	$ 1,080.10	$ 108.01	$ 1,188.11
022922420018	2091 Radatz Ave	$ 329.24	$ 32.92	$ 362.16
		$ 5,304.05	**$ 530.41**	**$ 5,834.46**

Public Hearing Date: October 26, 2021
Payment can be made to the
City of North St. Paul through November 29, 2021
Unpaid balances will be certified to Ramsey County

RESOLUTION__________
10/26/2021

CITY OF NORTH ST. PAUL
2021 ASSESSMENTS
FOR UNPAID RECYCLING FOR MAPLEWOOD PROPERTIES
6% INTEREST

Property ID #	Service Address	Amount of Assessment	6% Interest	Balance With Interest
012922220016	2324 Gall Ave	$ 66.26	$ 3.98	$ 70.24
012922220107	2286 County Road D E	$ 22.42	$ 1.35	$ 23.77
012922240065	2995 Bartelmy Ln	$ 66.26	$ 3.98	$ 70.24
012922240074	2937 Chippewa Ave	$ 66.26	$ 3.98	$ 70.24
022922110049	2225 Woodlyn Ave	$ 13.11	$ 0.79	$ 13.90
022922140022	2938 Howard Ct	$ 23.49	$ 1.41	$ 24.90
022922140111	2191 Beam Ave	$ 8.84	$ 0.53	$ 9.37
022922410020	2219 Mapleview Ave	$ 66.26	$ 3.98	$ 70.24
022922410029	2148 Beam Ave	$ 66.26	$ 3.98	$ 70.24
022922420018	2091 Radatz Ave	$ 30.99	$ 1.86	$ 32.85
		$ 430.15	**$ 25.81**	**$ 455.96**

Public Hearing Date: October 26, 2021
Payment can be made to the
City of North St. Paul through November 29, 2021
Unpaid balances will be certified to Ramsey County

RESOLUTION__________
10/26/2021

CITY OF NORTH ST. PAUL
2021 ASSESSMENTS
FOR UNPAID NUISANCE ABATEMENTS
10% INTEREST RATE

Property ID #	Service Address	Amount of Assessment	10% Interest	Balance With Interest
122922210058	2423 14th Ave E	2,160.00	216.00	2,376.00
		$2,160.00	$216.00	$2,376.00

Public Hearing Date: October 26, 2021
Payment can be made to the
City of North St. Paul through November 29, 2021
Unpaid balances will be certified to Ramsey County

One Year Annual Assessment
Apply to 2022 Tax Year

RESOLUTION 2021-___
10/26/2021

TO BE CERTIFIED
TO PROPERTY TAXES
DP # 69220001

CITY OF NORTH ST. PAUL
2021 ASSESSMENTS
FOR UNPAID WATER, WASTE WATER, ENVIRONMENT
UTILITY AND STREET LIGHTS
FOR NORTH ST. PAUL PROPERTIES BILLED BY CITY OF OAKDALE

Property ID #	Service Address	Amount of Assessment
012922440001	2755 Division St	$ 339.35
012922440006	2721 Division St	$ 1,726.63
		$ 2,065.98

Public Hearing Date: October 26, 2021
Payment can be made to the
City of Oakdale through November 29, 2021
Unpaid balances will be certified to Ramsey County

RESOLUTION__________
10/26/2021

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	October 26, 2021

Agenda Placement # VI.A

City Business Action Items & Recommendations

Subject

Selection of City Manager Finalists to be Interviewed .

Background/Facts

Recommendation:

Mark Casey
DDA Human Resources, Inc.

Attachments

None

Respectfully submitted,

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	October 26, 2021

Agenda Placement # VI.B

City Business Action Items & Recommendations

Subject

City of North St. Paul COVID-19 Operational Policy

Background/Facts

On October 5, 2021, staff presented to City Council items regarding Covid-19 for consideration in developing a City of North St. Paul COVID Operational Plan. City Council directed staff to review the League of Minnesota Cities website and prepare a draft of a plan to be reviewed and discussed with the City Council.

On October 19, 2021, staff presented to City Council a draft of a COVID-19 Operational Policy. Staff has made some clarification to the policy and seeks City Council's approval.

Recommendation:

It is recommended that the City Council adopt the COVID-19 Operational Policy.

Attachments

1. City of North St. Paul COVID Operational Policy - Redlined
2. City of North St. Paul COVID Operational Policy - Clean
3. Res 2021-xxx COVID-19 Operational Policy Resolution

Respectfully submitted,
Daniel Winek, Finance Director

COVID-19 OPERATIONAL POLICY

City of North St. Paul

Adopted on _________, 2021

~~**City of North St. Paul COVID Operational Plan**~~

~~In order to ensure the safety of our community, elected officials and staff, I recommend the City Council consider adopting the following operational guidelines.~~

~~**COVID Operational Policy**~~

The City of North St. Paul is committed to providing a safe and healthy workplace for all our employees and residents. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 p~~P~~reparedness p~~P~~olicies in response to the COVID-19 pandemic. All employees are responsible for adhering to these policies. The goal is to mitigate the potential transmission of COVID-19 in our workplace and community, and that requires full cooperation from our employees. These policies follow guidance developed by the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health.

1. All employees should familiarize themselves with the common symptoms of COVID-19 and monitor for those. If any symptoms should develop, employees should stay home, notify their supervisor, and contact their health care provider to seek testing.
2. All employees are highly recommended to get vaccinated, employees will be allowed to use work time to get vaccinations.
3. All employees are highly recommended to wear a mask in public indoor settings in areas of substantial or high transmission.
4. All employees should be welcomed to wear a mask regardless of level of transmission, particularly if individuals are at increased risk or have someone in their household who is at increased risk of severe disease or not fully vaccinated.
5. All employees are to stay at least six feet apart whenever possible, regardless of if masks are being worn. If physical distancing is not possible, employees should limit the time of the contact and avoid any physical contact.

If employees are ill or exhibiting COVID-19 symptoms, they should stay home and notify their supervisor immediately. Employees should self-isolate at home and consult with their doctor and/or the CDC symptom checker for recommended guidance.

Employees Fully Vaccinated Against COVID-19

1. You have been in close contact with someone who tested positive for COVID-19 – DO NOT FEEL SICK OR HAVE SYMPTOMS
    a. You do not need to quarantine if **BOTH** of the following are true:
        i. The COVID-19 exposure was at least 14 days after the vaccination series was fully completed.
        ii. You do not currently have any symptoms of COVID-19.
    b. You can continue working in office provided that you wear a mask in public, indoor settings for 14 days following exposure or until your test result is negative.

   c. You should get tested three to five days after you were close to a person with COVID-19.
   d. If you have tested positive for COVID-19 but do not have symptoms, you must still stay home and away from others for 10 days.
   e. If you have tested positive for COVID-19 within the past three months and do not feel sick, you do **not** need to get tested after close contact with a person with COVID-19.
2. You feel sick or have symptoms
   a. Stay home.
   b. Get tested immediately.
   c. Stay home until all three of these things are true:
      i. You feel better. Your cough, shortness of breath, or other symptoms are better.
      and
      ii. It has been 10 days since you first felt sick.
      and
      iii. You have had no fever for at least 24 hours, without using medicine that lowers fevers.

Employees Not Fully Vaccinated Against COVID-19

1. You have been in close contact with someone who tested positive for COVID-19
   a. Stay home.
   b. Get tested immediately.
      - If the test is negative, test again three to five days after the last time you were close to the person with COVID-19.
      - Stay home and away from others.
      - If both tests are negative you can return to work.
   c. If you have tested positive for COVID-19 within the past three months and do not feel sick, you do **not** need to get tested after close contact with a person with COVID-19 and may continue working.
2. You feel sick or have symptoms
   a. Stay home.
   b. Get tested.
   c. If you have symptoms of COVID-19, stay home until all three of these things are true:
      i. You feel better. Your cough, shortness of breath, or other symptoms are better.
      and
      ii. It has been 10 days since you first felt sick.
      and

iii. You have had no fever for at least 24 hours, without using medicine that lowers fevers

Employees should seek medical advice from their healthcare provider to address their specific health concerns.

Employees should be advised that this policy is subject to change as the CDC and MDH update their guidance. This guidance often changes as the scientific community learns more about COVID-19. Employees are encouraged to discuss any questions or concerns about this policy with their supervisor.

Workplace Exposure

The City of North St. Paul has a duty to provide a safe workplace under Federal OSHA laws. The CDC advises that if an employee is confirmed to have COVID-19, and the City is aware of the confirmed COVID-19 diagnosis, then the City should inform fellow employees of their possible exposure to COVID-19 in the workplace, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Under the ADA, the City is required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.

As part of the notification process, the City of North St. Paul will attempt to determine which, if any, employees were exposed to COVID-19 through a review of the affected employee's work schedule and location(s) to determine with whom the employee may have interacted. Additionally, the City may request the employee to provide a list of others with whom they have had close contact with in work settings during the last 14 days if they are confirmed to have COVID-19.

Notification protocols are as follows:

- Notifications will occur under these circumstances:
    - Employee is symptomatic of COVID-19 and/or has been directed to self-quarantine by a health care provider
    - Employee has tested positive for or has been otherwise diagnosed with COVID-19 by a health care provider
    - Employee has been directed to self-quarantine due to someone in their household testing positive for or has been otherwise diagnosed with COVID-19 by a health care provider

- Notifications will not occur if:
    - Employee has been exposed to someone who has tested positive or been otherwise diagnosed with COVID-19 (outside of their household) and does not have symptoms
    - Employee has been exposed to a potential positive (not confirmed) case of COVID-19

Workplace Accommodations

North St. Paul will make a good faith effort to accommodate workers with underlying medical conditions, or who have household members with underlying health conditions. Each situation will need to be addressed individually, and will require approval by the Department Head and City Manager. Accommodations may be made to the extent they are reasonable and available, and could include:

- Remote schedule – this may not be available to all employees as not all positions are able to work remotely. Also, even if remote work is available, it may not be allowed if it creates issues in providing quality customer service or problems with public accessibility to services or facilities. If remote work is performed, the employee and their direct supervisor need to formulate a written plan to ensure productivity and accountability, and include measurable performance standards and check-in timeframes.

- If space and equipment allows, it may be possible for employees to report to work in a closed office/room/vehicle in order to isolate themselves from other employees and the public for most of the work day. This may include modifications to existing work spaces.

- In the event a form of isolation is not feasible, cleaning supplies and personal protective equipment (PPE) have been made available to all employees. They are available in shared supply areas, in City vehicles, and sanitation kits have been placed in meeting rooms. Cleaning supplies and shared PPE (disposable masks and gloves) are not to be taken home.

Pandemic Leave

North St. Paul has implemented leave policies that encourages workers to stay at home when they are sick or when required by a health care provider to isolate or quarantine themselves.

- Last year, for COVID-19 related absences, an emergency leave program was established for all eligible employees. Under this program, all regular full-time employees were eligible for a~~n~~ one-time 80-hour bank of leave time (prorated for regular part-time employees) for sick use. This leave is a separate type of leave, above and beyond normal accrued leave. This leave ~~cannot be carried over to the next calendar year and~~ will not be paid out if an employee terminates employment before the leave is utilized and can be eliminated at any time. Employees hired prior to January 1, 2021 may utilize any remaining balance. Employees hired after January 1, 2021 will be eligible for an 80-hour bank of leave time (prorated for regular part-time employees) for sick use. To use this time:
    - Must be used for employee illness only per the “Employees Fully Vaccinated Against COVID-19” or “Employees Not Fully Vaccinated Against COVID-19” sections (Sections) identified earlier.
    - Must notify their supervisor and identify what criteria they meet per the Sections.
    - Must follow the Sections guidelines.
    - Must code eligible time to C19 – Pandemic Leave.
    - This goes into effect October 1, 2021, payroll time adjustment may be made for sick leave meeting the criteria and with the employee’s supervisor’s approval.

- No prior usage before October 1, 2021 will be considered for a sick time adjustment.

- Employees may also utilize normal accrued leave banks if necessary. If an employee does not have enough leave time for a COVID-19 related absence, they will be allowed to run into a negative leave balance, not to exceed 80 hours, and still be paid at their regular wage. Employees will not be allowed to take additional leave time until their negative balance has been earned back through the normal accrual process except as may be required by state or federal law. This one-time exception only applies to COVID-19 related absences. If a negative balance exists at the time of termination, an employee must pay the City back at the time of the final check or the money owed will be deducted if sufficient funds exist in their final check.

- Regular employees also have FMLA options, as well as short and long-term disability coverage. For options on these types of leave, please contact Human Resources. (ext.72420).

- This policy will terminate upon the end of the COVID pandemic or earlier upon City Council approval.

COVID-19 OPERATIONAL POLICY

City of North St. Paul

Adopted on __________, 2021

The City of North St. Paul is committed to providing a safe and healthy workplace for all our employees and residents. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 preparedness policies in response to the COVID-19 pandemic. All employees are responsible for adhering to these policies. The goal is to mitigate the potential transmission of COVID-19 in our workplace and community, and that requires full cooperation from our employees. These policies follow guidance developed by the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health.

1. All employees should familiarize themselves with the common symptoms of COVID-19 and monitor for those. If any symptoms should develop, employees should stay home, notify their supervisor, and contact their health care provider to seek testing.
2. All employees are highly recommended to get vaccinated, employees will be allowed to use work time to get vaccinations.
3. All employees are highly recommended to wear a mask in public indoor settings in areas of substantial or high transmission.
4. All employees should be welcomed to wear a mask regardless of level of transmission, particularly if individuals are at increased risk or have someone in their household who is at increased risk of severe disease or not fully vaccinated.
5. All employees are to stay at least six feet apart whenever possible, regardless of if masks are being worn. If physical distancing is not possible, employees should limit the time of the contact and avoid any physical contact.

If employees are ill or exhibiting COVID-19 symptoms, they should stay home and notify their supervisor immediately. Employees should self-isolate at home and consult with their doctor and/or the CDC symptom checker for recommended guidance.

Employees Fully Vaccinated Against COVID-19

1. You have been in close contact with someone who tested positive for COVID-19 – DO NOT FEEL SICK OR HAVE SYMPTOMS
    a. You do not need to quarantine if **BOTH** of the following are true:
        i. The COVID-19 exposure was at least 14 days after the vaccination series was fully completed.
        ii. You do not currently have any symptoms of COVID-19.
    b. You can continue working in office provided that you wear a mask in public, indoor settings for 14 days following exposure or until your test result is negative.
    c. You should get tested three to five days after you were close to a person with COVID-19.
    d. If you have tested positive for COVID-19 but do not have symptoms, you must still stay home and away from others for 10 days.

    e. If you have tested positive for COVID-19 within the past three months and do not feel sick, you do **not** need to get tested after close contact with a person with COVID-19.
2. You feel sick or have symptoms
    a. Stay home.
    b. Get tested immediately.
    c. Stay home until all three of these things are true:
        i. You feel better. Your cough, shortness of breath, or other symptoms are better.
        and
        ii. It has been 10 days since you first felt sick.
        and
        iii. You have had no fever for at least 24 hours, without using medicine that lowers fevers.

Employees Not Fully Vaccinated Against COVID-19

1. You have been in close contact with someone who tested positive for COVID-19
    a. Stay home.
    b. Get tested immediately.
        - If the test is negative, test again three to five days after the last time you were close to the person with COVID-19.
        - Stay home and away from others.
        - If both tests are negative you can return to work.
    c. If you have tested positive for COVID-19 within the past three months and do not feel sick, you do **not** need to get tested after close contact with a person with COVID-19 and may continue working.
2. You feel sick or have symptoms
    a. Stay home.
    b. Get tested.
    c. If you have symptoms of COVID-19, stay home until all three of these things are true:
        i. You feel better. Your cough, shortness of breath, or other symptoms are better.
        and
        ii. It has been 10 days since you first felt sick.
        and
        iii. You have had no fever for at least 24 hours, without using medicine that lowers fevers

Employees should seek medical advice from their healthcare provider to address their specific health concerns.

Employees should be advised that this policy is subject to change as the CDC and MDH update their guidance. This guidance often changes as the scientific community learns more about COVID-19. Employees are encouraged to discuss any questions or concerns about this policy with their supervisor.

Workplace Exposure

The City of North St. Paul has a duty to provide a safe workplace under Federal OSHA laws. The CDC advises that if an employee is confirmed to have COVID-19, and the City is aware of the confirmed COVID-19 diagnosis, then the City should inform fellow employees of their possible exposure to COVID-19 in the workplace, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Under the ADA, the City is required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.

As part of the notification process, the City of North St. Paul will attempt to determine which, if any, employees were exposed to COVID-19 through a review of the affected employee's work schedule and location(s) to determine with whom the employee may have interacted. Additionally, the City may request the employee to provide a list of others with whom they have had close contact with in work settings during the last 14 days if they are confirmed to have COVID-19.

Notification protocols are as follows:

- Notifications will occur under these circumstances:
    - Employee is symptomatic of COVID-19 and/or has been directed to self-quarantine by a health care provider
    - Employee has tested positive for or has been otherwise diagnosed with COVID-19 by a health care provider
    - Employee has been directed to self-quarantine due to someone in their household testing positive for or has been otherwise diagnosed with COVID-19 by a health care provider

- Notifications will not occur if:
    - Employee has been exposed to someone who has tested positive or been otherwise diagnosed with COVID-19 (outside of their household) and does not have symptoms
    - Employee has been exposed to a potential positive (not confirmed) case of COVID-19

Workplace Accommodations

North St. Paul will make a good faith effort to accommodate workers with underlying medical conditions, or who have household members with underlying health conditions. Each situation will need to be addressed individually, and will require approval by the Department Head and

City Manager. Accommodations may be made to the extent they are reasonable and available, and could include:

- Remote schedule – this may not be available to all employees as not all positions are able to work remotely. Also, even if remote work is available, it may not be allowed if it creates issues in providing quality customer service or problems with public accessibility to services or facilities. If remote work is performed, the employee and their direct supervisor need to formulate a written plan to ensure productivity and accountability, and include measurable performance standards and check-in timeframes.

- If space and equipment allows, it may be possible for employees to report to work in a closed office/room/vehicle in order to isolate themselves from other employees and the public for most of the work day. This may include modifications to existing work spaces.

- In the event a form of isolation is not feasible, cleaning supplies and personal protective equipment (PPE) have been made available to all employees. They are available in shared supply areas, in City vehicles, and sanitation kits have been placed in meeting rooms. Cleaning supplies and shared PPE (disposable masks and gloves) are not to be taken home.

Pandemic Leave

North St. Paul has implemented leave policies that encourages workers to stay at home when they are sick or when required by a health care provider to isolate or quarantine themselves.

- Last year, for COVID-19 related absences, an emergency leave program was established for all eligible employees. Under this program, all regular full-time employees were eligible for a one-time 80-hour bank of leave time (prorated for regular part-time employees) for sick use. This leave is a separate type of leave, above and beyond normal accrued leave. This leave will not be paid out if an employee terminates employment before the leave is utilized and can be eliminated at any time. Employees hired prior to January 1, 2021 may utilize any remaining balance. Employees hired after January 1, 2021 will be eligible for an 80-hour bank of leave time (prorated for regular part-time employees) for sick use. To use this time:
  - Must be used for employee illness only per the “Employees Fully Vaccinated Against COVID-19” or “Employees Not Fully Vaccinated Against COVID-19” sections (Sections) identified earlier.
  - Must notify their supervisor and identify what criteria they meet per the Sections.
  - Must follow the Sections guidelines.
  - Must code eligible time to C19 – Pandemic Leave.
  - This goes into effect October 1, 2021, payroll time adjustment may be made for sick leave meeting the criteria and with the employee’s supervisor’s approval.
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- Regular employees also have FMLA options, as well as short and long-term disability coverage. For options on these types of leave, please contact Human Resources. (ext.72420).

- This policy will terminate upon the end of the COVID pandemic or earlier upon City Council approval.

CITY OF NORTH ST. PAUL

RESOLUTION NO. <u>2021-XXX</u>

RESOLUTION APPROVING A COVID-19 OPERATIONAL POLICY

WHEREAS, the City of North St. Paul is committed to providing a safe and healthy workplace for all our employees and residents; and

WHEREAS, the COVID-19 pandemic has not ended and still poses risks to our employees and residents; and

WHEREAS, the City of North St. Paul has develop a COVID-19 Operational Policy with the goal to mitigate the potential transmission of COVID-19 in our workplace and community; and

WHEREAS, a written policy defines the expectations of the City Council regarding operations during COVID-19 and provides clear direction to City Staff; and

WHEREAS, the proposed new policy reflects the City's high standards for community responsibility.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North St. Paul hereby adopts the COVID-19 Operational Policy.

ADOPTED this 26th day of October, 2021.

Motion by Council Member

Second by Council Member

Voting: Aye:
Nay:
Abstain:
Absent:

____
Terrence J. Furlong, Mayor

Attest:

____
Brian Frandle, Interim City Manager/Clerk

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	October 26, 2021

Agenda Placement # VI.C

City Business Action Items & Recommendations

Subject

Purchasing Policy

Background/Facts

On October 19, 2021, staff presented an updated purchasing policy to the City Council. The changes to the policy addressed recommendations by the City's independent auditors, Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR) to include the following in our Purchasing Policy:

- All increases to the contract price, whether through change orders or otherwise, be approved by the City Council; and
- When the City Council approves an increase to a contract price, also consider requiring additional contractor's bonds, and votes to require or waive such bonds.

In addition, City Council, City Attorney, auditors, and staff made additional recommendations to address the following:

- Align with state and federal purchasing law.
- Increase controls and accountability.
- Emphasize only authorized City personnel could make purchases on City accounts.

Attached you will find a redlined and clean version of the purchasing policy.

Recommendation:

It is recommended that the City Council adopt the Revised Purchasing Policy.

Attachments

1. Purchasing Policy - Redlined 10.26.21
2. Purchasing Policy - Clean Version 10.26.21
3. Res 2021-xxx Purchasing Policy Resolution

Respectfully submitted,
Daniel Winek, Finance Director

NORTH
ST.PAUL
extraordinary.

PURCHASING POLICY

City of North St. Paul

Adopted on August 4, 2020
Amended on ~~June~~ October 26, 2021

216348v2

Purpose

In order to have consistency and uniformity in the purchasing practices of the City, it is essential for those authorized to purchase goods or services to have a clear understanding of the purchasing policy and ~~the~~ its requirements ~~thereof~~.

The following information is intended to serve as a guide for purchasing practices.

This purchasing policy was created to:

- Clarify and reconcile the complex requirements of state and federal purchasing law, various departmental procedures, and the f~~F~~inance d~~D~~epartment processes.
- Provide a comprehensive resource book for staff to be effective and efficient when making purchases.
- Standardize purchasing and payment methods to expedite the purchasing process.
- Assure the City Council and City Manager that adequate controls over purchasing are well established and adhered to.

The standards in this policy are minimum standards to ensure fiscal responsibility. Departments may set more restrictive procedures to meet their own budgetary accountability.

Quick Reference Guide

Value of Purchase	Quotations Needed	Payment Request Options	Approvals Needed Prior to Purchasing	
Less than $2,000	Pursue an open~~-~~-m~~M~~arket best price purchase	Credit Card Charge Account Check Request	Department Finance City Manager City Council	X
$2,000-$9,999	Pursue an open~~-~~-m~~M~~arket best price purchase	Check Request	Department Finance City Manager City Council	X
$10,000-$~~19,999~~25,000	Two w~~W~~ritten q~~Q~~uotes or RFPs, when possible, Otherwise pursue an open market best purchase.	Check Request	Department Finance City Manager City Council	X X X
$2~~0~~5,001~~0~~-$174,999	Two w~~W~~ritten q~~Q~~uotes or RFPs, when possible. Otherwise pursue an open market best purchase.	Check Request	Department Finance City Manager City Council	X X X X
Greater than $175,000	Sealed Bids	Check Request	Department Finance City Manager City Council	X X X X

Notes:

- If a cooperative purchasing agreement is in place, quotations are not needed.
- All purchases must be approved as part of the annual budget or within the Capital Improvement Program. The level of budgetary controls more restrictive than this policy are ~~is~~ established at the department level. Expenditures for departments that exceed appropriations are not authorized unless additional revenue sources, unspent appropriations, or fund balances are identified and available.
- Departments are responsible for collection and retention of all bids, quotes, and cooperative purchasing agreements used in the purchasing process.
- As a P~~p~~lan B ~~c~~City, State Statute 421.691 designates the manager shall be the chief purchasing agent of the C~~c~~ity. ~~All purchases for the city and all contracts shall be made or let by the manager when the amount of the purchase or contract does not exceed $20,000 unless a lower limit is provided by the city council; but a~~All ~~claims~~ purchases ~~resulting therefrom~~no matter the amount are subject to ~~shall be~~ ~~audited and~~audit and approval~~ed~~ by the C~~c~~ouncil as provided in Minn. Stat. §~~section~~ 412.271. ~~All other p~~Purchases ~~shall be made and all other contracts let by the~~and contracts totaling more than $25,000 must be authorized by council ~~after the recommendation of the manager has first been obtained~~.
- Purchasing procedures for federal grants are outlined in Appendix C.
- ~~All subsequent increases to the contract price (change orders, amendments) are to be approved in accordance with the Quick Reference Guide outlined on page 2 for the total contract price (original plus subsequent increases). This may result in additional required approvals or quotations needed. For contracts that were originally over $175,000, increases to contract price must be brought to City Council for consideration and approval, the sealed bid process does not need to be repeated.~~
- For any purchases that have subsequent increases in cost (i.e. change orders), the increases are to be approved in accordance with the Quick Reference Guide outlined on page 2 for the total contract price (original plus subsequent increases). This may result in additional required approvals or quotations needed. For contracts that were originally less than $10,000 but then later is increased above $10,000 but below $25,000 the City must solicit at least two quotes for the remaining work, when possible.
- Subsequent increases to the contract price (change orders, amendments) are ~~to be for~~only allowed for items consistent with the specifications of the original contract. If the increases are not in the specifications of the original contract, the contractor or employee must include detailed reasoning for ~~their~~ its inclusion, and the approval level, per the Quick Reference Guide on page 2, and must consider obtaining additional quotes, sealed bids, or request for proposals~~RFPs~~ for these increases.

Public Purpose Expenditures

City funds must not be used for expenditures that have not been authorized in the adopted budget. All expenditures must be made by City employees and ~~made by City employees using City funds~~ must be for a public purpose. An expenditure is made for a public purpose if it meets all of the following criteria:

- It will benefit the community as a body;
- It is directly related to functions of government; and
- It does not have as its primary objective the benefit of a private interest.

Guidelines Regarding Certain Employee Expenditures

To ensure City funds are only used for public purposes in regard to certain employee expenditures, City employees must observe the following guidelines:

- Expenses Related to Work Assignments
    - The City may pay reasonable expenses directly related to the performance of an official City activity including expenses for travel, lodging, meals, and ~~appropriate~~ incidental expenses that are directly related to the performance of an employee's official job duties for the City.
- Employee Safety Programs
    - The City may pay reasonable expenses directly related to the operation of an employee safety program when the program is required by law or the benefit of the program is clearly demonstrated and a written outline of the program is approved by the City Council.
- Employee Training and Development Programs
    - The City may pay reasonable registration, tuition, and travel expenses for a conference, seminar, workshop, or similar employee training (internal or external) or development opportunity when it is directly related to the performance of the employee's official job duties for the City.
    - All training and travel, budgeted or unbudgeted, must be pre-approved by a department head or the City ~~m~~Manager.

- Employee Wellness and Recognition Programs
    - The City may pay reasonable expenses related to employee wellness and recognition programs, including non-monetary service awards to recognize employee performance and length of service. Any such program shall be outlined in writing and approved by the City Council. A program primarily of a social nature, however, does not qualify. Further, the City shall not pay for spouses or third parties to attend any wellness or recognition event.
- Meals and Refreshments
    - The City may pay reasonable meal and refreshment expenses when the meals or refreshments are provided as part of one of the following:
        - ~~As part of~~ a structured agenda of a conference, workshop, seminar or meeting when the employee is authorized by the City to attend and the topic relates to the official business of the City;~~.~~
        - ~~As part of~~ a City sponsored meeting, conference, or workshop when the employee is required by the City to attend and the majority of the participants are not City employees;~~.~~
        - ~~As part of~~ a City-sponsored event where registration fees are charged and the majority of the participants are not City employees;~~.~~
        - ~~During~~ an official meeting of the City Council or any official meetings of City Council committees, task forces, work group, or advisory committees, provided the provision of meals or refreshments is necessary to sustain the flow of the meeting and to assist the participation of the attendees;~~.~~ or
        - ~~As part of~~ a ~~formal~~ City or department-wide staff meeting ~~that consists primarily of City employees~~ when the meals or refreshments are an integral part of the formal meeting or training and are necessary to sustain the flow of the meeting, to retain the captive audience, and to assist the participation of those employees and attendees.~~, but only if the meeting is a City or department-wide staff meeting for all City or department employees, as applicable~~.

Prohibited Expenditures

Following is a list of specifically prohibited expenditures. Note this is not a complete listing.

Alcoholic Beverages	Dues to Social Clubs
Personal Purchases	Greeting/Sympathy cards
Pictures, Artwork, Décor	Employee Parties (including holiday parties)[1]
Gifts of any kind	Refreshments for Routine Meetings[2]
Holiday Decorations	Entertainment
Decorations for office	Contributions or Donations
Flowers (not for public purpose)	Lobbying

Cooperative Purchasing

The City may increase savings from bulk discounts by making purchases jointly with one or more governmental units through joint powers agreements. Under these programs, several governmental units can enter into an agreement to authorize one party to solicit bids and provide for the purchase at the option of each participating governmental unit. Once the governmental units agree on the specifications of the item, one party may advertise for bids on behalf of all the parties that participate in the agreement. Rather than specify a number of items, the advertising participant will advertise for a range of quantities estimated for the entire group. Each participating unit can make the final decision on whether to purchase the items from the successful bidder.

Emergency Purchases

Emergency situations may arise where the normal purchasing process cannot be followed for the procurement of goods and services. Emergency purchases are those made by department heads where an immediate purchase is ~~necessary~~ essential to correct a situation, which would adversely affect the life, health, or safety of the citizens.

Whenever possible the current purchasing policies and procedures should be followed even when an emergency is declared, but as described above if the emergency requires speedy action essential to the health, safety, and welfare of the community and if there has been an emergency declaration, the standard purchasing policies and procedures can be waived in accordance with Minnesota Statute §12.37.

Every effort shall be made to contact the City Manager whether the emergency occurs during or after normal working hours. On the next business day, such emergency shall be documented with the City Manager ~~&~~ and Finance Director.

In the event of a prolonged emergency, Minnesota Statute §12.29 gives the Mayor the authority to declare a local emergency for up to three days, which period may be extended by the City Council. During such an emergency, if authorized by City Council, the City is not required to use the typically mandated procedures for purchasing and contracts. During that time, the governing body may waive compliance with the prescribed purchasing guidelines, including compliance with Minnesota Statute §471.345, Uniform Municipal Contracting Law.

Either after the emergency or periodically during the emergency, the City Manager will submit a written report detailing the emergency and the nature of emergency purchases that were not compliant with the typical purchasing process to be approved by the City Council.

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[1] This item does not prohibit employee recognition and wellness programming.

[2] This item does not prohibit refreshments otherwise allowed under the "Meals and Refreshments" section on page 5 of this policy.

Preapproved Purchases

The City Council has pre-approved payment for items such as utility accounts and payroll transfers that occur in the normal course of business even though they may exceed $20,000. These are contractual accounts for services that are approved as part of the budget process. The exceptions that fall under this situation include:

- Utility Bills (fuel, natural gas, telephone)
- Metropolitan Council Environmental Services
- Fringe benefits and other payroll related items
- Investments
- Liability insurance
- Refuse hauler and tipping fees
- Automotive gasoline and diesel fuel
- Professional services under contract approval by the City Council
- Copier Leases
- Mandated licenses, permits, and fees to the State and Federal Government
- Electric wholesaler
- Fiber Optic wholesaler
- Debt Service Payments as listed in the Debt Service Schedule in bond documents

Decentralized Purchasing

The City of North St. Paul has a "decentralized" purchasing program where individual departments are responsible for making their own purchases. There are a few exceptions including State Bid vehicles and other similar state or cooperative purchasing agreements. All other purchases should follow the rules below:

- Determine the need for commodities or services.
- Research the cost of the purchase and determine proper purchasing alternative.
- Determine the appropriate account coding and whether there are sufficient funds available in that budget line item.
- Follow the quick reference matrix to determine preapproval process. If bids or~~/~~ quotes are required, ensure these are included with the preapproval process.
- Make sure all approvals are obtained prior to purchasing.
- Upon receipt of the invoice, make sure all goods or services have been received and are in satisfactory condition prior to paying the invoice.
- Code and approve the invoice for processing.
- Accounts payable listing is approved by City Council.
- Payment is made by the Finance Department.

Local Vendors

City employees will make every effort to purchase goods and services from local vendors and award purchases to those vendors when cost effective. This can be accomplished by insuring that local and state vendors who have goods or services available are included in the competitive shopping process that will precede most purchases.

Ethics / Relations with Vendors

The City of North St. Paul holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the City's procurement system~~,~~ and encourage open and free competition among prospective suppliers. In keeping with these~~is~~ values, employees ~~should~~ must avoid the following practices when making purchases on behalf of the City:

- Circumventing competitive bidding requirements – Examples include but are not limited to:
  - Splitting purchases so that they can be made through several small purchases
  - Using the emergency procedure process when no true emergency exists
  - Using a "sole source" exemption when competition is available
- Denying one or more vendors the opportunity to bid on a contract – Examples include but are not limited to:
  - Using ~~unnecessarily~~ overly-restrictive specifications
  - Pre-qualifying bidders on a discriminatory basis
  - Removing companies from a bidders list without just cause
  - Requiring unnecessarily high bonding
- Giving favored vendors an unfair advantage – Examples include but are not limited to:
  - Providing vendors with information regarding their competition's offers in advance of a bid opening
  - Making information available to favored vendors and not to others
  - Giving un-favored vendors inaccurate or misleading information
- Accepting gifts from vendors
  - Minnesota Statutes §471.895 prohibits government employees from receiving gifts except where they are included as part of the cost of a product, good, or service provided.
- Receiving any remun~~num~~eration (~~including~~ i.e.~~any~~ kickback, bribe, or rebate) directly or indirectly, overtly or covertly, in cash or in kind, in return for the City recommending, purchasing, leasing, ordering, or arranging ~~(or recommending any of those)~~ a service or purchase of goods.
  - ~~City employees should avoid using City vendors for personal purchases. If not avoidable, consider disclosing the personal purchases to ensure no conflict of interest arises.~~

~~Training & Travel~~

- ~~All training and travel, budgeted or unbudgeted, must be pre-approved by the City manager.~~

Charge Accounts

The City may open charge accounts with vendors regularly used. Charges on charge accounts are limited to purchases under $2,000 per the Quick Reference Guide on page 2. The use of charge accounts ~~by City employees for City business is an authorized payment method, and~~is not a method of creating debt, therefore all balances shall be paid off on a monthly basis without delinquency fees or finance charges. Failure to avoid finance fees will require the discontinued use of the charge account.

The City will provide individual ~~V~~vendors with~~are required to keep~~ a list of approved city employees who may use ~~for~~ charge accounts. These approved lists are to be updated by department heads for any changes in employment and reviewed annually. Only City employees are allowed to use ~~City~~ charge accounts.

Credit Cards

- See Appendix A and Attachments A.1, A.2~~B~~, ~~&~~ A.3, and A.4 ~~C~~

State of Minnesota Bid, Quote, and Contract Laws

- See Appendix B

Federal Grant Procurement Requirements

- See Appendix C

Single/Sole Source Justification Form

- **See Appendix D**

Professional / Technical Contract Single Source Procurement

- See ~~Attachment~~ ~~Exhibit~~Appendix E~~D~~

Appendix A:

Credit Cards

The City has the authority to make purchases using credit cards under Minnesota Statute §471.382. The use of credit cards ~~(purchasing cards)~~ by staff for City business ~~is an authorized payment method, and~~ is not a method of creating debt, therefore all credit card balances shall be paid off on a monthly basis without delinquency fees or finance charges. Failure to avoid finance fees will require the discontinued use of the ~~respective credit account~~credit card. These~~is~~ guidelines are ~~is~~ intended to protect the City and the employee~~that an employee neither gain nor lose financially from the use of credit cards~~. All employees entrusted with a credit card shall be responsible for complying with these directives.

Authorized Employees

The ~~City Manager~~Finance Director ~~has delegated himself as the~~is the Chief Financial Officer of the City in the eyes of ~~City CFO with~~ the bank. So, the ~~Manager~~Finance Director ~~and~~ is the only individual with the authority to assign, remove, or modify users and account balances for the City credit card program. ~~All cards authorized to e~~Employees authorized to use a credit card must sign a~~n~~ Credit Card User Agreement, Attachment A.1, ~~affidavit~~ noting card policy, procedures for use, and card holder responsibility. To request a credit card, the Credit Card Request Form, Attachment A.2, must be completed and sent to the Finance Director. The ~~City Manager~~Finance Director will maintain a listing of accounts, limits, and personnel authorized to purchase with the respective credit cards. Credit cards must ~~will~~ be kept in a secure location ~~by employees~~ when not in use. Only City employees are authorized to use City purchasing cards. Attachment A.3~~C~~, Credit Card Purchase Request Form, must be filled out for each purchase made on a purchasing card.

The only person entitled to use a purchasing card is the person whose name appears on the face of the card. If the situation arises that the cardholder must lend the purchasing card to another City employee, a form must be filled out for each transaction including signed approval by the cardholder and signed acknowledgement of purchasing policy by the employee ~~lent~~ who used the card. See Attachment A.3~~C~~ for a copy of~~n example of~~ th~~is form~~e Credit Card Purchase Request Form. ~~Do not lend the Purchasing Card to another person. Providing the card to anyone other than the cardholder is prohibited.~~

Suppliers

The ~~Purchasing~~ credit c~~C~~ard is a Visa Card product. Any supplier or merchant who accepts Visa Card can accept the ~~Purchasing C~~credit card.

Lost or Stolen Cards

Cardholder employees must ~~K~~keep the ~~Purchasing C~~credit card in a secure location. ~~It~~ When in use the card ~~needs~~ must only~~to~~ be accessible ~~only~~ to the cardholder. If the ~~Purchasing C~~credit card is lost or stolen the cardholding employee must~~,~~ notify Customer Service immediately at the 24-hour telephone number (1-866-552-8855)~~,~~ and call the ~~City Manager~~Finance Director. The card will be closed and monitored. A new card will be issued if necessary.

Authorized Purchases

Credit cards must not be used for expenditures that have not been authorized in the adopted budget. Since use of the ~~purchasing~~ credit card is restricted to purchases for the City, no ~~personal~~ non-city use is permitted and all purchases must be for a public purpose. State Statute provides that if officers and employees make purchases for the City that are not authorized by the City Council, they become personally liable for the amount of the purchase.

State Statute provides that claims presented for payment must be in writing and itemized. Department heads will be responsible for ensuring receipts and invoices meet this requirement and provide them to the finance department for prompt payment of the credit card statement.

Monthly Statements

Monthly statements will be sent to ~~the main account holder/~~department heads. Detailed receipts along with general ledger coding must be provided to the finance department by the 15th day of each month.

Detailed Receipts

- Any items that do not have a receipt must have a Missing Receipt Affidavit (Attachment A.4) completed or it will be the personal responsibility of the card user.
- Missing R~~r~~eceipt A~~a~~ffidavits must be signed by both the employee and department head with a complete explanation of the expense and the reason for the missing receipt.~~;~~
- Failure to submit a receipt for a purchase or failure to complete a missing receipt affidavit will result in disciplinary action up to and including termination of employment.

Loss of Privileges

Failure to comply with the requirements of this policy will result in immediate revocation of ~~Purchasing C~~credit card privileges. Here is a non-exclusive list of violations of this policy~~if any of the following occur~~:

- Splitting of charges to avoid the single purchase dollar limit.
- Lending the card to ~~another employee~~a non-employee for use.
- Lending the card to another employee for use without completing the Credit Card Purchase Request Form – Attachment A.3.
- Failure to submit itemized receipts or a missing receipt affidavit by the 15th day of each month.
- Fraud or ~~misuse~~ using the credit card for personal benefit.
- ~~Termination of Employment with the City~~

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Credit Card User Agreement

I agree to the following regarding the use of the Credit Card Policy:

1. I understand that I am making financial commitments on behalf of the City of North St. Paul and will strive to obtain the best value for the City.

2. I understand that under no circumstances will I use the credit card to make ~~personal~~ non-city business purchases, whether for myself or for others.

3. I understand the use of the credit card to obtain cash is expressly prohibited.

4. I have been given a copy of the Purchasing Policy, which I have read and understand the requirements for credit card use.

~~4.~~5. I understand that the credit card must only be used for expenditures that have been authorized in the adopted budget.

~~5.~~6. I will follow the established procedures for use of the credit card. Failure to do so may result in either loss of privileges or other disciplinary actions, including termination of my employment.

~~6.~~7. I agree that should I willfully violate the terms of this agreement, I will reimburse the City of North St. Paul for all incurred charges and any fees related to the collection of those charges.

~~7.~~8. I understand that any fees or interest charged by the card company because of late payments due to untimely submission of record to the Finance Department will be my responsibility and will not be paid from City funds.

____
Employee Name (Print)

____
Employee Signature

____
Date

Credit Card Request Form

To: ~~City Manager~~Finance Director

From:___________________________________
(Department Head)

Re: Request for Credit Card

The following employee is authorized to be issued a City of North St. Paul Credit Card for the department indicated. The employee is fully aware of the Credit Card Policy and has provided a signed Credit Card User Agreement form.

Full Name (print):____

Signature:____

Title:____

Department:____

Single Purchase Limit:____

30-Day Purchase Limit:____

I have read the City of North St. Paul Credit Card Use Policy and I understand the responsibility of purchasing services and supplies using the City of North St. Paul Credit Card Program. I agree to abide by the policy for the use of a credit card. I also understand that misuse of the card can result in disciplinary action or may be cause for dismissal.

____ ____________________
Signature of the Employee Date

____ ____________________
Signature of the Department Head Date

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City of North St. Paul
Credit Card Purchase Request Form
For Purchases Under $2,000

Fund/Department	Requestor	Date	Card # (Last 4 Digits)

I Acknowledge Having Read the Purchasing Policy (Please Sign):

Vendor	
Vendor Address	

For Product or Supplies Purchases				
Product	**Quantity**	**Product Description**	**Price Each**	**Total Price**

For Registrations of Conferences / Meetings / Trainings		
Name of Attendee	**Date of Conf/Mtg**	**Location**

Business Purpose of Each Product or Registration:	
Is the Purchase Budgeted: ☐ Yes ☐ No	**Account Codes:**

If Requestor Does Not Match the Cardholder		
Name on Credit Card	**Date Card Taken**	**Date Card Returned**
Cardholder Approval		

Department Head or City Manager Approval	Date

Attachment A.4

City of North St. Paul
Credit Card Missing Receipt
Affidavit

This is to certify that on__________________________ 20________________________________

I paid the sum of $_______________for____

____

Vendor's Name____

Vendor's Address____

____

ITEMS COST

____________________________________ _______________________

____________________________________ _______________________

____________________________________ _______________________

____________________________________ _______________________

____________________________________ _______________________

____________________________________ _______________________

TOTAL COST _________________________

I further certify that the *itemized receipt* for this payment has been lost or was not received from the vendor and that this statement is given in lieu of that itemized receipt to document the expenditure.

I certify that the expenditure incurred was solely for the benefit of the City of North St. Paul. I also certify that information identified above is valid and accurate.

SIGNED_________________________

PRINTED NAME_________________________

APPROVED FOR EXPENDITURE: _________________________________

DEPARTMENT HEAD _______________________________

Appendix B:

State of Minnesota Bid, Quote, and Contract Requirements

The Uniform Municipal Contracting Law, Minn.~~esota State~~ Stat.~~ute~~ §~~Section~~ 471.345 sets out procedures that cities must follow for contracts to sell, purchase, or rent supplies, materials, or equipment, or to construct, alter, repair, or maintain real or personal property. The estimated amount of the contract dictates which procedures ~~to follow depend on the estimated amount of the contract~~apply. Of course, estimates should be reasonable. ***For example, if a city asks for quotations because it estimates the value of a contract will be below the bid threshold but all of the quotations are ~~substantially~~ over the threshold, the city should solicit formal bids.***

Contracts estimated to have a value over $175,000 must be made by sealed bids, solicited by public notice, and awarded to the lowest responsible bidder. Bids should be retained for the period specified in the City's records retention schedule.

The requirement that the successful bidder be "responsible" protects cities from having to choose unqualified or unscrupulous low bidders. It allows a city council to consider factors such as the bidder's financial responsibility, integrity, skill and ability, and the likelihood that the bidder will do satisfactory work. A city can even include evaluation criteria for "responsible" bidders in the bid specifications.

The Minnesota state statute above deems that contracts estimated to be worth more than $25,000, up to $175,000, can be made either by sealed bids or by direct negotiation based on quotations. ~~Per this policy, City Council has chosen to be more restrictive and reduced this threshold to $20,000 and will be noted as such through the rest of this document.~~keep the statutory limit at $25,000 ~~Project managers~~Departments with a purchase between ~~Two or more quotes must be obtained~~ $25,000 and ~~to~~ $175,000 should solicit two written quotes or RFPs, when possible. ~~additional bids, if possible.~~ All quotes and proposals received~~, and the quotations~~ must be kept on file for at least 18 months. *Each ~~D~~department is responsible for managing these records*.

Contracts with estimated values of $25~~20~~,000 or less may be made either upon quotation or in the open market. If quotations are used, at least two quotations must be obtained if practicable, and the quotations must be kept on file for at least 18 months.

~~For any approved purchases that have subsequent increases in cost (i.e. change orders), the increases are to be approved in accordance with the Quick Reference Guide outlined on page 2 for the total contract price (original plus subsequent increases). This may result in additional required approvals or quotations needed. For contracts that were originally over $175,000, increases to contract price must be brought to City Council for consideration and approval, the sealed bid process does not need to be repeated.~~

Increases to contracted prices must be consistent with the specifications of the original contract. If the increases are not in the specifications of the original contract, the requested increases must include detailed reasoning for their inclusion, and those approving such increases must consider obtaining additional quotes, sealed bids, or RFPs for these increases depending on the levels outlined in the Quick Reference Guide on page 2.

"Best Value" Procurement Alternative

In 2007, the Minnesota Legislature authorized cities and other government entities to use a "best value" procurement process for "construction, building, alteration, improvement, or repair contracts." ~~This alternative process is being phased in for various types of local governmental entities. For cities, counties and large school districts, best value procurement became available on July 1, 2007.~~

Best value procurement is a process based on competitive proposals (as an alternative to bids) that awards the contract to "the vendor or contractor offering the best value, taking into account the specifications of the request for proposals, the price, and performance criteria as set forth in Minn. Stat. § 16C.02, subd. 4a and described in the solicitation document."

The price and performance criteria mentioned in the previous paragraph may include, but are not limited to:

(1) the quality of the vendor's or contractor's performance on previous projects;
(2) the timeliness of the vendor's or contractor's performance on previous projects;
(3) the level of customer satisfaction with the vendor's or contractor's performance on previous projects;
(4) the vendor's or contractor's record of performing previous projects on budget and ability to minimize cost overruns;
(5) the vendor's or contractor's ability to minimize change orders;
(6) the vendor's or contractor's ability to prepare appropriate project plans;
(7) the vendor's or contractors technical capacities;
(8) the individual qualifications of the contractor's key personnel; or
(9) the vendor's or contractor's ability to assess and minimize risks.

"Performance on previous projects" does not include the exercise or assertion of a person's legal rights.

The solicitation document must state the relative weight of price and other selection criteria. The award must be made to the vendor or contractor offering the best value applying the weighted selection criteria. If an interview of the vendor's or contractor's personnel is one of the selection criteria, the relative weight of the interview must be stated in the solicitation document and applied accordingly.

Notice of Solicitation of Bids

The notice that bids are being solicited must be published once in the City's official newspaper at least ten days before the last day for the submission of bids. As an alternative to publishing the notice in a newspaper, a city may put the bid notice on its website or in a recognized industry trade journal if certain steps (described below) are followed. Additional public notice and hearing requirements for public improvements ordered and specially assessed are provided in Minn. Stat. Chapter 429.

Alternative Dissemination of Bids and Requests for Proposals

As an alternative to publishing them in a newspaper, a city may post solicitations of bids, requests for information or requests for proposals by using a website or recognized industry trade journals. Printed and digital publications and websites that contain building and construction news of interest to contractors in Minnesota or that publish project advertisements or bids for review by contractors or potential bidders in the regular course of business are "recognized industry trade journals." The City must simultaneously publish, either in minutes or separately in a notice published in the official newspaper, a description of all solicitations or requests so distributed, along with the means by which the publication occurred. The publication by alternative means must be in substantially the same format and for the same period of time as a publication in a qualified newspaper.

For the first six months after the political subdivision designates an alternative means of publication, it must continue to publish solicitations of bids, requests for information, and requests for proposals in the official newspaper in addition to the alternative method. The publication in the official newspaper must indicate where to find the designated alternative methods.

If, in the normal course of its business, a qualified newspaper maintains a website, then as a condition of accepting and publishing public notices, the newspaper must agree to post all the notices on its website during the notice's full publication period.

Electronic Bidding

Municipalities now have authority for the following procedures related to purchases and sales:

1. Reverse Auction Purchases—Minn. Stat. § 471.345, subd. 16

   i. municipality may contract to purchase supplies, materials, and equipment (but not services),

   ii. using an electronic purchasing process in which vendors compete to provide the supplies, materials, or equipment at the lowest price in an open and interactive environment.

2. Electronic Sales—Minn. Stat. § 471.345, subd. 17

   i. municipality may contract to sell supplies, materials, and equipment which is surplus, obsolete, or used,

   ii. using an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

The Cooperative Purchasing Venture ("State Contract")

As part of marketing, vendors sometimes say cities can purchase from them without bidding because they are on the "state contract" or they will sell at the state contract price. Cities should beware of this approach. The real name of the state contract is the Cooperative Purchasing Venture. It is a members-only joint powers program operated by the Minnesota Department of Administration. To purchase through it, cities must join. Cities cannot avoid the normal bidding requirements by simply purchasing at the state contract price or from a state contract vendor without joining the program and following its requirements. For additional information, visit the Cooperative Purchasing Venture website at http://www.mmd.admin.state.mn.us/cpv2.htm.

Cooperative Purchasing

A municipality may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements of Minnesota State Statute Section 371.345 (as described in this policy) if the purchase is through a national municipal association's purchasing alliance or cooperative created by a joint powers agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations.

Responsible Contractor Minimum Requirements

The Responsible Contractor Requirements apply to construction contracts over $50,000 that are awarded on the basis of bidding or "best value." The threshold for formal bidding is $175,000 and the best value alternative is available for contracts over $20,000. Between $50,000 and $175,000 the City does not have to use the formal bidding process, however if the City does use formal bidding or "best value" procurement for these contracts they will have to comply with the Responsible Contractor Requirements.

The statute sets forth "minimum criteria" for contractors which include such things as compliance with state workers compensation laws and unemployment insurance laws, federal tax I.D number, authority to transact business in Minnesota, compliance with Federal Wage and Hour requirements, etc.

A contractor responding to the City's contract solicitation must submit a signed statement under oath of compliance with the minimum criteria identified in this statute.

If that contractor is awarded the contract, then a supplemental verification under oath must be presented to the City that the contractor has received from all subcontractors' statements under oath that they also meet the minimum requirements under this statute.

Prompt Payment to Subcontractors

City contracts that involve a prime contractor must require the prime contractor to pay subcontractors within ten days of the prime contractor's receipt of payment from the City for undisputed services provided by the subcontractor.

The contract must require the prime contractor to pay interest of 1.5 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time.

Performance and Payment Bonds

For some contracts, cities must require contractors to provide a performance bond and a payment bond. This requirement applies to contracts over $175,000 for the performance of public work. The required performance bond benefits the City by ensuring that the work is completed according to the terms of the contract, while the required payment bond benefits subcontractors and people who provide labor and materials, by seeing that their claims for labor and materials are paid. For any increases, such as change orders, to contracts with performance and payment bonds, City Council review is required to determine if additional performance and payment bonds are required. City Council will vote to require or waive such additional bonds.

Retainage

For a contract for public improvement, a public contracting agency may withhold up to five percent of any progress payment as retainage to ensure satisfactory performance. If it does so, it must release the retainage no more than 60 days after substantial completion.

"Substantial completion" is the date when construction is sufficiently completed so that the owner can occupy or use the improvement for the intended purpose. For streets, highways, and bridges, "substantial completion" is defined as the date when construction-related traffic devices and ongoing inspections are no longer required.

The City is permitted to continue to withhold up to 250 percent of the cost to correct or complete known work at the time of substantial completion, and the greater of $500 or one percent of the value of the contract pending submission of final paperwork.

The amount withheld for cost to correct or complete must be released within 60 days of work completion. The amount withheld pending submission of final paperwork must be released within 60 days of submission of final paperwork.

Withholding Certificates

Before a city makes the final payment to a contractor under a contract requiring the employment of employees for wages, it must make sure the contractor and any subcontractors have complied with withholding tax laws. Contractors and subcontractors show compliance by submitting a withholding affidavit to the Minnesota Department of Revenue. This can be done electronically or by mailing a completed Form IC134, "Withholding Affidavit for Contractors." If a contractor or subcontractor has withheld taxes as required, the Department of Revenue will return an electronic confirmation or sign and return the Form IC134, certifying compliance.

Exceptions to Competitive Bidding

The following are some of the most common exceptions to the competitive-bidding requirements:

- **See Quick Reference Table on Page 2 of the Purchasing Policy.**
- **Non-contracts**. An agreement that does not meet the definition of a contract under the competitive-bidding law is exempt from the competitive-bidding requirements. For example, an agreement in which a company supplied a special scoreboard system in exchange for the right to sell or lease advertising space on it was found to be exempt from the competitive-bidding requirements because it was not a contract for "materials, supplies or equipment." Likewise, contracts for refuse hauling and janitorial services were also found to be exempt from the competitive-bidding requirements because they were not considered to be contracts within the definition of the competitive-bidding law.
- ~~**Contracts of $20,000 or less**. If a contract is estimated to be $20,000 or less, the City has the choice of making the contract upon quotation or in the open market. If the City makes the contract upon quotation, the City must obtain at least two quotations and keep them on file for at least one year after their receipt.~~
- ~~**Contracts below the competitive-bidding threshold, but above $20,000**. Contracts that are estimated to cost more than $20,000, but not more than $175,000, may be made in two different ways. The City may make the contract using the competitive-bidding process or by direct negotiation. If direct negotiation is used, the City Council must seek at least two quotations and keep them on file for at least one year after receipt.~~
- **Electronic reverse-auction purchases**. Cities may use an electronic reverse-~~-~~auction procedure to contract for the purchase of supplies, materials, and equipment regardless of their cost. This procedure allows vendors to compete to provide the requested supplies, materials, or equipment at the lowest selling price in an open and interactive electronic environment.
- **Electronic sales of surplus supplies, materials, and equipment**. Cities may contract to sell

supplies, materials, and equipment, which are surplus, obsolete, or unused, regardless of their cost, using an electronic selling process in which purchasers compete to offer the highest purchase price in an open and interactive environment.

- **Best value contracting**. Under certain circumstances, cities may use best value contracting for construction projects. Best value contracting requires cities to consider two factors as part of a request-for-proposals process: price and performance. There are additional factors that may be considered.
- **Intergovernmental contracts**. Contracts between governmental entities for the sale, lease, or purchase of real or personal property between federal, state, or political subdivisions.
- **Professional services contracts**. Professional services, such as those provided by doctors, engineers, lawyers, architects, accountants, and other services requiring technical, scientific, or professional training.
- **Some group-insurance contracts**. Group insurance for 25 or more employees. This type of insurance must be solicited through requests for proposals. The request for proposals must be in writing and must include the coverage to be provided, the criteria for evaluation of carrier proposals, and the aggregate-claims records for the appropriate period. The request for proposals must be published in a newspaper or trade journal for at least 21 days before the final day for submitting proposals.
- **Real estate contracts**. The purchase or sale of real property is generally not required to be competitively bid.
- **Emergency contracts**. The emergency-management statutes give cities the ability to declare an emergency for a limited period of time. During such an emergency, cities are not required to use mandated contracting procedures. If the facts of the situation do not indicate that a true emergency exists, such a contract would likely be void.
- **Some intergovernmental construction contracts**. A cooperative agreement to construct a project with the state or with another political subdivision of the state when the other unit does the construction. This applies only where there is an agreement prior to the initial advertising for bids on the project.
- **Some municipal electric power construction contracts**. A city may contract for the planning, acquisition, construction, reconstruction, operation, maintenance, repair, extension, and improvement of generation and transmission facilities without using the competitive-bidding process. The facilities must be located outside of the City's corporate limits.
- **Some fuel contracts**. Fuel contracts for generation of municipal power may be made using direct quotations or competitive bidding.

Appendix C:

Federal Grant Procurement Requirements

The OMB Uniform Guidance went into effect on December 26, 2014 and applies to awards or funding increments issued on or after that date. Purchases funded by federal grant funds must adhere to regulations found in Uniform Guidance as a condition of receiving funds and to meet annual audit compliance. The OMB Memo M-18-18 increased the micro-purchase threshold to $10,000 and the simplified acquisition threshold to $250,000 (note, since the State of Minnesota threshold is $175,000, the City will follow the lower threshold from the State of Minnesota).

Methods of Procurement (see CFR §200.320):

- **Micro-purchases** - the acquisition of supplies or services, the aggregate dollar amount of which does not exceed $10,000. Use your own judgment in identifying potential suppliers. Federal guidance asks that, if possible, spread purchases between multiple suppliers. When possible, attempt to get discounts. If you are uncertain as to whether or not a purchase qualifies as a micro purchase or a small purchase, please contact the f~~F~~inance department prior to making the purchase. For example, installment payments less than $10,000 towards a total purchase price greater than $10,000 do not count as micro purchases
- **Small purchase** - the acquisition of supplies, services or equipment in the range of $10,001 to $175,000. Price or rate quotations must be obtained from an adequate number or qualified sources prior to making a purchase. A purchase order documenting at least 2 price quotes and the basis for vendor selection prior to making a purchase is required. Documentation needs to be in writing from the vendors and can include screen shots from websites, copies of published price lists and advertised pricing in established magazines or journals. This documentation should be attached to the purchase order and the buyer should not make the purchase until the purchase order has been fully approved. If a purchase order is not received prior to an accounts payable voucher, the Finance department will have the authority to reject the invoice from being paid against federal funds. If you require assistance in obtaining 2 quotes, please contact the Finance department.
- **Sealed bids** - For acquisitions costing more than $175,000, bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid is the lowest price. See appendix B for more detail.
- **Competitive proposals** - For acquisitions costing more than $175,000, conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the City with price and other factors considered.
- **Noncompetitive proposals** - procurement through solicitation of a proposal from only one source. A waiver must be granted by submitting the Single/Sole~~ole~~ Source Justification Form (see ~~attachment C.1~~Appendix D).

APPENDIX D

Single/Sole~~ole~~ Source Justification Form~~ (Form Attached Separately)(see Attachment C.1 for template)~~:

There may be times when competitive bids are not appropriate and the requirement for obtaining them is waived. Failing to anticipate needs resulting from poor planning is not an exception to the bidding policy. For an exception to be valid, a clear statement of justification for waiving the competitive bidding process must be submitted in writing for approval by completing the Sole Source Justification Form.

Situations that would justify purchases without the competitive bid process are:

- The supplier is obviously a sole source for the item. Examples:
    - Artwork
    - Unusual and not generally available used equipment
    - A very specialized piece of scientific equipment
    - A specialized service (lobbyist, consultant) when the supplier has a one-of-a-kind ability to provide the required service due to demonstrably unique circumstances (knowledge, contacts, experience)
- There is an undeniable compatibility requirement. The item will be hooked up to existing equipment or the purchase is an upgrade to existing equipment/software.
- There has been an unpredictable emergency and there is no time to bid. Examples:
    - Human life, health, or City property is in jeopardy
    - Repairs are immediately needed for equipment where delay would lead to higher expense.
- Subcontracts whereby the agreement to work with another individual or institution was written into the grant award.

Situations that would NOT justify purchases without the competitive bid process are:

- ~~We did some looking around and this s~~Supplier is offering a very good deal. While this may be true, federal guidelines require a competitive bidding process that demonstrates that due diligence was used.
- ~~I waited so long to work on this that now I need it tomorrow.~~ Long-term need was ignored and now the purchase needs to be made as soon as possible. Busy schedules do not excuse the City from following federal regulations
- ~~It would be so much more convenient if we could just use this supplier.~~Supplier is very convenient to use. Convenience is not a strong enough factor to allow the granting of a waiver from the process. An emergency situation must be present.
- The company already started the work. Making such agreements or purchases at a departmental level is contrary to this policy and federal regulations.

PROFESSIONAL/TECHNICAL CONTRACT SINGLE SOURCE REQUEST FORM

Submit form to: City of North St. Paul Finance Department

Submit with: Detailed Quote/Scope of Work

DEPARTMENT	
PROPOSED CONTRACTOR **Name of company:** **Address:** **Telephone:** **Web Address (if available):**	**CONTRACT PERIOD** ___________to____________ *The term of the contract must not exceed two years unless the Council determines that a longer duration is in the best interest of the City. If you are requesting that the original contract length be longer than two years, please attach a written justification. **CONTRACT PRICE** $____________
DESCRIPTION OF SERVICE REQUIRED:	

SINGLE SOURCE CATEGORY **(Check applicable box, attach documentation or provide explanation below)**	
☐ Legislation or appropriation mandates use of contractor (Legislation attached)	☐ Software license renewals, additions or upgrades available from only one source
☐ Expert witness required by AGO (attach documentation)	☐ Brand compatibility available from only one source
☐ Mailing lists, subscriptions or media advertising	☐ Other proprietary situation
☐ Warranty voided if service provided by other contractor	☐ Other
THIS PROCUREMENT IS A SINGLE SOURCE BECAUSE (attach additional page if needed):	

NOTE: The following are unlikely to be sufficient single source justifications:

- Personal or agency preference for a contractor
- Agency perception that the vendor is the best qualified (this should be determined through a competitive process)
- Lack of agency planning resulting in limited time to conduct a competitive procurement
- Past or existing relationship with the vendor
- Special incentive or deal offered (can be assessed in open and competitive solicitation)
- Agency convenience

<table>
<tr><td colspan="2">SEARCH
(Check applicable boxes and describe as indicated)</td></tr>
<tr><td>☐ No search was conducted or necessary because (explain):

A search was conducted consisting of: (check all that apply)
☐ Market research
☐ Other vendors contacted
☐ Public notice given
☐ Other</td><td>RESULTS

AFTER THE SEARCH…

☐ no alternatives were identified

☐ no alternatives were deemed acceptable (explain below)</td></tr>
<tr><td colspan="2">Description of search identified above:</td></tr>
</table>

<table>
<tr><td colspan="2">PRICE
(Check applicable boxes and provide description below)</td></tr>
<tr><td>Price has been fairly and reasonably established by:

☐ Independent estimate

☐ Comparison to public sector contract pricing

☐ Comparison to previous comparable pricing</td><td>☐ Discount off published price

☐ Market survey

☐ Other</td></tr>
<tr><td colspan="2">Describe methodology and results (attach any written supporting data, e.g. survey or market analysis):</td></tr>
</table>

<table>
<tr><td colspan="2">CERTIFICATIONS</td></tr>
<tr><td colspan="2">I certify:
1) I recognize that state law requires the use of competitive solicitations unless exempted by law. I have reviewed the information and materials relevant to this procurement of services and am requesting approval of an exception to the competitive process for the reasons described.
2) the price to be paid to the proposed single source contractor is fair, reasonable, and provides the best value to the City of North St. Paul; and
3) this request for an exception to the competitive solicitation process is not the result of inadequate advance planning or for purposes of securing the services of a preferred contractor</td></tr>
<tr><td>Department Head Signature</td><td>Date</td></tr>
</table>

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PURCHASING POLICY

City of North St. Paul

Adopted on August 4, 2020
Amended on October 26, 2021

216348v2

Purpose

In order to have consistency and uniformity in the purchasing practices of the City, it is essential for those authorized to purchase goods or services to have a clear understanding of the purchasing policy and its requirements.

The following information is intended to serve as a guide for purchasing practices.

This purchasing policy was created to:

- Clarify and reconcile the complex requirements of state and federal purchasing law, various departmental procedures, and the finance department processes.
- Provide a comprehensive resource book for staff to be effective and efficient when making purchases.
- Standardize purchasing and payment methods to expedite the purchasing process.
- Assure the City Council and City Manager that adequate controls over purchasing are well established and adhered to.

The standards in this policy are minimum standards to ensure fiscal responsibility. Departments may set more restrictive procedures to meet their own budgetary accountability.

Quick Reference Guide

Value of Purchase	**Quotations Needed**	**Payment Request Options**	**Approvals Needed Prior to Purchasing**	
Less than $2,000	Pursue an open-market best price purchase	Credit Card Charge Account Check Request	Department Finance City Manager City Council	X
$2,000-$9,999	Pursue an open-market best price purchase	Check Request	Department Finance City Manager City Council	X
$10,000-$25,000	Two written quotes or RFPs, when possible, Otherwise pursue an open market best purchase.	Check Request	Department Finance City Manager City Council	X X X
$25,001-$174,999	Two written quotes or RFPs, when possible. Otherwise pursue an open market best purchase.	Check Request	Department Finance City Manager City Council	X X X X
Greater than $175,000	Sealed Bids	Check Request	Department Finance City Manager City Council	X X X X

Notes:

- If a cooperative purchasing agreement is in place, quotations are not needed.
- All purchases must be approved as part of the annual budget or within the Capital Improvement Program. The level of budgetary controls more restrictive than this policy are established at the department level. Expenditures for departments that exceed appropriations are not authorized unless additional revenue sources, unspent appropriations, or fund balances are identified and available.
- Departments are responsible for collection and retention of all bids, quotes, and cooperative purchasing agreements used in the purchasing process.
- As a Plan B City, State Statute 421.691 designates the manager shall be the chief purchasing agent of the City. All purchases no matter the amount are subject to audit and approval by the Council as provided in Minn. Stat. § 412.271. Purchases and contracts totaling more than $25,000 must be authorized by council.
- Purchasing procedures for federal grants are outlined in Appendix C.
- For any purchases that have subsequent increases in cost (i.e. change orders), the increases are to be approved in accordance with the Quick Reference Guide outlined on page 2 for the total contract price (original plus subsequent increases). This may result in additional required approvals or quotations needed. For contracts that were originally less than $10,000 but then later is increased above $10,000 but below $25,000 the City must solicit at least two quotes for the remaining work, when possible.
- Subsequent increases to the contract price (change orders, amendments) are only allowed for items consistent with the specifications of the original contract. If the increases are not in the specifications of the original contract, the contractor or employee must include detailed reasoning for its inclusion, and the approval level, per the Quick Reference Guide on page 2, and must consider obtaining additional quotes, sealed bids, or request for proposals for these increases.

<u>Public Purpose Expenditures</u>

City funds must not be used for expenditures that have not been authorized in the adopted budget. All expenditures must be made by City employees and must be for a public purpose. An expenditure is made for a public purpose if it meets all of the following criteria:

- It will benefit the community as a body;
- It is directly related to functions of government; and
- It does not have as its primary objective the benefit of a private interest.

<u>Guidelines Regarding Certain Employee Expenditures</u>

To ensure City funds are only used for public purposes in regard to certain employee expenditures, City employees must observe the following guidelines:

- Expenses Related to Work Assignments
    - The City may pay reasonable expenses directly related to the performance of an official City activity including expenses for travel, lodging, meals, and incidental expenses that are directly related to the performance of an employee's official job duties for the City.
- Employee Safety Programs
    - The City may pay reasonable expenses directly related to the operation of an employee safety program when the program is required by law or the benefit of the program is clearly demonstrated and a written outline of the program is approved by the City Council.

- Employee Training and Development Programs
  - The City may pay reasonable registration, tuition, and travel expenses for a conference, seminar, workshop, or similar employee training (internal or external) or development opportunity when it is directly related to the performance of the employee's official job duties for the City.
  - All training and travel, budgeted or unbudgeted, must be pre-approved by a department head or the City Manager.

- Employee Wellness and Recognition Programs
  - The City may pay reasonable expenses related to employee wellness and recognition programs, including non-monetary service awards to recognize employee performance and length of service. Any such program shall be outlined in writing and approved by the City Council. A program primarily of a social nature, however, does not qualify. Further, the City shall not pay for spouses or third parties to attend any wellness or recognition event.
- Meals and Refreshments
  - The City may pay reasonable meal and refreshment expenses when the meals or refreshments are provided as part of one of the following:
    - a structured agenda of a conference, workshop, seminar or meeting when the employee is authorized by the City to attend and the topic relates to the official business of the City;
    - a City sponsored meeting, conference, or workshop when the employee is required by the City to attend and the majority of the participants are not City employees;
    - a City-sponsored event where registration fees are charged and the majority of the participants are not City employees;
    - an official meeting of the City Council or any official meetings of City Council committees, task forces, work group, or advisory committees, provided the provision of meals or refreshments is necessary to sustain the flow of the meeting and to assist the participation of the attendees; or
    - a City or department-wide staff meeting when the meals or refreshments are an integral part of the formal meeting or training and are necessary to sustain the flow of the meeting, to retain the captive audience, and to assist the participation of those employees and attendees..

<u>Prohibited Expenditures</u>

Following is a list of specifically prohibited expenditures. Note this is not a complete listing.

Alcoholic Beverages	Dues to Social Clubs
Personal Purchases	Greeting/Sympathy cards
Pictures, Artwork, Décor	Employee Parties (including holiday parties)[1]
Gifts of any kind	Refreshments for Routine Meetings[2]
Holiday Decorations	Entertainment
Decorations for office	Contributions or Donations
Flowers (not for public purpose)	Lobbying

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[1] This item does not prohibit employee recognition and wellness programming.
[2] This item does not prohibit refreshments otherwise allowed under the "Meals and Refreshments" section on page 5 of this policy.

Cooperative Purchasing

The City may increase savings from bulk discounts by making purchases jointly with one or more governmental units through joint powers agreements. Under these programs, several governmental units can enter into an agreement to authorize one party to solicit bids and provide for the purchase at the option of each participating governmental unit. Once the governmental units agree on the specifications of the item, one party may advertise for bids on behalf of all the parties that participate in the agreement. Rather than specify a number of items, the advertising participant will advertise for a range of quantities estimated for the entire group. Each participating unit can make the final decision on whether to purchase the items from the successful bidder.

Emergency Purchases

Emergency situations may arise where the normal purchasing process cannot be followed for the procurement of goods and services. Emergency purchases are those made by department heads where an immediate purchase is essential to correct a situation, which would adversely affect the life, health, or safety of the citizens.

Whenever possible the current purchasing policies and procedures should be followed even when an emergency is declared, but as described above if the emergency requires speedy action essential to the health, safety, and welfare of the community and if there has been an emergency declaration, the standard purchasing policies and procedures can be waived in accordance with Minnesota Statute §12.37.

Every effort shall be made to contact the City Manager whether the emergency occurs during or after normal working hours. On the next business day, such emergency shall be documented with the City Manager and Finance Director.

In the event of a prolonged emergency, Minnesota Statute §12.29 gives the Mayor the authority to declare a local emergency for up to three days, which period may be extended by the City Council. During such an emergency, if authorized by City Council, the City is not required to use the typically mandated procedures for purchasing and contracts. During that time, the governing body may waive compliance with the prescribed purchasing guidelines, including compliance with Minnesota Statute §471.345, Uniform Municipal Contracting Law.

Either after the emergency or periodically during the emergency, the City Manager will submit a written report detailing the emergency and the nature of emergency purchases that were not compliant with the typical purchasing process to be approved by the City Council.

Preapproved Purchases

The City Council has pre-approved payment for items such as utility accounts and payroll transfers that occur in the normal course of business even though they may exceed $20,000. These are contractual accounts for services that are approved as part of the budget process. The exceptions that fall under this situation include:

- Utility Bills (fuel, natural gas, telephone)
- Metropolitan Council Environmental Services
- Fringe benefits and other payroll related items
- Investments
- Liability insurance

- Refuse hauler and tipping fees
- Automotive gasoline and diesel fuel
- Professional services under contract approval by the City Council
- Copier Leases
- Mandated licenses, permits, and fees to the State and Federal Government
- Electric wholesaler
- Fiber Optic wholesaler
- Debt Service Payments as listed in the Debt Service Schedule in bond documents

Decentralized Purchasing

The City of North St. Paul has a "decentralized" purchasing program where individual departments are responsible for making their own purchases. There are a few exceptions including State Bid vehicles and other similar state or cooperative purchasing agreements. All other purchases should follow the rules below:

- Determine the need for commodities or services.
- Research the cost of the purchase and determine proper purchasing alternative.
- Determine the appropriate account coding and whether there are sufficient funds available in that budget line item.
- Follow the quick reference matrix to determine preapproval process. If bids or quotes are required, ensure these are included with the preapproval process.
- Make sure all approvals are obtained prior to purchasing.
- Upon receipt of the invoice, make sure all goods or services have been received and are in satisfactory condition prior to paying the invoice.
- Code and approve the invoice for processing.
- Accounts payable listing is approved by City Council.
- Payment is made by the Finance Department.

Local Vendors

City employees will make every effort to purchase goods and services from local vendors and award purchases to those vendors when cost effective. This can be accomplished by insuring that local and state vendors who have goods or services available are included in the competitive shopping process that will precede most purchases.

Ethics / Relations with Vendors

The City of North St. Paul holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the City's procurement system and encourage open and free competition among prospective suppliers. In keeping with these values, employees must avoid the following practices when making purchases on behalf of the City:
- Circumventing competitive bidding requirements – Examples include but are not limited to:
    - Splitting purchases so that they can be made through several small purchases
    - Using the emergency procedure process when no true emergency exists
    - Using a "sole source" exemption when competition is available
- Denying one or more vendors the opportunity to bid on a contract – Examples include but are not limited to:
    - Using overly-restrictive specifications
    - Pre-qualifying bidders on a discriminatory basis
    - Removing companies from a bidders list without just cause

    - Requiring unnecessarily high bonding
- Giving favored vendors an unfair advantage – Examples include but are not limited to:
    - Providing vendors with information regarding their competition's offers in advance of a bid opening
    - Making information available to favored vendors and not to others
    - Giving un-favored vendors inaccurate or misleading information
- Accepting gifts from vendors
    - Minnesota Statutes §471.895 prohibits government employees from receiving gifts except where they are included as part of the cost of a product, good, or service provided.
- Receiving any remuneration (i.e. kickback, bribe, or rebate) directly or indirectly, overtly or covertly, in cash or in kind, in return for the City recommending, purchasing, leasing, ordering, or arranging a service or purchase of goods.

Charge Accounts

The City may open charge accounts with vendors regularly used. Charges on charge accounts are limited to purchases under $2,000 per the Quick Reference Guide on page 2. The use of charge accounts is not a method of creating debt, therefore all balances shall be paid off on a monthly basis without delinquency fees or finance charges. Failure to avoid finance fees will require the discontinued use of the charge account.

The City will provide individual vendors with a list of approved city employees who may use charge accounts. These approved lists are to be updated by department heads for any changes in employment and reviewed annually. Only City employees are allowed to use charge accounts.

Credit Cards

- See Appendix A and Attachments A.1, A.2, A.3, and A.4

State of Minnesota Bid, Quote, and Contract Laws

- See Appendix B

Federal Grant Procurement Requirements

- See Appendix C

Single/Sole Source Justification Form

- **See Appendix D**

Professional / Technical Contract Single Source Procurement

- See Appendix E

Appendix A:

Credit Cards

The City has the authority to make purchases using credit cards under Minnesota Statute §471.382. The use of credit cards by staff for City business is not a method of creating debt, therefore all credit card balances shall be paid off on a monthly basis without delinquency fees or finance charges. Failure to avoid finance fees will require the discontinued use of the credit card. These guidelines are intended to protect the City and the employee. All employees entrusted with a credit card shall be responsible for complying with these directives.

Authorized Employees

The Finance Director is the Chief Financial Officer of the City in the eyes of the bank. So, the Finance Director is the only individual with the authority to assign, remove, or modify users and account balances for the City credit card program. Employees authorized to use a credit card must sign a Credit Card User Agreement, Attachment A.1, noting card policy, procedures for use, and card holder responsibility. To request a credit card, the Credit Card Request Form, Attachment A.2, must be completed and sent to the Finance Director. The Finance Director will maintain a listing of accounts, limits, and personnel authorized to purchase with the respective credit cards. Credit cards must be kept in a secure location when not in use. Only City employees are authorized to use City purchasing cards. Attachment A.3, Credit Card Purchase Request Form, must be filled out for each purchase made on a purchasing card.

The only person entitled to use a purchasing card is the person whose name appears on the face of the card. If the situation arises that the cardholder must lend the purchasing card to another City employee, a form must be filled out for each transaction including signed approval by the cardholder and signed acknowledgement of purchasing policy by the employee who used the card. See Attachment A.3 for a copy of the Credit Card Purchase Request Form.

Suppliers

The credit card is a Visa Card product. Any supplier or merchant who accepts Visa Card can accept the credit card.

Lost or Stolen Cards

Cardholder employees must keep the credit card in a secure location. When in use the card must only be accessible to the cardholder. If the credit card is lost or stolen the cardholding employee must notify Customer Service immediately at the 24-hour telephone number (1-866-552-8855) and call the Finance Director. The card will be closed and monitored. A new card will be issued if necessary.

Authorized Purchases

Credit cards must not be used for expenditures that have not been authorized in the adopted budget. Since use of the credit card is restricted to purchases for the City, no non-city use is permitted and all purchases must be for a public purpose. State Statute provides that if officers and employees make purchases for the City that are not authorized by the City Council, they become personally liable for the amount of the purchase.

State Statute provides that claims presented for payment must be in writing and itemized. Department heads will be responsible for ensuring receipts and invoices meet this requirement and provide them to the finance department for prompt payment of the credit card statement.

Monthly Statements

Monthly statements will be sent to department heads. Detailed receipts along with general ledger coding must be provided to the finance department by the 15th day of each month.

Detailed Receipts

- Any items that do not have a receipt must have a Missing Receipt Affidavit (Attachment A.4) completed or it will be the personal responsibility of the card user.
- Missing Receipt Affidavits must be signed by both the employee and department head with a complete explanation of the expense and the reason for the missing receipt.
- Failure to submit a receipt for a purchase or failure to complete a missing receipt affidavit will result in disciplinary action up to and including termination of employment.

Loss of Privileges

Failure to comply with the requirements of this policy will result in immediate revocation of credit card privileges. Here is a non-exclusive list of violations of this policy:

- Splitting of charges to avoid the single purchase dollar limit.
- Lending the card to a non-employee for use.
- Lending the card to another employee for use without completing the Credit Card Purchase Request Form – Attachment A.3.
- Failure to submit itemized receipts or a missing receipt affidavit by the 15th day of each month.
- Fraud or using the credit card for personal benefit.

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Credit Card User Agreement

I agree to the following regarding the use of the Credit Card Policy:

1. I understand that I am making financial commitments on behalf of the City of North St. Paul and will strive to obtain the best value for the City.

2. I understand that under no circumstances will I use the credit card to make non-city business purchases, whether for myself or for others.

3. I understand the use of the credit card to obtain cash is expressly prohibited.

4. I have been given a copy of the Purchasing Policy, which I have read and understand the requirements for credit card use.

5. I understand that the credit card must only be used for expenditures that have been authorized in the adopted budget.

6. I will follow the established procedures for use of the credit card. Failure to do so may result in either loss of privileges or other disciplinary actions, including termination of my employment.

7. I agree that should I willfully violate the terms of this agreement, I will reimburse the City of North St. Paul for all incurred charges and any fees related to the collection of those charges.

8. I understand that any fees or interest charged by the card company because of late payments due to untimely submission of record to the Finance Department will be my responsibility and will not be paid from City funds.

____

Employee Name (Print)

____

Employee Signature

____

Date

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Credit Card Request Form

To: Finance Director

From:_________________________________
(Department Head)

Re: Request for Credit Card

The following employee is authorized to be issued a City of North St. Paul Credit Card for the department indicated. The employee is fully aware of the Credit Card Policy and has provided a signed Credit Card User Agreement form.

Full Name (print):____

Signature:____

Title:____

Department:____

Single Purchase Limit:____

30-Day Purchase Limit:____

I have read the City of North St. Paul Credit Card Use Policy and I understand the responsibility of purchasing services and supplies using the City of North St. Paul Credit Card Program. I agree to abide by the policy for the use of a credit card. I also understand that misuse of the card can result in disciplinary action or may be cause for dismissal.

____ ________________
Signature of the Employee Date

____ ________________
Signature of the Department Head Date

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City of North St. Paul
Credit Card Purchase Request Form
For Purchases Under $2,000

Fund/Department	Requestor	Date	Card # (Last 4 Digits)

I Acknowledge Having Read the Purchasing Policy (Please Sign):

Vendor	
Vendor Address	

For Product or Supplies Purchases				
Product	Quantity	Product Description	Price Each	Total Price

For Registrations of Conferences / Meetings / Trainings		
Name of Attendee	Date of Conf/Mtg	Location

Business Purpose of Each Product or Registration:	
Is the Purchase Budgeted: ☐ Yes ☐ No	Account Codes:

If Requestor Does Not Match the Cardholder		
Name on Credit Card	Date Card Taken	Date Card Returned
Cardholder Approval		

Department Head or City Manager Approval	Date

Attachment A.4

City of North St. Paul
Credit Card Missing Receipt
Affidavit

This is to certify that on_________________________ 20_______________________________

I paid the sum of $______________for____

____

Vendor's Name____

Vendor's Address____

____

ITEMS	COST
___________________________________	_______________________
___________________________________	_______________________
___________________________________	_______________________
___________________________________	_______________________
___________________________________	_______________________
___________________________________	_______________________

TOTAL COST _________________________

I further certify that the *itemized receipt* for this payment has been lost or was not received from the vendor and that this statement is given in lieu of that itemized receipt to document the expenditure.

I certify that the expenditure incurred was solely for the benefit of the City of North St. Paul. I also certify that information identified above is valid and accurate.

SIGNED_________________________

PRINTED NAME_________________________

APPROVED FOR EXPENDITURE: ________________________________

DEPARTMENT HEAD ______________________________

Appendix B:

State of Minnesota Bid, Quote, and Contract Requirements

The Uniform Municipal Contracting Law, Minn. Stat. § 471.345 sets out procedures that cities must follow for contracts to sell, purchase, or rent supplies, materials, or equipment, or to construct, alter, repair, or maintain real or personal property. The estimated amount of the contract dictates which procedures apply. Of course, estimates should be reasonable. ***For example, if a city asks for quotations because it estimates the value of a contract will be below the bid threshold but all of the quotations are over the threshold, the city should solicit formal bids.***

Contracts estimated to have a value over $175,000 must be made by sealed bids, solicited by public notice, and awarded to the lowest responsible bidder. Bids should be retained for the period specified in the City's records retention schedule.

The requirement that the successful bidder be "responsible" protects cities from having to choose unqualified or unscrupulous low bidders. It allows a city council to consider factors such as the bidder's financial responsibility, integrity, skill and ability, and the likelihood that the bidder will do satisfactory work. A city can even include evaluation criteria for "responsible" bidders in the bid specifications.

The Minnesota state statute above deems that contracts estimated to be worth more than $25,000, up to $175,000, can be made either by sealed bids or by direct negotiation based on quotations. Departments with a purchase between $25,000 and $175,000 should solicit two written quotes or RFPs, when possible. All quotes and proposals received must be kept on file for at least 18 months. *Each department is responsible for managing these records.*

Contracts with estimated values of $25,000 or less may be made either upon quotation or in the open market. If quotations are used, at least two quotations must be obtained if practicable, and the quotations must be kept on file for at least 18 months.

Increases to contracted prices must be consistent with the specifications of the original contract. If the increases are not in the specifications of the original contract, the requested increases must include detailed reasoning for their inclusion, and those approving such increases must consider obtaining additional quotes, sealed bids, or RFPs for these increases depending on the levels outlined in the Quick Reference Guide on page 2.

"Best Value" Procurement Alternative

In 2007, the Minnesota Legislature authorized cities and other government entities to use a "best value" procurement process for construction, building, alteration, improvement, or repair contracts.

Best value procurement is a process based on competitive proposals (as an alternative to bids) that awards the contract to the vendor or contractor offering the best value, taking into account the specifications of the request for proposals, the price, and performance criteria as set forth in Minn. Stat. § 16C.02, subd. 4a and described in the solicitation document.

The price and performance criteria mentioned in the previous paragraph may include, but are not limited to:

(1) the quality of the vendor's or contractor's performance on previous projects;
(2) the timeliness of the vendor's or contractor's performance on previous projects;
(3) the level of customer satisfaction with the vendor's or contractor's performance on previous projects;
(4) the vendor's or contractor's record of performing previous projects on budget and ability to minimize cost overruns;
(5) the vendor's or contractor's ability to minimize change orders;
(6) the vendor's or contractor's ability to prepare appropriate project plans;
(7) the vendor's or contractors technical capacities;
(8) the individual qualifications of the contractor's key personnel; or
(9) the vendor's or contractor's ability to assess and minimize risks.

"Performance on previous projects" does not include the exercise or assertion of a person's legal rights.

The solicitation document must state the relative weight of price and other selection criteria. The award must be made to the vendor or contractor offering the best value applying the weighted selection criteria. If an interview of the vendor's or contractor's personnel is one of the selection criteria, the relative weight of the interview must be stated in the solicitation document and applied accordingly.

Notice of Solicitation of Bids

The notice that bids are being solicited must be published once in the City's official newspaper at least ten days before the last day for the submission of bids. As an alternative to publishing the notice in a newspaper, a city may put the bid notice on its website or in a recognized industry trade journal if certain steps (described below) are followed. Additional public notice and hearing requirements for public improvements ordered and specially assessed are provided in Minn. Stat. Chapter 429.

Alternative Dissemination of Bids and Requests for Proposals

As an alternative to publishing them in a newspaper, a city may post solicitations of bids, requests for information or requests for proposals by using a website or recognized industry trade journals. Printed and digital publications and websites that contain building and construction news of interest to contractors in Minnesota or that publish project advertisements or bids for review by contractors or potential bidders in the regular course of business are "recognized industry trade journals." The City must simultaneously publish, either in minutes or separately in a notice published in the official newspaper, a description of all solicitations or requests so distributed, along with the means by which the publication occurred. The publication by alternative means must be in substantially the same format and for the same period of time as a publication in a qualified newspaper.

For the first six months after the political subdivision designates an alternative means of publication, it must continue to publish solicitations of bids, requests for information, and requests for proposals in the official newspaper in addition to the alternative method. The publication in the official newspaper must indicate where to find the designated alternative methods.

If, in the normal course of its business, a qualified newspaper maintains a website, then as a condition of accepting and publishing public notices, the newspaper must agree to post all the notices on its website during the notice's full publication period.

Electronic Bidding

Municipalities now have authority for the following procedures related to purchases and sales:

1. Reverse Auction Purchases—Minn. Stat. § 471.345, subd. 16

   i. municipality may contract to purchase supplies, materials, and equipment (but not services),

   ii. using an electronic purchasing process in which vendors compete to provide the supplies, materials, or equipment at the lowest price in an open and interactive environment.

2. Electronic Sales—Minn. Stat. § 471.345, subd. 17

   i. municipality may contract to sell supplies, materials, and equipment which is surplus, obsolete, or used,

   ii. using an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

The Cooperative Purchasing Venture ("State Contract")

As part of marketing, vendors sometimes say cities can purchase from them without bidding because they are on the "state contract" or they will sell at the state contract price. Cities should beware of this approach. The real name of the state contract is the Cooperative Purchasing Venture. It is a members-only joint powers program operated by the Minnesota Department of Administration. To purchase through it, cities must join. Cities cannot avoid the normal bidding requirements by simply purchasing at the state contract price or from a state contract vendor without joining the program and following its requirements. For additional information, visit the Cooperative Purchasing Venture website at http://www.mmd.admin.state.mn.us/cpv2.htm.

Cooperative Purchasing

A municipality may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements of Minnesota State Statute Section 371.345 (as described in this policy) if the purchase is through a national municipal association's purchasing alliance or cooperative created by a joint powers agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations.

Responsible Contractor Minimum Requirements

The Responsible Contractor Requirements apply to construction contracts over $50,000 that are awarded on the basis of bidding or "best value." The threshold for formal bidding is $175,000 and the best value alternative is available for contracts over $20,000. Between $50,000 and $175,000 the City does not have to use the formal bidding process, however if the City does use formal bidding or "best value" procurement for these contracts they will have to comply with the Responsible Contractor Requirements.

The statute sets forth “minimum criteria” for contractors which include such things as compliance with state workers compensation laws and unemployment insurance laws, federal tax I.D number, authority to transact business in Minnesota, compliance with Federal Wage and Hour requirements, etc.

A contractor responding to the City’s contract solicitation must submit a signed statement under oath of compliance with the minimum criteria identified in this statute.

If that contractor is awarded the contract, then a supplemental verification under oath must be presented to the City that the contractor has received from all subcontractors’ statements under oath that they also meet the minimum requirements under this statute.

Prompt Payment to Subcontractors

City contracts that involve a prime contractor must require the prime contractor to pay subcontractors within ten days of the prime contractor’s receipt of payment from the City for undisputed services provided by the subcontractor.

The contract must require the prime contractor to pay interest of 1.5 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time.

Performance and Payment Bonds

For some contracts, cities must require contractors to provide a performance bond and a payment bond. This requirement applies to contracts over $175,000 for the performance of public work. The required performance bond benefits the City by ensuring that the work is completed according to the terms of the contract, while the required payment bond benefits subcontractors and people who provide labor and materials, by seeing that their claims for labor and materials are paid. For any increases, such as change orders, to contracts with performance and payment bonds, City Council review is required to determine if additional performance and payment bonds are required. City Council will vote to require or waive such additional bonds.

Retainage

For a contract for public improvement, a public contracting agency may withhold up to five percent of any progress payment as retainage to ensure satisfactory performance. If it does so, it must release the retainage no more than 60 days after substantial completion.

“Substantial completion” is the date when construction is sufficiently completed so that the owner can occupy or use the improvement for the intended purpose. For streets, highways, and bridges, “substantial completion” is defined as the date when construction-related traffic devices and ongoing inspections are no longer required.

The City is permitted to continue to withhold up to 250 percent of the cost to correct or complete known work at the time of substantial completion, and the greater of $500 or one percent of the value of the contract pending submission of final paperwork.

The amount withheld for cost to correct or complete must be released within 60 days of work completion. The amount withheld pending submission of final paperwork must be released within 60 days of submission of final paperwork.

Withholding Certificates

Before a city makes the final payment to a contractor under a contract requiring the employment of employees for wages, it must make sure the contractor and any subcontractors have complied with withholding tax laws. Contractors and subcontractors show compliance by submitting a withholding affidavit to the Minnesota Department of Revenue. This can be done electronically or by mailing a completed Form IC134, “Withholding Affidavit for Contractors.” If a contractor or subcontractor has withheld taxes as required, the Department of Revenue will return an electronic confirmation or sign and return the Form IC134, certifying compliance.

Exceptions to Competitive Bidding

The following are some of the most common exceptions to the competitive-bidding requirements:

- **See Quick Reference Table on Page 2 of the Purchasing Policy.**
- **Non-contracts**. An agreement that does not meet the definition of a contract under the competitive-bidding law is exempt from the competitive-bidding requirements. For example, an agreement in which a company supplied a special scoreboard system in exchange for the right to sell or lease advertising space on it was found to be exempt from the competitive-bidding requirements because it was not a contract for “materials, supplies or equipment.” Likewise, contracts for refuse hauling and janitorial services were also found to be exempt from the competitive-bidding requirements because they were not considered to be contracts within the definition of the competitive-bidding law.
- **Electronic reverse-auction purchases**. Cities may use an electronic reverse-auction procedure to contract for the purchase of supplies, materials, and equipment regardless of their cost. This procedure allows vendors to compete to provide the requested supplies, materials, or equipment at the lowest selling price in an open and interactive electronic environment.
- **Electronic sales of surplus supplies, materials, and equipment**. Cities may contract to sell supplies, materials, and equipment, which are surplus, obsolete, or unused, regardless of their cost, using an electronic selling process in which purchasers compete to offer the highest purchase price in an open and interactive environment.
- **Best value contracting**. Under certain circumstances, cities may use best value contracting for construction projects. Best value contracting requires cities to consider two factors as part of a request-for-proposals process: price and performance. There are additional factors that may be considered.
- **Intergovernmental contracts**. Contracts between governmental entities for the sale, lease, or purchase of real or personal property between federal, state, or political subdivisions.
- **Professional services contracts**. Professional services, such as those provided by doctors, engineers, lawyers, architects, accountants, and other services requiring technical, scientific, or professional training.
- **Some group-insurance contracts**. Group insurance for 25 or more employees. This type of insurance must be solicited through requests for proposals. The request for proposals must be in writing and must include the coverage to be provided, the criteria for evaluation of carrier proposals, and the aggregate-claims records for the appropriate period. The request for proposals must be published in a newspaper or trade journal for at least 21 days before the final day for submitting proposals.
- **Real estate contracts**. The purchase or sale of real property is generally not required to be competitively bid.

- **Emergency contracts**. The emergency-management statutes give cities the ability to declare an emergency for a limited period of time. During such an emergency, cities are not required to use mandated contracting procedures. If the facts of the situation do not indicate that a true emergency exists, such a contract would likely be void.
- **Some intergovernmental construction contracts**. A cooperative agreement to construct a project with the state or with another political subdivision of the state when the other unit does the construction. This applies only where there is an agreement prior to the initial advertising for bids on the project.
- **Some municipal electric power construction contracts**. A city may contract for the planning, acquisition, construction, reconstruction, operation, maintenance, repair, extension, and improvement of generation and transmission facilities without using the competitive-bidding process. The facilities must be located outside of the City's corporate limits.
- **Some fuel contracts**. Fuel contracts for generation of municipal power may be made using direct quotations or competitive bidding.

Appendix C:

Federal Grant Procurement Requirements

The OMB Uniform Guidance went into effect on December 26, 2014 and applies to awards or funding increments issued on or after that date. Purchases funded by federal grant funds must adhere to regulations found in Uniform Guidance as a condition of receiving funds and to meet annual audit compliance. The OMB Memo M-18-18 increased the micro-purchase threshold to $10,000 and the simplified acquisition threshold to $250,000 (note, since the State of Minnesota threshold is $175,000, the City will follow the lower threshold from the State of Minnesota).

Methods of Procurement (see CFR §200.320):

- **Micro-purchases** - the acquisition of supplies or services, the aggregate dollar amount of which does not exceed $10,000. Use your own judgment in identifying potential suppliers. Federal guidance asks that, if possible, spread purchases between multiple suppliers. When possible, attempt to get discounts. If you are uncertain as to whether or not a purchase qualifies as a micro purchase or a small purchase, please contact the finance department prior to making the purchase. For example, installment payments less than $10,000 towards a total purchase price greater than $10,000 do not count as micro purchases
- **Small purchase** - the acquisition of supplies, services or equipment in the range of $10,001 to $175,000. Price or rate quotations must be obtained from an adequate number or qualified sources prior to making a purchase. A purchase order documenting at least 2 price quotes and the basis for vendor selection prior to making a purchase is required. Documentation needs to be in writing from the vendors and can include screen shots from websites, copies of published price lists and advertised pricing in established magazines or journals. This documentation should be attached to the purchase order and the buyer should not make the purchase until the purchase order has been fully approved. If a purchase order is not received prior to an accounts payable voucher, the Finance department will have the authority to reject the invoice from being paid against federal funds. If you require assistance in obtaining 2 quotes, please contact the Finance department.
- **Sealed bids** - For acquisitions costing more than $175,000, bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid is the lowest price. See appendix B for more detail.
- **Competitive proposals** - For acquisitions costing more than $175,000, conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the City with price and other factors considered.
- **Noncompetitive proposals** - procurement through solicitation of a proposal from only one source. A waiver must be granted by submitting the Single/Sole Source Justification Form (see Appendix D).

APPENDIX D

Single/Sole Source Justification Form(Form Attached Separately):

There may be times when competitive bids are not appropriate and the requirement for obtaining them is waived. Failing to anticipate needs resulting from poor planning is not an exception to the bidding policy. For an exception to be valid, a clear statement of justification for waiving the competitive bidding process must be submitted in writing for approval by completing the Sole Source Justification Form.

Situations that would justify purchases without the competitive bid process are:

- The supplier is obviously a sole source for the item. Examples:
    - Artwork
    - Unusual and not generally available used equipment
    - A very specialized piece of scientific equipment
    - A specialized service (lobbyist, consultant) when the supplier has a one-of-a-kind ability to provide the required service due to demonstrably unique circumstances (knowledge, contacts, experience)
- There is an undeniable compatibility requirement. The item will be hooked up to existing equipment or the purchase is an upgrade to existing equipment/software.
- There has been an unpredictable emergency and there is no time to bid. Examples:
    - Human life, health, or City property is in jeopardy
    - Repairs are immediately needed for equipment where delay would lead to higher expense.
- Subcontracts whereby the agreement to work with another individual or institution was written into the grant award.

Situations that would NOT justify purchases without the competitive bid process are:

- Supplier is offering a very good deal. While this may be true, federal guidelines require a competitive bidding process that demonstrates that due diligence was used.
- Long-term need was ignored and now the purchase needs to be made as soon as possible. Busy schedules do not excuse the City from following federal regulations
- Supplier is very convenient to use. Convenience is not a strong enough factor to allow the granting of a waiver from the process. An emergency situation must be present.
- The company already started the work. Making such agreements or purchases at a departmental level is contrary to this policy and federal regulations.

PROFESSIONAL/TECHNICAL CONTRACT SINGLE SOURCE REQUEST FORM

Submit form to: City of North St. Paul Finance Department

Submit with: Detailed Quote/Scope of Work

DEPARTMENT	
PROPOSED CONTRACTOR **Name of company:** **Address:** **Telephone:** **Web Address (if available):**	**CONTRACT PERIOD** ____________to____________ *The term of the contract must not exceed two years unless the Council determines that a longer duration is in the best interest of the City. If you are requesting that the original contract length be longer than two years, please attach a written justification. **CONTRACT PRICE** $_____________
DESCRIPTION OF SERVICE REQUIRED:	

SINGLE SOURCE CATEGORY **(Check applicable box, attach documentation or provide explanation below)**	
☐ Legislation or appropriation mandates use of contractor (Legislation attached)	☐ Software license renewals, additions or upgrades available from only one source
☐ Expert witness required by AGO (attach documentation)	☐ Brand compatibility available from only one source
☐ Mailing lists, subscriptions or media advertising	☐ Other proprietary situation
☐ Warranty voided if service provided by other contractor	☐ Other
THIS PROCUREMENT IS A SINGLE SOURCE BECAUSE (attach additional page if needed):	

NOTE: The following are unlikely to be sufficient single source justifications:

- Personal or agency preference for a contractor
- Agency perception that the vendor is the best qualified (this should be determined through a competitive process)
- Lack of agency planning resulting in limited time to conduct a competitive procurement
- Past or existing relationship with the vendor
- Special incentive or deal offered (can be assessed in open and competitive solicitation)
- Agency convenience

SEARCH (Check applicable boxes and describe as indicated)	
☐ No search was conducted or necessary because (explain): A search was conducted consisting of: (check all that apply) ☐ Market research ☐ Other vendors contacted ☐ Public notice given ☐ Other	**RESULTS** AFTER THE SEARCH… ☐ no alternatives were identified ☐ no alternatives were deemed acceptable (explain below)
Description of search identified above:	

PRICE (Check applicable boxes and provide description below)	
Price has been fairly and reasonably established by: ☐ Independent estimate ☐ Comparison to public sector contract pricing ☐ Comparison to previous comparable pricing	☐ Discount off published price ☐ Market survey ☐ Other
Describe methodology and results (attach any written supporting data, e.g. survey or market analysis):	

CERTIFICATIONS	
I certify: 1) I recognize that state law requires the use of competitive solicitations unless exempted by law. I have reviewed the information and materials relevant to this procurement of services and am requesting approval of an exception to the competitive process for the reasons described. 2) the price to be paid to the proposed single source contractor is fair, reasonable, and provides the best value to the City of North St. Paul; and 3) this request for an exception to the competitive solicitation process is not the result of inadequate advance planning or for purposes of securing the services of a preferred contractor	
Department Head Signature	**Date**

CITY OF NORTH ST. PAUL

RESOLUTION NO. 2021-XXX

RESOLUTION APPROVING A REVISED PURCHASING POLICY

WHEREAS, the City Council is charged with the oversight of City funds; and,

WHEREAS, expenditures by a public entity must be authorized by statute and also must have public purpose; and

WHEREAS, the City's current Purchasing Policy was adopted in 2020 and the City Council desires to strengthen and clarify existing purchasing rules and procedures; and

WHEREAS, the City Council wishes to comply with expenditures/purchasing recommendations of the Minnesota Office of State Auditor and the League of Minnesota Cities; and

WHEREAS, a written policy defines the expectations of the City Council regarding municipal purchasing and provides clear direction to City Staff; and

WHEREAS, the proposed new policy reflects the City's high standards for fiscal responsibility.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North St. Paul herby adopts the revised Purchasing Policy.

ADOPTED this 26th day of October, 2021.

Motion by Council Member

Second by Council Member

Voting: Aye:
Nay:
Abstain:
Absent:

____
Terrence J. Furlong, Mayor

Attest:

____
Brian Frandle, Interim City Manager/Clerk

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Furlong and City Council	October 26, 2021

Agenda Placement # VI.D

City Business Action Items & Recommendations

Subject

2022 Budget Discussion - City Manager Proposed Enterprise and Internal Service Funds

Background/Facts

The prior budget discussions focused on the levy supported budgets and the Capital Improvement Plan. This budget will discuss the enterprise and internal service funds.

The City budgets the following major enterprise funds:

- Electric Fund – The Electric Fund accounts for the activities of the City's electric distribution operations.
- Water Fund – The Water Fund accounts for the activities of the City's water distribution operations.
- Surface Water Fund – The Surface Water Fund accounts for the activities of the City's surface water management operations.
- Waste Water Fund – The Waste Water Fund accounts for the activities of the City's wastewater processing operations.
- Fiber Optic Fund – The Fiber Optic Fund accounts for the activities of the City's telecommunication operations.
- Solid Waste Fund – The Solid Waste Fund accounts for the activities of the City's solid waste collection operations.

Internal service funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the City on a cost-reimbursement basis.

The City budgets the following internal service funds:

- Equipment Internal Service Fund
- City Mechanic Internal Service Fund
- Insurance Internal Service Fund
- Information Technology Internal Service Fund

- Building Maintenance Internal Service Fund

The 2022 proposed enterprise and internal service funds budgets can be found by opening the following link:

https://stories.opengov.com/northstpaulmn/published/E40NzaLv0

Recommendation:

Attachments

1. Summary 2022 Budget

Respectfully submitted,
Daniel Winek, Finance Director

NORTH ST.PAUL extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
ELECTRIC FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positve (Negative)	
REVENUES								
CHARGES FOR SERVICES	9,460,709	10,100,706	9,246,985	9,295,646	9,591,604	9,591,604	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	21,946	20,004	17,924	15,711	13,500	13,500	-	0%
OTHER	115,521	135,789	279,317	320,163	31,000	31,000	-	0%
OTHER TAXES	(368,484)	(244,007)	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	38	26	13	6	-	-	-	0%
FINES	172,769	190,881	179,746	39,179	45,000	45,000	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	**9,402,499**	**10,203,399**	**9,723,985**	**9,670,705**	**9,681,104**	**9,681,104**	**-**	**0%**
EXPENDITURES								
PERSONNEL	1,039,934	1,051,548	1,111,589	1,321,784	1,355,216	1,400,577	45,361	3%
BENEFITS	378,272	320,764	475,203	317,067	395,899	471,602	75,703	19%
PROFESSIONAL SERVICES	403,236	362,398	351,867	288,510	359,188	407,188	48,000	13%
INTERNAL SERVICES	49,022	92,167	110,086	256,069	275,348	281,576	6,228	2%
OPERATING	6,084,546	6,819,022	6,035,999	5,926,164	6,339,655	6,341,655	2,000	0%
OTHER FINANCING USES	560,630	355,993	372,932	300,000	300,000	300,000	-	0%
CAPITAL	74,705	101,308	121,201	108,239	101,289	700,500	599,211	592%
OTHER	8,801	77,215	36,188	33,217	56,000	191,000	135,000	241%
DEBT	65,827	59,480	52,679	47,001	39,230	29,375	(9,855)	-25%
TOTAL EXPENDITURES	**8,664,973**	**9,239,895**	**8,667,744**	**8,598,051**	**9,221,825**	**10,123,473**	**901,648**	**10%**
CHANGE IN NET POSITION	**737,526**	**963,504**	**1,056,241**	**1,072,654**	**459,279**	**(442,369)**		

CITY OF NORTH ST. PAUL, MINNESOTA
ELECTRIC FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	79,228	102,761	138,167	74,897	3,500	3,500
(38015) Interfund Loan Interest	0	0	9,282	127,089	0	0
(38020) Market Value Adjustment	-26,907	-32,703	76,146	1,241	0	0
(38030) Rental Income	52,352	36,218	26,625	27,589	22,500	22,500
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee	2,208	1,860	1,350	240	0	0
(38090) Phone Payment Fee	2,400	1,880	1,280	480	0	0
(38110) Donations						
(38210) Misc Revenue Non-Taxable	-2,591	10,265	18,778	67,905	5,000	5,000
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	8,021	7,679	4,251	4,179	0	0
(38710) Sale of Goods and Property	425	960	1,346	13,630	0	0
(38810) Pension Contributions	385	6,869	2,092	2,913	0	0
TOTAL OTHER	115,521	135,789	279,317	320,163	31,000	31,000
(31010) Electric Franchise	-368,484	-244,007	0	0	0	0
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	(368,484)	(244,007)	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current	0	0	0	0	0	0
(32020) Special Assessment Delinquent	0	0	0	0	0	0
(32030) Spec Assess Penalty & Interest	38	26	13	6	0	0
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	38	26	13	6	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge	172,769	190,881	179,746	39,179	45,000	45,000
TOTAL FINES	172,769	190,881	179,746	39,179	45,000	45,000
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	9,402,499	10,203,399	9,723,985	9,670,705	9,681,104	9,681,104

CITY OF NORTH ST. PAUL, MINNESOTA
ELECTRIC FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies	207	0	5,216	1	350	350
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	18,578	4,623	3,327	6,421	13,500	13,500
(43040) Maintenance Materials	293,141	655,230	300,951	252,687	213,300	213,300
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms	6,164	5,979	7,564	9,237	14,000	14,000
(43070) City Mechanic Supplies	0	0	0	13,615	23,000	23,000
(43075) City Mechanic Shop Charge	0	0	0	900	700	700
(43080) Motor Fuels	10,848	10,643	11,249	9,578	12,000	12,000
(43110) Copier Lease						
(43210) Communications Devices	4,464	4,019	4,723	3,055	5,000	5,000
(43220) Postage	2,304	2,256	1,473	1,733	3,200	5,200
(43230) Dues and Subscriptions	16,476	18,476	17,872	19,329	19,500	19,500
(43240) Advertising and Legal Notices						
(43310) Training and Travel	17,585	15,320	11,104	6,586	19,500	19,500
(43390) Fire Relief Contribution						
(43410) Utilities	47,561	31,256	15,827	13,481	15,000	15,000
(43420) Power Purchase	5,506,510	5,926,690	5,483,334	5,431,927	5,800,446	5,800,446
(43430) Green Power and Clean Energy	4,202	7,577	8,772	9,765	8,500	8,500
(43510) Collected for Other Agencies	154,282	136,104	163,328	146,808	187,659	187,659
(43710) Animal Shelter Fees						
TOTAL OPERATING	**6,084,546**	**6,819,022**	**6,035,999**	**5,926,164**	**6,339,655**	**6,341,655**
(49010) Transfer to other Funds	560,630	355,993	372,932	300,000	300,000	300,000
TOTAL OTHER FINANCING USES	**560,630**	**355,993**	**372,932**	**300,000**	**300,000**	**300,000**
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment	0	457	0	0	0	0
(47130) Field Equipment	1,103	15,544	19,912	4,500	0	450,500
(47210) Vehicles						
(47310) Infrastructure Improvements	0	0	0	0	0	250,000
(47410) Buildings and Other Improv						
(47810) Depreciation	73,602	85,307	101,289	103,739	101,289	0
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	**74,705**	**101,308**	**121,201**	**108,239**	**101,289**	**700,500**
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense	7,734	65,138	32,766	26,452	50,000	50,000
(44910) Miscellaneous	0	7,301	658	1,414	1,000	1,000
(44310) Interest Expense Cust Deposits	1,067	4,776	2,764	5,351	5,000	5,000
(44230) Credit Card Processing	0	0	0	0	0	135,000
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	**8,801**	**77,215**	**36,188**	**33,217**	**56,000**	**191,000**
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest	64,927	58,484	51,805	44,751	37,230	28,625
(48030) Bonding and Debt - Other	900	996	874	2,250	2,000	500
(48040) Bank Charges - Debt	0	0	0	0	0	250
TOTAL DEBT	**65,827**	**59,480**	**52,679**	**47,001**	**39,230**	**29,375**
TOTAL	**8,664,973**	**9,239,895**	**8,667,744**	**8,598,051**	**9,221,825**	**10,123,473**

CITY OF NORTH ST. PAUL, MINNESOTA
WATER FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales	1,355,621	1,374,522	1,372,951	1,505,781	1,364,750	1,364,750
(36625) Commercial Water Sales	398,668	419,842	430,064	470,317	381,100	381,100
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Charg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges	0	-5,400	5,700	18,600	5,700	5,700
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	1,754,289	1,788,964	1,808,715	1,994,698	1,751,550	1,751,550
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem	3,673	3,390	10,543	12,892	12,982	12,982
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	3,673	3,390	10,543	12,892	12,982	12,982
(35010) Federal Grants						
(35110) State Grants	0	0	0	0	0	0
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants	0	0	0	14,692	0	0
TOTAL INTERGOVERNMENTAL	-	-	-	14,692	-	-

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	139,894	137,704	141,423	152,363	135,059	184,896
(40115) Full-Time Employees - Overtime	3,323	7,697	13,220	8,605	15,000	15,000
(40120) Part-Time Employees	8,450	19,009	12,311	10,086	27,478	256
(40130) Seasonal Employees	0	0	0	0	0	16,080
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	1,509	1,871
(40215) Severance Payout						
TOTAL PERSONNEL	151,667	164,410	166,954	171,054	179,046	218,103
(41110) Deferred Compensation	4,563	4,847	5,031	5,407	4,643	10,162
(41120) PERA Contribution	11,198	12,198	12,188	11,852	12,109	15,299
(41130) FICA Contribution	9,190	10,495	9,991	10,119	11,295	13,833
(41140) Medicare Contribution	2,149	2,454	2,337	2,366	2,642	3,247
(41150) Educ Assistance Contribution						
(41210) Health Insurance	25,611	29,356	23,787	17,157	17,580	17,324
(41215) HSA Employer Contribution	0	0	0	0	0	3,432
(41220) Dental Insurance	0	0	0	0	0	2,404
(41230) Long-term Disability Insurance	0	0	0	0	0	776
(41240) Life Insurance	0	0	0	0	0	111
(41250) Workers Compensation Insurance	7,771	8,459	6,100	9,757	12,564	15,720
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense	11,270	1,093	27,571	-24,430	0	0
(41320) OPEB Expense	0	658	12,727	-20,330	0	0
(41810) Uniforms Allowance	0	0	0	0	0	405
(41820) Communication Device Allowance	0	0	0	0	0	216
(41830) Travel & Mileage Allowance	0	0	0	0	0	126
(41910) Cash in Lieu of Benefits	0	0	0	0	0	3,360
TOTAL BENEFITS	71,752	69,560	99,732	11,898	60,833	86,415
(42010) Contract and Consulting Serv	47,819	53,443	111,092	71,807	65,000	65,000
(42020) Financial Services	10,295	7,653	7,595	7,843	2,898	5,898
(42030) Legal Services	0	7,414	6,661	0	0	0
(42040) Planning Services	0	0	880	0	3,000	3,000
(42050) Engineering Services	15,591	19,908	30,195	19,121	25,000	25,000
(42060) Software and Technology Serv	28,965	33,033	46,615	28,507	30,000	30,000
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing	341	0	0	231	12,000	12,000
(42320) Printing and Binding	12,077	21,090	22,657	24,284	25,000	51,500
(42410) Contracted Repair and Maint	26,360	26,777	26,966	51,944	72,000	72,000
TOTAL PROFESSIONAL SERVICES	141,448	169,318	252,661	203,737	234,898	264,398
(44010) General Liability Insurance (IS Allocation)	972	2,867	3,573	4,320	4,601	4,900
(44020) Property Insurance (IS Allocation)	3,560	2,773	4,164	5,969	5,747	6,121
(44030) Automotive Insurance (IS Allocation)	1,922	642	766	946	812	865
(46010) Fiber Service (IS Allocation)	0	0	17,198	18,316	19,506	20,774
(46110) Building Maint (IS Allocation)	0	15,835	13,271	16,627	16,627	17,126
(46210) City Mechanic (IS Allocation)	5,547	14,128	28,000	4,990	4,950	4,950
(46310) Equipment (IS Allocation)	29,467	29,834	53,600	53,600	53,600	0
(46410) Information Technology (IS Allocation)	0	0	0	13,000	13,000	12,739
TOTAL INTERNAL SERVICES	41,468	66,079	120,572	117,768	118,843	67,475
(43010) Office Supplies	0	0	0	18	100	100
(43015) Training Supplies						

NORTH ST.PAUL
extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
SURFACE WATER FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positve (Negative)	
REVENUES								
CHARGES FOR SERVICES	716,538	808,179	869,028	922,505	798,250	798,250	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	2,688	2,646	6,567	185,786	9,006	9,006	-	0%
INTERGOVERNMENTAL	-	-	-	753,848	-	-	-	0%
OTHER	23,166	33,913	100,443	34,757	1,000	1,000	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	162	162	229	84	-	-	-	0%
FINES	9,920	11,372	11,939	2,863	1,000	1,000	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	752,474	856,272	988,206	1,899,843	809,256	809,256	-	0%
EXPENDITURES								
PERSONNEL	126,913	128,729	123,606	139,800	129,598	164,754	35,156	27%
BENEFITS	52,151	43,334	58,085	29,357	47,171	67,698	20,527	44%
PROFESSIONAL SERVICES	133,168	216,346	50,255	27,673	154,597	155,997	1,400	1%
INTERNAL SERVICES	45,303	55,677	76,669	76,749	76,946	39,735	(37,211)	-48%
OPERATING	3,447	4,702	9,283	6,856	29,827	29,827	-	0%
OTHER FINANCING USES	80,000	80,000	80,000	256,780	80,000	80,000	-	0%
CAPITAL	159,139	127,751	137,772	171,122	137,772	-	(137,772)	-100%
OTHER	(37)	8,535	-	(12)	-	-	-	0%
DEBT	37,014	50,894	59,303	89,248	74,316	68,283	(6,033)	-8%
TOTAL EXPENDITURES	637,098	715,968	594,973	797,573	730,227	606,294	(123,933)	-17%
CHANGE IN NET POSITION	115,376	140,304	393,233	1,102,270	79,029	202,962		

NORTH ST.PAUL extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
SURFACE WATER FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	33,891	46,196	63,860	31,271	1,000	1,000
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-11,355	-13,520	36,338	2,757	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable	580	354	0	419	0	0
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions	50	883	245	310	0	0
TOTAL OTHER	23,166	33,913	100,443	34,757	1,000	1,000
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current	0	0	0	0	0	0
(32020) Special Assessment Delinquent	0	0	0	0	0	0
(32030) Spec Assess Penalty & Interest	162	162	229	84	0	0
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	162	162	229	84	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge	9,920	11,372	11,939	2,863	1,000	1,000
TOTAL FINES	9,920	11,372	11,939	2,863	1,000	1,000
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	752,474	856,272	988,206	1,899,843	809,256	809,256

NORTH ST.PAUL extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
SURFACE WATER FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies	0	0	0	0	3,000	3,000
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip	58	0	1,700	0	2,500	2,500
(43040) Maintenance Materials	114	1,476	1,965	1,318	10,000	10,000
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials	0	0	0	0	0	0
(43060) Uniforms	350	338	521	415	1,000	1,000
(43070) City Mechanic Supplies	0	0	0	1,341	7,417	7,417
(43075) City Mechanic Shop Charge	0	0	0	160	300	300
(43080) Motor Fuels	1,975	1,509	1,814	1,894	3,500	3,500
(43110) Copier Lease	0	0	1,650	0	0	0
(43210) Communications Devices	95	35	0	98	710	710
(43220) Postage	0	0	0	0	0	0
(43230) Dues and Subscriptions	760	1,010	1,633	1,630	1,100	1,100
(43240) Advertising and Legal Notices	95	14	0	0	0	0
(43310) Training and Travel	0	320	0	0	0	0
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	3,447	4,702	9,283	6,856	29,827	29,827
(49010) Transfer to other Funds	80,000	80,000	80,000	256,780	80,000	80,000
TOTAL OTHER FINANCING USES	80,000	80,000	80,000	256,780	80,000	80,000
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements	0	0	0	0	0	0
(47410) Buildings and Other Improv	52,586	0	0	33,350	0	0
(47810) Depreciation	106,553	127,751	137,772	137,772	137,772	0
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	159,139	127,751	137,772	171,122	137,772	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense	-37	50	0	-12	0	0
(44910) Miscellaneous	0	8,485	0	0	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	(37)	8,535	-	(12)	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest	32,902	38,906	58,162	70,890	73,766	66,783
(48030) Bonding and Debt - Other	4,112	11,988	1,091	17,797	550	500
(48040) Bank Charges - Debt	0	0	50	561	0	1,000
TOTAL DEBT	37,014	50,894	59,303	89,248	74,316	68,283
TOTAL	637,098	715,968	594,973	797,573	730,227	606,294

CITY OF NORTH ST. PAUL, MINNESOTA
WASTE WATER FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee	5,889	5,905	5,888	5,906	4,000	4,000
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales	1,688,332	1,790,745	1,887,074	2,029,018	2,022,322	2,022,322
(36655) Commercial Sewer Sales	329,663	354,765	382,310	413,367	412,682	412,682
(36670) Residential Surface Serv Charg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges	0	-2,100	5,700	18,450	0	0
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	**2,023,884**	**2,149,315**	**2,280,972**	**2,466,741**	**2,439,004**	**2,439,004**
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	**-**	**-**	**-**	**-**	**-**	**-**
(39010) Transfer from other Funds	0	0	0	102,787	0	0
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem	8,357	8,572	16,025	16,089	16,089	16,089
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	**8,357**	**8,572**	**16,025**	**118,876**	**16,089**	**16,089**
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants	0	0	186,960	0	0	0
TOTAL INTERGOVERNMENTAL	**-**	**-**	**186,960**	**-**	**-**	**-**

CITY OF NORTH ST. PAUL, MINNESOTA
WASTE WATER FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	127,256	124,869	126,641	140,686	124,318	163,876
(40115) Full-Time Employees - Overtime	3,137	6,952	6,105	5,151	5,000	5,000
(40120) Part-Time Employees	14,855	6,065	20,084	5,113	13,739	128
(40130) Seasonal Employees	0	0	0	0	0	8,040
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	1,216	1,537
(40215) Severance Payout						
TOTAL PERSONNEL	145,248	137,886	152,830	150,950	144,273	178,581
(41110) Deferred Compensation	3,863	4,301	4,377	4,982	4,123	9,431
(41120) PERA Contribution	9,937	10,677	10,587	10,772	10,126	12,963
(41130) FICA Contribution	8,746	8,710	9,461	9,257	9,125	11,402
(41140) Medicare Contribution	2,046	2,037	2,213	2,165	2,134	2,679
(41150) Educ Assistance Contribution						
(41210) Health Insurance	12,580	12,611	15,461	15,256	15,313	12,967
(41215) HSA Employer Contribution	0	0	0	0	0	2,592
(41220) Dental Insurance	0	0	0	0	0	2,002
(41230) Long-term Disability Insurance	0	0	0	0	0	702
(41240) Life Insurance	0	0	0	0	0	98
(41250) Workers Compensation Insurance	6,573	6,160	5,853	8,704	11,423	15,208
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense	9,999	956	40,417	-15,443	0	0
(41320) OPEB Expense	0	583	-2,728	-6,396	0	0
(41810) Uniforms Allowance	0	0	0	0	0	390
(41820) Communication Device Allowance	0	0	0	0	0	216
(41830) Travel & Mileage Allowance	0	0	0	0	0	126
(41910) Cash In Lieu of Benefits	0	0	0	0	0	3,360
TOTAL BENEFITS	53,744	46,035	85,641	29,297	52,244	74,136
(42010) Contract and Consulting Serv	26,473	23,774	13,027	45,236	21,000	21,000
(42020) Financial Services	6,138	3,160	3,136	3,729	4,158	8,358
(42030) Legal Services	540	17,479	0	0	0	0
(42040) Planning Services						
(42050) Engineering Services	27,016	41,940	6,010	4,201	2,000	2,000
(42060) Software and Technology Serv	24,968	26,040	27,196	17,728	22,000	22,000
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv	917,406	1,017,386	1,039,029	1,072,629	1,004,103	1,081,796
(42310) Personnel Testing	0	0	0	0	500	500
(42320) Printing and Binding	17,481	18,252	18,842	21,489	20,000	46,500
(42410) Contracted Repair and Maint	0	265	1,390	32	40,000	40,000
TOTAL PROFESSIONAL SERVICES	1,020,022	1,148,296	1,108,630	1,165,044	1,113,761	1,222,154
(44010) General Liability Insurance (IS Allocation)	8,614	4,151	5,543	4,315	4,595	4,894
(44020) Property Insurance (IS Allocation)	2,216	2,809	6,002	5,961	5,739	6,112
(44030) Automotive Insurance (IS Allocation)	1,518	1,245	1,512	1,880	1,613	1,718
(46010) Fiber Service (IS Allocation)	0	0	14,198	15,121	16,104	17,151
(46110) Building Maint (IS Allocation)	0	15,835	13,271	16,627	16,627	17,126
(46210) City Mechanic (IS Allocation)	4,942	14,232	26,690	3,300	3,300	3,300
(46310) Equipment (IS Allocation)	60,740	62,334	80,400	80,400	80,400	0
(46410) Information Technology (IS Allocation)	0	0	0	13,000	13,000	12,739
TOTAL INTERNAL SERVICES	78,030	100,606	147,616	140,604	141,378	63,040
(43010) Office Supplies	0	154	0	0	500	500
(43015) Training Supplies						

NORTH ST.PAUL extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
FIBER OPTIC FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positve (Negative)	
REVENUES								
CHARGES FOR SERVICES	133,997	130,003	205,149	213,803	195,402	200,663	5,261	3%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	(21,533)	(30,636)	(1,430)	-	12,185	12,185	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	200	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	**112,464**	**99,567**	**203,719**	**213,803**	**207,587**	**212,848**	**5,261**	**3%**
EXPENDITURES								
PERSONNEL	2,611	1,827	1,930	-	-	-	-	0%
BENEFITS	797	606	676	-	-	-	-	0%
PROFESSIONAL SERVICES	91,303	133,258	91,258	96,184	99,400	99,400	-	0%
INTERNAL SERVICES	15,073	359	119	-	-	-	-	0%
OPERATING	-	490	-	-	-	-	-	0%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	44,439	44,439	44,439	44,439	44,440	-	(44,440)	-100%
OTHER	-	120	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	**154,223**	**181,099**	**138,422**	**140,623**	**143,840**	**99,400**	**(44,440)**	**-31%**
CHANGE IN NET POSITION	**(41,759)**	**(81,532)**	**65,297**	**73,180**	**63,747**	**113,448**		

CITY OF NORTH ST. PAUL, MINNESOTA
FIBER OPTIC FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	-36,221	-41,642	-14,936	0	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable	14,688	11,006	13,506	0	12,185	12,185
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements						
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	(21,533)	(30,636)	(1,430)	-	12,185	12,185
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge	0	200	0	0	0	0
TOTAL FINES	-	200	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	112,464	99,567	203,719	213,803	207,587	212,848

CITY OF NORTH ST. PAUL, MINNESOTA
FIBER OPTIC FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies	0	490	0	0	0	0
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	490	-	-	-	-
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation	44,439	44,439	44,439	44,439	44,440	0
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	44,439	44,439	44,439	44,439	44,440	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous	0	120	0	0	0	0
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	120	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest	0	0	0	0	0	0
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	154,223	181,099	138,422	140,623	143,840	99,400

NORTH ST.PAUL extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
SOLID WASTE FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Charg						
(36710) Garbage Sales	648,458	670,092	622,426	512,156	502,518	517,518
(36720) Recycling Sales	143,931	150,124	210,772	322,399	319,662	323,662
(36730) Yard Waste Sales	94,610	101,583	105,917	112,830	106,512	110,012
(36740) Bulk Pick Up Sales	137,832	142,832	104,371	29,096	16,200	16,200
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service						
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	1,024,831	1,064,631	1,043,486	976,481	944,892	967,392
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem	1,129	1,016	1,618	1,254	1,254	1,254
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	1,129	1,016	1,618	1,254	1,254	1,254
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants	26,239	32,167	134,093	29,315	27,000	27,000
TOTAL INTERGOVERNMENTAL	26,239	32,167	134,093	29,315	27,000	27,000

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	40,079	42,368	53,797	16,662	10,177	33,523
(40115) Full-Time Employees - Overtime	1,372	2,238	1,860	0	0	0
(40120) Part-Time Employees	10,145	9,290	13,023	12,524	14,248	320
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance	0	0	0	0	208	288
(40215) Severance Payout						
TOTAL PERSONNEL	**51,596**	**53,896**	**68,680**	**29,186**	**24,633**	**34,131**
(41110) Deferred Compensation	1,120	1,358	1,948	1,062	1,003	1,449
(41120) PERA Contribution	3,812	4,160	5,130	2,108	1,832	2,538
(41130) FICA Contribution	3,010	3,233	4,078	1,781	1,577	2,068
(41140) Medicare Contribution	704	756	954	416	369	492
(41150) Educ Assistance Contribution						
(41210) Health Insurance	5,513	6,254	8,763	3,679	1,820	7,097
(41215) HSA Employer Contribution	0	0	0	0	0	1,368
(41220) Dental Insurance	0	0	0	0	0	655
(41230) Long-term Disability Insurance	0	0	0	0	0	101
(41240) Life Insurance	0	0	0	0	0	16
(41250) Workers Compensation Insurance	0	1,237	1,065	211	193	247
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense	3,829	-26,033	0	0	0	0
(41320) OPEB Expense	0	188	-5,020	0	0	0
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance	0	0	0	0	0	84
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	**17,988**	**(8,847)**	**16,918**	**9,257**	**6,794**	**16,115**
(42010) Contract and Consulting Serv	62	0	3,382	0	0	0
(42020) Financial Services						
(42030) Legal Services	0	252	0	0	0	0
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	0	0	1,065	0	0	0
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv	904,616	933,431	911,067	846,038	877,892	877,892
(42310) Personnel Testing						
(42320) Printing and Binding	0	0	4,137	0	0	0
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	**904,678**	**933,683**	**919,651**	**846,038**	**877,892**	**877,892**
(44010) General Liability Insurance (IS Allocation)	0	2,276	2,821	0	0	0
(44020) Property Insurance (IS Allocation)	0	901	2,857	0	0	0
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	**-**	**3,177**	**5,678**	**-**	**-**	**-**
(43010) Office Supplies						
(43015) Training Supplies						

CITY OF NORTH ST. PAUL, MINNESOTA
EQUIPMENT FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positve (Negative)	
REVENUES								
CHARGES FOR SERVICES	458,865	528,938	609,551	627,363	627,363	507,463	(119,900)	-19%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	95,413	59,309	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	168,183	-	-	-	-	-	0%
OTHER	58,589	62,070	137,757	58,157	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	**612,867**	**818,500**	**747,308**	**685,520**	**627,363**	**507,463**	**(119,900)**	**-19%**
EXPENDITURES								
PERSONNEL	-	-	-	-	-	-	-	0%
BENEFITS	-	-	-	-	-	-	-	0%
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	0%
INTERNAL SERVICES	-	-	-	-	-	-	-	0%
OPERATING	-	-	-	-	-	-	-	0%
OTHER FINANCING USES	-	-	-	102,787	150,000	-	(150,000)	-100%
CAPITAL	168,092	388,584	185,612	201,323	763,360	818,000	54,640	7%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	**168,092**	**388,584**	**185,612**	**304,110**	**913,360**	**818,000**	**(95,360)**	**-10%**
CHANGE IN NET POSITION	**444,775**	**429,916**	**561,696**	**381,410**	**(285,997)**	**(310,537)**		

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	34,799	40,870	57,288	38,149	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-11,984	-13,161	31,517	1,878	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	0	1,730	0	0	0	0
(38710) Sale of Goods and Property	35,774	32,631	48,952	18,130	0	0
(38810) Pension Contributions						
TOTAL OTHER	58,589	62,070	137,757	58,157	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	612,867	818,500	747,308	685,520	627,363	507,463

NORTH ST.PAUL
extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
EQUIPMENT FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	-	-	-	-	-
(49010) Transfer to other Funds	0	0	0	102,787	150,000	0
TOTAL OTHER FINANCING USES	-	-	-	102,787	150,000	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment	44,950	254,244	0	0	167,450	168,000
(47210) Vehicles	20	0	5,728	0	595,910	650,000
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation	123,122	134,340	171,090	193,041	0	0
(47910) Loss/Disposal/Abandonment	0	0	8,794	8,282	0	0
TOTAL CAPITAL	168,092	388,584	185,612	201,323	763,360	818,000
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	168,092	388,584	185,612	304,110	913,360	818,000

NORTH ST.PAUL extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
CITY MECHANIC FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Charg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service	0	0	0	62,237	37,000	37,000
(36820) ISF Charges - Ancillary	0	0	0	4,500	4,000	4,000
(36910) Misc Charges for Services	137,017	193,690	272,838	0	0	0
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	137,017	193,690	272,838	66,737	41,000	41,000
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds	0	0	0	0	150,000	0
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	150,000	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-

NORTH ST.PAUL extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
CITY MECHANIC FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular	64,195	66,043	74,834	9,582	0	0
(40115) Full-Time Employees - Overtime	0	36	0	0	0	0
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	64,195	66,079	74,834	9,582	-	-
(41110) Deferred Compensation	2,050	2,080	2,240	320	0	0
(41120) PERA Contribution	4,818	5,141	5,227	465	0	0
(41130) FICA Contribution	3,399	3,673	4,218	612	0	0
(41140) Medicare Contribution	795	859	987	143	0	0
(41150) Educ Assistance Contribution						
(41210) Health Insurance	12,556	12,083	8,126	530	0	0
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance	1,289	2,899	2,667	0	0	0
(41260) Unemployment Claims	0	0	0	1,632	0	0
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	24,907	26,735	23,465	3,702	-	-
(42010) Contract and Consulting Serv	0	31	31	0	0	0
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	296	0	0	0	0	7,500
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing	31	0	0	0	500	500
(42320) Printing and Binding						
(42410) Contracted Repair and Maint	0	-20	210	0	0	0
TOTAL PROFESSIONAL SERVICES	327	11	241	-	500	8,000
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)	0	153	85	28	138	147
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)	92,224	121,855	178,535	0	0	0
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	92,224	122,008	178,620	28	138	147
(43010) Office Supplies						
(43015) Training Supplies						

NORTH ST.PAUL extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
INSURANCE FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positve (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	-	-	393,070	423,850	469,678	45,828	11%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	473,936	500,174	702	21,326	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	473,936	500,174	702	414,396	423,850	469,678	45,828	11%
EXPENDITURES								
PERSONNEL	-	-	-	-	-	-	-	0%
BENEFITS	473,266	499,394	-	193,775	250,000	262,500	12,500	5%
PROFESSIONAL SERVICES	18,888	6,495	3,221	28,703	-	-	-	0%
INTERNAL SERVICES	-	-	-	142,817	158,242	171,404	13,162	8%
OPERATING	-	-	-	-	-	-	-	0%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	-	-	-	-	-	-	-	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	492,154	505,889	3,221	365,295	408,242	433,904	25,662	6%
CHANGE IN NET POSITION	(18,218)	(5,715)	(2,519)	49,101	15,608	35,774		

NORTH ST.PAUL
extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
INSURANCE FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	1,353	1,492	-362	2,127	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment	-683	-712	-81	511	0	0
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable	473,266	499,394	64	0	0	0
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	0	0	1,081	18,688	0	0
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	473,936	500,174	702	21,326	-	-
(31010) Electric Franchise						
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	-	-	-
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	473,936	500,174	702	414,396	423,850	469,678

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies						
(43025) Cleaning Supplies						
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials						
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies						
(43075) City Mechanic Shop Charge						
(43080) Motor Fuels						
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions						
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities						
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	-	-	-	-	-
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment						
(47130) Field Equipment						
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv						
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	-	-	-	-	-
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	492,154	505,889	3,221	365,295	408,242	433,904

CITY OF NORTH ST. PAUL, MINNESOTA
INFORMATION TECHNOLOGY FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(36010) Administration Charges						
(36020) Searches						
(36030) Over/Under Misc Revenue						
(36040) Sidewalk Snow Removal						
(36090) Maplewood Utility Billing Fee						
(36120) Pawn Shop Transaction Fees						
(36410) Park Rental Fees						
(36420) Canoe Rentals						
(36430) Recreation Outdoor Program						
(36440) Park Dedication Fees						
(36515) Residential Overhead Sales						
(36570) Large Commercial Sales						
(36595) Green Power Sales						
(36599) City Used Utilities						
(36615) Residential Water Sales						
(36625) Commercial Water Sales						
(36645) Residential Sewer Sales						
(36655) Commercial Sewer Sales						
(36670) Residential Surface Serv Charg						
(36710) Garbage Sales						
(36720) Recycling Sales						
(36730) Yard Waste Sales						
(36740) Bulk Pick Up Sales						
(36790) Fiber Service						
(36795) Fiber Service - NSP						
(36810) ISF Charges for Service	0	0	0	397,500	398,150	380,359
(36820) ISF Charges - Ancillary						
(36910) Misc Charges for Services						
(36920) Connection Charges						
(40130) Seasonal Employees						
TOTAL CHARGES FOR SERVICES	-	-	-	397,500	398,150	380,359
(30010) Current Property Tax						
(30020) Delinquent Property Tax						
(30030) Penalty and Interest						
(30040) Tax Increment Excess						
(30110) Tax Increment						
TOTAL AD VALOREM TAXES	-	-	-	-	-	-
(39010) Transfer from other Funds						
(39020) Contributed Capital Asset						
(39110) Proceeds on Debt						
(39120) Proceeds on Debt - Bond Prem						
(39210) OFS - Contract for Deed						
TOTAL OTHER FINANCING SOURCES	-	-	-	-	-	-
(35010) Federal Grants						
(35110) State Grants						
(35120) State LGA						
(35130) State AID - MSA Maintenance						
(35140) State Aid - Construction						
(35150) State Fire Aid						
(35160) Police Aid						
(35190) PERA Aid						
(35210) County Grants						
(35220) County Fire Training						
(35330) ISD 622 Community School						
(35340) Liaison Officer						
(35900) Other Grants						
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(40110) Full-Time Employees - Regular						
(40115) Full-Time Employees - Overtime						
(40120) Part-Time Employees						
(40130) Seasonal Employees						
(40140) Internships						
(40210) Post Employment Severance						
(40215) Severance Payout						
TOTAL PERSONNEL	-	-	-	-	-	-
(41110) Deferred Compensation						
(41120) PERA Contribution						
(41130) FICA Contribution						
(41140) Medicare Contribution						
(41150) Educ Assistance Contribution						
(41210) Health Insurance						
(41215) HSA Employer Contribution						
(41220) Dental Insurance						
(41230) Long-term Disability Insurance						
(41240) Life Insurance						
(41250) Workers Compensation Insurance						
(41260) Unemployment Claims						
(41270) City Volunteer Insurance						
(41310) Pension Expense						
(41320) OPEB Expense						
(41810) Uniforms Allowance						
(41820) Communication Device Allowance						
(41830) Travel & Mileage Allowance						
(41910) Cash in Lieu of Benefits						
TOTAL BENEFITS	-	-	-	-	-	-
(42010) Contract and Consulting Serv	0	0	0	0	30,000	0
(42020) Financial Services						
(42030) Legal Services						
(42040) Planning Services						
(42050) Engineering Services						
(42060) Software and Technology Serv	0	0	0	239,770	335,248	310,377
(42070) Janitorial Services						
(42110) Sanitation and Recycling Serv						
(42310) Personnel Testing						
(42320) Printing and Binding						
(42410) Contracted Repair and Maint						
TOTAL PROFESSIONAL SERVICES	-	-	-	239,770	365,248	310,377
(44010) General Liability Insurance (IS Allocation)						
(44020) Property Insurance (IS Allocation)						
(44030) Automotive Insurance (IS Allocation)						
(46010) Fiber Service (IS Allocation)						
(46110) Building Maint (IS Allocation)						
(46210) City Mechanic (IS Allocation)						
(46310) Equipment (IS Allocation)						
(46410) Information Technology (IS Allocation)						
TOTAL INTERNAL SERVICES	-	-	-	-	-	-
(43010) Office Supplies						
(43015) Training Supplies						

CITY OF NORTH ST. PAUL, MINNESOTA
MUNICIPAL BUILDINGS/BUILDING MAINTENANCE FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2022 BUDGET

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget	Variance from 2021 Budget to 2022 Budget Positve (Negative)	
REVENUES								
CHARGES FOR SERVICES	-	301,088	429,673	214,947	234,947	242,520	7,573	3%
AD VALOREM TAXES	-	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	-	0%
OTHER	-	(2,147)	(3,714)	759	-	-	-	0%
OTHER TAXES	-	-	-	183,782	175,000	175,000	-	0%
PERMITS	-	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	-	0%
TOTAL REVENUES	-	298,941	425,959	399,488	409,947	417,520	7,573	2%
EXPENDITURES								
PERSONNEL	-	53,311	4,518	-	-	-	-	0%
BENEFITS	-	11,125	346	-	-	-	-	0%
PROFESSIONAL SERVICES	-	413,636	298,431	136,315	174,222	181,652	7,430	4%
INTERNAL SERVICES	-	4,498	10,248	-	9,500	-	(9,500)	-100%
OPERATING	-	68,493	73,937	53,342	72,180	72,180	-	0%
OTHER FINANCING USES	-	-	-	-	-	-	-	0%
CAPITAL	-	2,091	-	-	-	172,000	172,000	0%
OTHER	-	-	-	-	-	-	-	0%
DEBT	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	-	553,154	387,480	189,657	255,902	425,832	169,930	66%
CHANGE IN NET POSITION	-	(254,213)	38,479	209,831	154,045	(8,312)		

CITY OF NORTH ST. PAUL, MINNESOTA
MUNICIPAL BUILDINGS/BUILDING MAINTENANCE FUND
REVENUES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(38010) Investment Income	0	-2,147	-3,714	7	0	0
(38015) Interfund Loan Interest						
(38020) Market Value Adjustment						
(38030) Rental Income						
(38050) Meter Sales - Remote						
(38060) Antenna Income						
(38070) Hauler Rebate						
(38080) NSF Check Fee						
(38090) Phone Payment Fee						
(38110) Donations						
(38210) Misc Revenue Non-Taxable						
(38220) Miscellaneous Revenue Taxable						
(38410) Park Fund - Advertising						
(38610) Refunds and Reimbursements	0	0	0	752	0	0
(38710) Sale of Goods and Property						
(38810) Pension Contributions						
TOTAL OTHER	-	(2,147)	(3,714)	759	-	-
(31010) Electric Franchise	0	0	0	183,782	175,000	175,000
(31020) Gas Franchise						
(31030) Cable Franchise						
(31080) County Gravel Tax						
TOTAL OTHER TAXES	-	-	-	183,782	175,000	175,000
(34010) Building Permit						
(34110) Electric Inspection						
(34120) Heating/Air Cond. Permit						
(34130) Plumbing Permit						
(34210) Rental Fee/Inspection						
(34220) Right-of-Way						
(34890) Animal License						
(34910) Misc Permits						
TOTAL PERMITS	-	-	-	-	-	-
(32010) Special Assessment Current						
(32020) Special Assessment Delinquent						
(32030) Spec Assess Penalty & Interest						
(32110) Spec Assess Prepaid to County						
(32120) Spec Assess Prepaid to City						
(32130) Spec Assess Int Prepay to City						
(32210) Nuisance Abatement						
TOTAL SPECIAL ASSESSMENTS	-	-	-	-	-	-
(37010) Court Fines						
(37110) Utility Penalty Charge						
TOTAL FINES	-	-	-	-	-	-
(33010) Liquor and Beer License						
(33110) Cigarette License						
(33210) Contractor License						
(33310) Garbage License						
(33410) Pawn Shop						
(33910) Misc License						
TOTAL LICENSES	-	-	-	-	-	-
TOTAL	-	298,941	425,959	399,488	409,947	417,520

NORTH ST.PAUL extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
MUNICIPAL BUILDINGS/BUILDING MAINTENANCE FUND
EXPENDITURES - LINE ITEM DETAILS
2022 BUDGET

GENERAL LEDGER CODE	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Proposed Budget
(43020) Operating Supplies	0	6,044	6,612	15,098	12,500	12,500
(43025) Cleaning Supplies	0	10,959	13,777	9,270	15,500	15,500
(43030) Small Tools and Minor Equip						
(43040) Maintenance Materials	0	268	2,704	1,708	3,500	3,500
(43050) Sand and Salt Materials						
(43055) Signs and Sign Materials						
(43060) Uniforms						
(43070) City Mechanic Supplies	0	0	0	250	0	0
(43075) City Mechanic Shop Charge	0	0	0	20	0	0
(43080) Motor Fuels	0	0	15	0	0	0
(43110) Copier Lease						
(43210) Communications Devices						
(43220) Postage						
(43230) Dues and Subscriptions	0	120	0	300	0	0
(43240) Advertising and Legal Notices						
(43310) Training and Travel						
(43390) Fire Relief Contribution						
(43410) Utilities	0	50,046	49,721	26,696	40,680	40,680
(43420) Power Purchase						
(43430) Green Power and Clean Energy						
(43510) Collected for Other Agencies						
(43710) Animal Shelter Fees						
TOTAL OPERATING	-	68,493	73,937	53,342	72,180	72,180
(49010) Transfer to other Funds						
TOTAL OTHER FINANCING USES	-	-	-	-	-	-
(47010) Land						
(47110) Furniture and Fixtures						
(47120) Office Equipment	0	1,792	0	0	0	0
(47130) Field Equipment	0	299	0	0	0	0
(47210) Vehicles						
(47310) Infrastructure Improvements						
(47410) Buildings and Other Improv	0	0	0	0	0	172,000
(47810) Depreciation						
(47910) Loss/Disposal/Abandonment						
TOTAL CAPITAL	-	2,091	-	-	-	172,000
(44410) Grant Awards						
(44970) Payments to Developers						
(44110) Bad Debt Expense						
(44910) Miscellaneous						
(44310) Interest Expense Cust Deposits						
(44230) Credit Card Processing						
(44930) Awards and Indemnities						
(44090) Other Insurance						
TOTAL OTHER	-	-	-	-	-	-
(48010) Bonding and Debt - Principal						
(48020) Bonding and Debt - Interest						
(48030) Bonding and Debt - Other						
(48040) Bank Charges - Debt						
TOTAL DEBT	-	-	-	-	-	-
TOTAL	-	553,154	387,480	189,657	255,902	425,832