City of North St. Paul
City Council
Workshop Meeting Agenda

November 21, 2023
5:15 PM

The City Council Meeting will be conducted on **November 21, 2023** at 5:15 p.m. in 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.

The **November 21, 2023** Zoom meeting can be accessed via:
https://tinyurl.com/NSPCityCouncil
(from a PC, Mac, tablet, iPhone or Android device) or by phone at 1-929-205-6099. Participants accessing the meeting by phone please use the following meeting ID: 84409094358

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

I. Call to Order

II. Roll Call
Council Member Cole
Council Member Schweer
Council Member Wong
Council Member Nordby
Mayor Monge

III. Adopt Agenda

IV. Topic(s)
A. LightsOn Program
B. 2024 Internal Service Funds and Other Budgets
C. 2024 Municipal Fee Schedule

V. Other Business

VI. Adjournment

The next regularly scheduled City Council Workshop meeting is December 5, 2023.

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Monge and City Council	November 21, 2023

Agenda Placement # IV.A

Topic(s)

Subject

LightsOn Program

Background/Facts

Lights On! partners with law enforcement agencies to help improve police-community relations and public safety. Rather than writing a ticket, officers are able to provide a voucher for a free car bulb replacement at a participating local auto shop, turning a traffic stop into a positive exchange.

A SIMPLE IDEA WITH A BIG IMPACT

It's a common scenario, an officer pulls over a vehicle with a burned out bulb except, now, instead of a ticket or warning, the officer hands the driver a Lights On! voucher for free light repair.

It's simple and, in the end, our roads are safer, police-community relations are improved, and drivers who may not be able to afford the simple repair get their lights fixed.

With Lights On!, communities are strengthened, one voucher at a time.

HOW DOES IT WORK?

- Participating law enforcement officers hand out vouchers to drivers with burned-out headlights, taillights, brake lights, or turn signals
- Drivers redeem the vouchers at a participating auto shop
- The driver's bulb problem is fixed FOR FREE (up to $250) and Lights On! reimburses the auto shop for their costs

AUTO SHOP DETAILS

- Drivers find a conveniently-located, participating auto shop on the Lights On! website
- Auto shops' essential information is posted on the Lights On! locator page
- Auto shops must be full-service repair providers

- Auto shops are to service anyone who arrives at their facility with a Lights On!
- voucher, in as timely a manner as possible, and with no appointment required
- Auto shops agree to conduct no up-selling at that time
- Lights On! covers all bulb repairs up to $250, including jobs that require
- additional labor or expensive bulbs, at predetermined rates
- Upon completing the repairs, auto shops mail the invoice, voucher, and
- customer survey to Lights On! and are reimbursed within 7 days

In joining the Lights On Program, the North St. Paul Police Department, we will also be working together with the Maplewood Police Department and the Ramsey County Attorney's Office. The Ramsey County Attorney's Office has provided the funding for a Maplewood Police Department employee to complete the tracking and documentation required for this program to ensure that the program is operating efficiently. The North St. Paul Police Department will be submitting our Lights-On program documentation to the Maplewood PD employee who will be completing this work.

https://lightsonus.org/

Recommended Action

Attachments

1. Lights on Program 2
2. Lights on Program 3

Respectfully submitted,
Phil Baebenroth, Police Chief

LIGHTS ON!

A PROGRAM OF MICROGRANTS

Building Relationships One Community at a Time

> **Recent tragic encounters have brought police-community relations to an all-time low. All across America, people are insisting on change. Mayors and Chiefs are promising healed relationships. Lights On! is the solution to begin that healing.**
>
> **Don Samuels, Lights On! Founder**

HOW IT WORKS

Lights On! provides a new approach to a societal problem – instead of punishing drivers for broken lights, we turn a dreaded traffic stop into an opportunity to create positive interactions between communities and law enforcement.

Participating police departments hand out vouchers to drivers instead of tickets

+

Local auto service providers donate labor to fix the bulbs

+

Lights On! coordinates all administration and fundraising

7,000+

Vouchers redeemed, safer cars on the road and positive interactions

1 in 3

Voucher recipients have household incomes below $30,000

99.2%

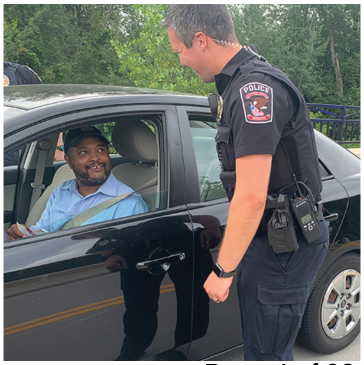
Voucher recipients reported being satisfied or highly satisfied with law enforcement interaction

141+

Law enforcement partners

285+

Service center partners



Voucher Recipient Quotes

"I was relieved! My wife just got laid off and I was using my vehicle for my second job. The officer's decision and character gave me a great feeling about the local police."

"I am retired on a fixed income (social security only). With the rise of 5% in my town house fees, I have zero money left after paying bills. Any car repair or unexpected expense comes out of my savings annuity. So, this voucher was a HUGE help for me to be safe while driving, avoid a more costly ticket, and not have a big expense this month. And a great help to have a good headlight in unruly winter nights."

Voucher Recipient Quotes

"I really love the fact that I was part of this program, and, you know, sometimes it's not that we don't want to fix it, it just means that at that very moment we were currently out of funds and didn't know what to do."

"I am a mother of 3 small children. We were without a vehicle, walking in the snow for 2 months after our car was totaled. I worked and saved up to get a cheap car. Then, I got pulled over for having my taillights out. I was so scared I would get a ticket and wouldn't be able to pay. I am so grateful."

BENEFITS

- Improved police and community relations
- Safer cars on the road
- A positive path for low-income drivers
- Less police officer stress
- A new approach to societal problems
- Better prioritized community resources

RECOGNITION & AWARDS

NIGHTLY NEWS WITH LESTER HOLT

StarTribune

2019 MINNESOTA NONPROFIT AWARDS for INNOVATION

ABOUT

Lights On! is a community-driven program that helps build goodwill between law enforcement and the communities they serve. Instead of a ticket, police officers can give drivers with burned out lightbulbs or taillights a free voucher to get it fixed at participating auto shops. This program greatly helps low-income individuals who may not be able to afford fixing a lightbulb on their car. Lights On! was created in response to the death of Philando Castile by MicroGrants; a non-profit which boosts economic self-sufficiency for low-income individuals by providing grants to start a business, finish their education or acquire transportation for their job.

GET INVOLVED

Lights On! is funded by community donations that make the program possible. Donate in several different ways to fund community healing:

- **Donate at LightsOnUS.Org**
- **Set up recurring monthly donations**
- **Reach out directly to Lights On! for other ways to get involved lightson@micrograntsnet**

LIGHTS ON!

A PROGRAM OF MICROGRANTS

Information for Auto Shops

141+

Participating Law Enforcement Agencies

Including:

- Minneapolis Police
- Wichita Police
- Chattanooga Police

285+

Participating Auto Service Providers across 16+ states

"I think it's a great program and auto shops should get involved with it."
Jeff Bahe, co-owner of Bobby & Steve's Auto World

MicroGrants
Partnering With People of Potential
www.micrograntsnet

A SIMPLE IDEA WITH A BIG IMPACT

It's a common scenario, an officer pulls over a vehicle with a burned out bulb except, now, instead of a ticket or warning, the officer hands the driver a Lights On! voucher for free light repair.

It's simple and, in the end, our roads are safer, police-community relations are improved, and drivers who may not be able to afford the simple repair get their lights fixed.

With Lights On!, communities are strengthened, one voucher at a time.

HOW DOES IT WORK?

1. Participating law enforcement officers hand out vouchers to drivers with burned-out headlights, taillights, brake lights, or turn signals
2. Drivers redeem the vouchers at a participating auto shop
3. The driver's bulb problem is fixed FOR FREE (up to $250) and Lights On! reimburses the auto shop for their costs

AUTO SHOP DETAILS

- Drivers find a conveniently-located, participating auto shop on the Lights On! website
- Auto shops' essential information is posted on the Lights On! locator page
- Auto shops must be full-service repair providers
- Auto shops are to service anyone who arrives at their facility with a Lights On! voucher, in as timely a manner as possible, and with no appointment required
- Auto shops agree to conduct no up-selling at that time
- Lights On! covers all bulb repairs up to $250, including jobs that require additional labor or expensive bulbs, at predetermined rates
- Upon completing the repairs, auto shops mail the invoice, voucher, and customer survey to Lights On! and are reimbursed within 7 days

CONTACT US AND MAKE A DIFFERENCE!

www.lightson.org
lightson@microgrants.net

Check out our auto shop info page at **www.lightson.org/auto-partners**.

See our auto shop locater page at **www.lightson.org/autocenters**.

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Monge and City Council	November 21, 2023

Agenda Placement # IV.B

Topic(s)

Subject

2024 Internal Service Funds and Other Budgets

Background/Facts

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:

Information Technology Internal Service Fund
Insurance Internal Service Fund
Equipment Internal Service Fund
City Mechanic Internal Service Fund
Building Maintenance Internal Service Fund

The other budgeted permanent funds for the City are:
Community Center Fund
Community Event Fund
Fire Relief Fund
Park Fund
Street Maintenance Fund

Recommended Action

Attachments

1. 2024 INTERNAL SERVICE FUNDS AND OTHER BUDGETS 11.21
2. 2024 Internal Service Funds
3. 2024 Special Revenue Funds

Respectfully submitted,
Daniel Winek, Finance Director

2024 INTERNAL SERVICE FUNDS AND OTHER BUDGETS

November 21, 2023

City of North St. Paul

INTERNAL SERVICE FUNDS

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:

Information Technology Internal Service Fund

Insurance Internal Service Fund

Equipment Internal Service Fund

City Mechanic Internal Service Fund

Building Maintenance Internal Service Fund

INFORMATION TECHNOLOGY

- Balanced Budget of $495,714.
- Significant Changes
  - Contractual services expense budget increased $51,446, or 12%, due to an increase in Metro-INET services.

INSURANCE

- Balanced Budget of $525,859.
- Significant Changes
  - 7% increase in insurance costs – Workers Compensation Insurance, Property Insurance, General Liability and Auto Insurance.

EQUIPMENT

- Budget of $411,710 per the Capital Improvement Plan.
  - Trailer camera (Police) - $55,000
  - Body worn cameras (Police) - $8,410
  - APX 6000 handheld radios (Police) - $25,000
  - Replacement of Chevy 3500 (Streets) - $105,100
  - Replace Bobcat S595 Skidsteer (Streets) - $95,000
  - Replace Toro Workman (Parks and Rec) - $89,900
  - Replace commercial washer (Fire) - $13,300
  - Ballistic vests (Fire) - $20,000
- Revenues of $1,059,945 per the Capital Improvement Plan.
  - Includes $542,482 in Public Safety Funds.

CITY MECHANIC

- Balanced Budget of $42,632.
- Significant Changes
    - Supplies increased $3,067.
    - Contractual services increased $2,565.

BUILDING MAINTENANCE

- Budget of $631,360.
- Revenues of $494,213.
- Use of Fund Balance - $137,147.
- Significant Changes:
  - Supplies decreased - $9,190.
  - Contractual Services increased - $56,450.
  - Capital increased - $108,750 (New Police Garage doors have been moved up from 2025).

OTHER BUDGETED FUNDS

The other budgeted funds for the City are:

- **Community Center Fund**
- **Community Event Fund**
- **Fire Relief Fund**
- **Park Fund**
- **Street Maintenance Fund**

COMMUNITY CENTER FUND

- The Community Center Fund was created in 2020 to account for the rental revenue of the facility and associated maintenance expenditures. The budget shows no rental revenue and $87,250 for operating costs. $87,250 will be needed from fund balance. The long term use of the building is still under discussion.

COMMUNITY EVENT FUND

- The Community Event Fund is used to account for community events sponsored by the Arts and Culture Committee and the Park and Recreation Committee. In addition, expenses and revenues related to the North St. Paul car show.
- Budget - $30,750.
- Revenue - $13,000.
- Use of Fund Balance - $17,750.

FIRE RELIEF FUND

- The Fire Relief Fund was created in 2019 to pass through North St. Paul's Fire State Aid to the North St. Paul Fire Relief and accumulate additional funding for future pension contributions to ensure 100% funding of retirement benefits. For 2023, the Fire State Aid was $85,422.

PARK FUND

- The Park Fund was created to finance capital improvements related to the park system. Initial funding was donation driven, but has grown to include reservation of park facilities (≈$80,000), Local Government Aid ($100,000), Hause Park Grant ($194,392), and $36,042 in levy. The fund transfers $65,000 annually to make debt payments related to the Casey Lake Pavilion.

- 2024 Projects include $432,358 for McKnight Fields Master Planning, Hause Park Project, Downtown Park Master Planning, West End Passive Park, the Casey Lake Parking Lot

STREET MAINTENANCE FUND

- The Street Maintenance Fund was created to provide minor rehabilitation to City streets. Most improvements are made with a maintenance overlay, which is a process of milling pavement on the curb line, then overlaying a pavement mix on the existing street. This fund receives the annual Street Maintenance allocation (≈$151,000), Local Government Aid ($54,816), and beginning in 2024 a levy of $190,965.

- 2024 Projects include$1,752,400; $105,000 for Parks, Playgrounds, Paths, and Open Spaces, which consists of $45,000 for improvements to the Gateway State Trail access and $60,000 for McKnight Boulevard sidewalk. It also includes $547,400 for Pavement Preservation and $1,100,000 for the Pavement Rehabilitation Program.

QUESTIONS

INFORMATION TECHNOLOGY

ACTIVITY MANAGER
Brian Frandle, City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY
This activity provides the information technology (IT) services for the City. Information Technology provides management and technical services for the City computer, network, and telephone systems. The City is a part of the Metro-INET Information Technology Consortium that provides IT support to a group of Minnesota governments. Metro-INET has relationships with approximately 40 government agencies. This fund also purchases computers, shared software, and hardware.

DEPARTMENT SERVICES

IT Support	Software Monitoring and Upgrades
Hardware Installation	Network Services

OBJECTIVES AND PRIORITIES

- Continue working with the Metro-INET Information Technology Consortium to ensure a strong and safe IT environment.
- Leverage the skills and knowledge within the consortium that would otherwise be unavailable should the City choose to staff the function independently.
- Replace desktop workstations as recommended by Metro-INET.
- Ensure proper data retention across all applications.

FINANCIAL IMPACTS

OPERATING
- The Information Technology Fund does not have personnel expense.
- The Information Technology Fund does not have supplies expense.
- Contractual services expense budget increased $51,446, or 12%, due to an increase in Metro-INET services.

CAPITAL
- Technology requests in the 2024 Capital Improvement Program consist of SCADA System Lift Station Panels for $31,520. If approved, it is recommended this project be paid from the Waste Water Enterprise Fund.
- Future Technology requests in the Capital Improvement Program for 2025-2033 include $367,830 in Capital Technology Purchases for the SCADA system and Council Chambers audio and video technology. If approved, it is recommended that the SCADA projects be paid from the Water,

Waste Water, Electric, and Surface Water Enterprise Funds and that the technology for Council Chambers be paid from the Information Technology Internal Services Fund.

INFORMATION TECHNOLOGY FUND

PERSONNEL SUMMARY

Regular Employment (FTE)					
Position Title	Actual 2020	Actual 2021	Actual 2022	Budgeted 2023	Proposed 2024
NONE					
Total FTE	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-

CITY OF NORTH ST. PAUL, MINNESOTA
INFORMATION TECHNOLOGY FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2024 BUDGET

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget	Variance from 2023 Budget to 2024 Budget Increase (Decrease)	
REVENUES							
CHARGES FOR SERVICES	397,500	398,150	380,359	444,268	495,714	51,446	12%
AD VALOREM TAXES	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	0%
OTHER	498	(291)	(1,988)	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	0%
TOTAL REVENUES	**397,998**	**397,859**	**378,371**	**444,268**	**495,714**	**51,446**	**12%**
EXPENDITURES							
PERSONNEL	-	-	-	-	-	-	0%
SUPPLIES	-	-	-	-	-	-	0%
CONTRACTURAL SERVICES	239,770	394,293	315,309	444,268	495,714	51,446	12%
CAPITAL	520	-	-	-	-	-	0%
TRANSFERS	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	**240,290**	**394,293**	**315,309**	**444,268**	**495,714**	**51,446**	**12%**
CHANGE IN NET POSITION	**157,707**	**3,565**	**63,062**	**-**	**-**		

CITY OF NORTH ST. PAUL, MINNESOTA
INFORMATION TECHNOLOGY FUND
REVENUES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
CHARGES FOR SERVICES	95 R	3600	397,500	398,150	380,359	444,268	495,714
TOTAL CHARGES FOR SERVICES			397,500	398,150	380,359	444,268	495,714
TOTAL AD VALOREM TAXES			-	-	-	-	-
TOTAL OTHER FINANCING SOURCES			-	-	-	-	-
TOTAL INTERGOVERNMENTAL			-	-	-	-	-
MARKET VALUE ADJUSTMENT	95 R	3800	-250	-1,335	-4,412	0	0
INVESTMENT INCOME	95 R	3801	747	1,044	2,425	0	0
TOTAL OTHER			**498**	**(291)**	**(1,988)**	-	-
TOTAL OTHER TAXES			-	-	-	-	-
TOTAL PERMITS			-	-	-	-	-
TOTAL SPECIAL ASSESSMENTS			-	-	-	-	-
TOTAL FINES			-	-	-	-	-
TOTAL LICENSES			-	-	-	-	-
TOTAL			**397,998**	**397,859**	**378,371**	**444,268**	**495,714**

CITY OF NORTH ST. PAUL, MINNESOTA
INFORMATION TECHNOLOGY FUND
EXPENDITURES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
TOTAL PERSONNEL SERVICES			-	-	-	-	-
TOTAL SUPPLIES			-	-	-	-	-
Software & Technology Services	95 E	4305	239,770	357,126	315,309	444,268	495,714
Dues & Subscriptions	95 E	4360	0	37,167	0	0	0
TOTAL CONTRACTUAL SERVICES			**239,770**	**394,293**	**315,309**	**444,268**	**495,714**
Field Equipment	95 E	4710	520	0	0	0	0
TOTAL CAPITAL			**520**	-	-	-	-
TOTAL TRANSFERS			-	-	-	-	-
TOTAL			**240,290**	**394,293**	**315,309**	**444,268**	**495,714**

INSURANCE

ACTIVITY MANAGER
Jennie Kloos, Assistant to City Manager
Jennie.Kloos@northstpaul.org
651-747-2422

DESCRIPTION OF ACTIVITY
This activity provides the insurance internal service to other departments. Each department funds the insurance internal service for the City's insurance costs through the League of Minnesota Cities Insurance Trust. Insurances provided include general liability, property, auto, and workers compensation. The insurance activity is tracked in a separate internal service fund to better track the total insurance and to equitably charge other City activities. Insurance for payroll benefits are also cleared through this fund, with no net impact to revenue & expenses.

OBJECTIVES AND PRIORITIES

- Keep the City fully insured to limit potential losses and protect against unnecessary risks.
- Properly spread the costs of insurance to other activities.

FINANCIAL IMPACTS

OPERATING
- Personnel expense budget increased $46,700, or 16%, compared to the prior year's budget. Personnel expense consists entirely of worker's compensation insurance and the increase in budget is based upon estimated increases in worker's compensation costs.
- The Insurance Fund does not have supplies expense.
- Contractual services budget decreased $12,427, or 6%, compared to the prior year's budget due to eliminating budget for legal services.

CAPITAL
- This fund does not have any planned capital requests.

INSURANCE FUND

PERSONNEL SUMMARY

Regular Employment (FTE)					
Position Title	Actual 2020	Actual 2021	Actual 2022	Budgeted 2023	Proposed 2024
NONE					
Total FTE	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-

CITY OF NORTH ST. PAUL, MINNESOTA
INSURANCE FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2024 BUDGET

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget	Variance from 2023 Budget to 2024 Budget Increase (Decrease)	
REVENUES							
CHARGES FOR SERVICES	393,070	424,915	468,017	491,586	525,645	34,059	7%
AD VALOREM TAXES	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	0%
OTHER	21,326	50,087	40,797	-	214	214	0%
OTHER TAXES	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	0%
TOTAL REVENUES	**414,396**	**475,002**	**508,814**	**491,586**	**525,859**	**34,273**	**7%**
EXPENDITURES							
PERSONNEL	193,775	174,031	276,348	285,849	332,549	46,700	16%
SUPPLIES	-	-	-	-	-	-	0%
CONTRACTURAL SERVICES	171,519	175,465	164,962	205,737	193,310	(12,427)	-6%
CAPITAL	-	-	-	-	-	-	0%
TRANSFERS	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	**365,294**	**349,496**	**441,310**	**491,586**	**525,859**	**34,273**	**7%**
CHANGE IN NET POSITION	**49,102**	**125,506**	**67,505**	**-**	**-**		

CITY OF NORTH ST. PAUL, MINNESOTA
INSURANCE FUND
REVENUES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
CHARGES FOR SERVICES	96 R	3600	393,070	424,915	468,017	491,586	525,645
TOTAL CHARGES FOR SERVICES			393,070	424,915	468,017	491,586	525,645
TOTAL AD VALOREM TAXES			-	-	-	-	-
TOTAL OTHER FINANCING SOURCES			-	-	-	-	-
TOTAL INTERGOVERNMENTAL			-	-	-	-	-
MARKET VALUE ADJUSTMENT	96 R	3800	511	-710	-6,185	0	0
INVESTMENT INCOME	96 R	3801	2,127	515	3,394	0	214
INSURANCE RECOVERIES	96 R	3814	0	4,369	9,042	0	0
REFUNDS & REIMBURSEMENTS	96 R	3865	18,688	45,913	34,546	0	0
TOTAL OTHER			**21,326**	**50,087**	**40,797**	**-**	**214**
TOTAL OTHER TAXES			-	-	-	-	-
TOTAL PERMITS			-	-	-	-	-
TOTAL SPECIAL ASSESSMENTS			-	-	-	-	-
TOTAL FINES			-	-	-	-	-
TOTAL LICENSES			-	-	-	-	-
TOTAL			**414,396**	**475,002**	**508,814**	**491,586**	**525,859**

CITY OF NORTH ST. PAUL, MINNESOTA
INSURANCE FUND
EXPENDITURES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
Health Insurance	96 E	4040	0	0	11,636	0	0
Worker's Compensation Insurance	96 E	4050	193,775	174,031	264,712	285,849	332,549
TOTAL PERSONNEL SERVICES			**193,775**	**174,031**	**276,348**	**285,849**	**332,549**
TOTAL SUPPLIES			-	-	-	-	-
Legal Services	96 E	4302	23,858	28,870	0	30,000	0
General Liability Insurance	96 E	4400	50,691	50,959	131,242	61,161	67,277
Property Insurance	96 E	4410	69,299	68,300	17,083	79,302	87,231
Automotive Insurance	96 E	4420	22,827	27,336	6,230	35,274	38,802
Repair/Maintenance - Vehicle	96 E	4530	4,845	0	10,407	0	0
TOTAL CONTRACTUAL SERVICES			**171,519**	**175,465**	**164,962**	**205,737**	**193,310**
TOTAL CAPITAL			-	-	-	-	-
TOTAL TRANSFERS			-	-	-	-	-
TOTAL			**365,294**	**349,496**	**441,310**	**491,586**	**525,859**

EQUIPMENT

ACTIVITY MANAGER
Brian Frandle, City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY
This activity provides the equipment purchase internal service to other departments. Each department funds the equipment internal service for scheduled purchases to better budget and smooth out the yearly purchases.

OBJECTIVES AND PRIORITIES

- Track vehicle and equipment purchases across the city to effectively budget and smooth out large purchases over time.
- Develop and track 10-year capital improvement plan.

FINANCIAL IMPACTS

OPERATING
- The Equipment Fund does not have operating expenses. The Fund is only used to account for the purchase of equipment and vehicles.

CAPITAL
- The Capital Improvement Program request for 2024 include $411,710 in Vehicle and Equipment requests. If approved, it is recommended that the Equipment and Vehicle purchases be paid for from the Equipment Internal Services Fund.
    - Trailer camera (Police) - $55,000
    - Body worn cameras (Police) - $8,410
    - APX 6000 handheld radios (Police) - $25,000
    - Replacement of Chevy 3500 (Streets) - $105,100
    - Replace Bobcat S595 Skidsteer (Streets) - $95,000
    - Replace Toro Workman (Parks and Rec) - $89,900
    - Replace commercial washer (Fire) - $13,300
    - Ballistic vests (Fire) - $20,000
- Future Capital Improvement Program requests for 2025-2033 include $8,656,710 in Vehicle and Equipment Purchases. If approved, it is recommended that the Equipment and Vehicle purchases be paid for from the Equipment Internal Services Fund.

EQUIPMENT FUND

PERSONNEL SUMMARY

Regular Employment (FTE)					
Position Title	Actual 2020	Actual 2021	Actual 2022	Budgeted 2023	Proposed 2024
NONE					
Total FTE	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-

CITY OF NORTH ST. PAUL, MINNESOTA
EQUIPMENT FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2024 BUDGET

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget	Variance from 2023 Budget to 2024 Budget Increase (Decrease)	
REVENUES							
CHARGES FOR SERVICES	627,363	627,363	507,463	507,463	507,463	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	131,412	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	542,482	542,482	0%
OTHER	58,158	107,619	(13,992)	6,000	10,000	4,000	67%
OTHER TAXES	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	0%
TOTAL REVENUES	**685,521**	**866,394**	**493,471**	**513,463**	**1,059,945**	**546,482**	**106%**
EXPENDITURES							
PERSONNEL	-	-	-	-	-	-	0%
SUPPLIES	-	2,510	8,609	-	-	-	0%
CONTRACTURAL SERVICES	-	-	-	-	-	-	0%
CAPITAL	201,324	1,127,408	421,142	384,200	411,710	27,510	7%
TRANSFERS	102,787	150,000	-	-	-	-	0%
TOTAL EXPENDITURES	**304,110**	**1,279,918**	**429,751**	**384,200**	**411,710**	**27,510**	**7%**
CHANGE IN NET POSITION	**381,410**	**(413,524)**	**63,720**	**129,263**	**648,235**		

CITY OF NORTH ST. PAUL, MINNESOTA
EQUIPMENT FUND
REVENUES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
CHARGES FOR SERVICES	97 R	3600	627,363	627,363	507,463	507,463	507,463
TOTAL CHARGES FOR SERVICES			627,363	627,363	507,463	507,463	507,463
TOTAL AD VALOREM TAXES			-	-	-	-	-
TRANSFER FROM OTHER FUNDS	97 R	3992	0	131,412	0	0	0
TOTAL OTHER FINANCING SOURCES			-	**131,412**	-	-	-
STATE GRANTS	97 R	3522	0	0	0	0	542,482
TOTAL INTERGOVERNMENTAL			-	-	-	-	**542,482**
MARKET VALUE ADJUSTMENT	97 R	3800	1,878	-38,105	-95,889	0	0
INVESTMENT INCOME	97 R	3801	38,149	37,433	42,239	0	0
SALE OF GOODS & PROPERTY	97 R	3804	18,130	108,291	23,925	6,000	10,000
INSURANCE RECOVERIES	97 R	3814	0	0	15,733	0	0
TOTAL OTHER			**58,158**	**107,619**	**(13,992)**	**6,000**	**10,000**
TOTAL OTHER TAXES			-	-	-	-	-
TOTAL PERMITS			-	-	-	-	-
TOTAL SPECIAL ASSESSMENTS			-	-	-	-	-
TOTAL FINES			-	-	-	-	-
TOTAL LICENSES			-	-	-	-	-
TOTAL			**685,521**	**866,394**	**493,471**	**513,463**	**1,059,945**

CITY OF NORTH ST. PAUL, MINNESOTA
EQUIPMENT FUND
EXPENDITURES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
TOTAL PERSONNEL SERVICES			-	-	-	-	-
Small Tools & Minor Equipment	97 E	4230	0	2,510	8,609	0	0
TOTAL SUPPLIES			-	**2,510**	**8,609**	-	-
TOTAL CONTRACTUAL SERVICES			-	-	-	-	-
Field Equipment	97 E	4710	0	270,226	67,939	168,500	378,410
Vehicles	97 E	4720	0	582,688	36,262	215,700	33,300
Depreciation	97 E	4798	193,041	254,876	316,942	0	0
Loss/Disposal/Abandonment	97 E	4799	8,282	19,619	0	0	0
TOTAL CAPITAL			**201,324**	**1,127,408**	**421,142**	**384,200**	**411,710**
Transfer to other Funds	97 E	4992	102,787	150,000	0	0	0
TOTAL TRANSFERS			**102,787**	**150,000**	-	-	-
TOTAL			**304,110**	**1,279,918**	**429,751**	**384,200**	**411,710**

CITY MECHANIC

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity provides the city mechanic internal service to other departments including street maintenance, parks, electric, and the other utilities. The city mechanic performs general maintenance and repair on the City's Public Works and Electric vehicles and equipment. The city mechanic assists with major repairs and overhauls as well refitting vehicles and equipment for other use such as dump trucks refitted for winter plowing. Both in-shop and field assistance are provided.

DEPARTMENT SERVICES

Vehicle Repair and Maintenance	Equipment Repair and Maintenance

OBJECTIVES AND PRIORITIES

- Keep vehicles and equipment in optimum operating condition to maximize life.
- Ensure all vehicles are following compliance with DOT regulations.

IMPACT MEASURES / PERFORMANCE INDICATORS

Item	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Projected 2023	Projected 2024
Work Orders Completed (est.)	412	333	340	387	400	400
Total Number of Vehicles (est.)	40	42	42	42	42	42
Other Equipment Maintained			150	150	150	150
New Vehicles in Service (est.)	3	3	5	2	3	2

FINANCIAL IMPACTS

OPERATING

- The Mechanic Fund does not have personnel expenses.
- Supplies expense budget increased $3,067, or 9%, from the prior year's budget primarily due to increases in operating supplies and small tool/equipment expense.
- Contractual services budget increased $2,565, or 89%, compared to the prior year's budget due to an increase in general contracting / consulting services.

CAPITAL

- This fund does not have any planned capital requests.

CITY MECHANIC FUND

PERSONNEL SUMMARY

Regular Employment (FTE)					
Position Title	Actual 2020	Actual 2021	Actual 2022	Budgeted 2023	Proposed 2024
NONE					
Total FTE	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-

CITY OF NORTH ST. PAUL, MINNESOTA
CITY MECHANIC FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2024 BUDGET

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget	Variance from 2023 Budget to 2024 Budget Increase (Decrease)	
REVENUES							
CHARGES FOR SERVICES	66,737	42,620	37,000	37,000	42,632	5,632	15%
AD VALOREM TAXES	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	150,000	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	0%
OTHER	777	-	(527)	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	0%
TOTAL REVENUES	**67,515**	**192,620**	**36,473**	**37,000**	**42,632**	**5,632**	**15%**
EXPENDITURES							
PERSONNEL	13,284	-	-	-	-	-	0%
SUPPLIES	4,344	16,250	23,500	34,103	37,170	3,067	9%
CONTRACTURAL SERVICES	443	1,498	2,212	2,897	5,462	2,565	89%
CAPITAL	-	-	-	-	-	-	0%
TRANSFERS	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	**18,071**	**17,748**	**25,712**	**37,000**	**42,632**	**5,632**	**15%**
CHANGE IN NET POSITION	**49,443**	**174,872**	**10,761**	**-**	**-**		

CITY OF NORTH ST. PAUL, MINNESOTA
CITY MECHANIC FUND
REVENUES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
CHARGES FOR SERVICES	98 R	3600	62,237	39,000	37,000	37,000	42,632
CHARGES FOR SERVICES ANCILLARY	98 R	3601	4,500	3,620	0	0	0
TOTAL CHARGES FOR SERVICES			66,737	42,620	37,000	37,000	42,632
TOTAL AD VALOREM TAXES			-	-	-	-	-
TRANSFER FROM OTHER FUNDS	98 R	3992	0	150,000	0	0	0
TOTAL OTHER FINANCING SOURCES			-	**150,000**	-	-	-
TOTAL INTERGOVERNMENTAL			-	-	-	-	-
MARKET VALUE ADJUSTMENT	98 R	3800	0	0	-1,216	0	0
INVESTMENT INCOME	98 R	3801	0	0	689	0	0
REFUNDS & REIMBURSEMENTS	98 R	3865	777	0	0	0	0
TOTAL OTHER			**777**	-	**(527)**	-	-
TOTAL OTHER TAXES			-	-	-	-	-
TOTAL PERMITS			-	-	-	-	-
TOTAL SPECIAL ASSESSMENTS			-	-	-	-	-
TOTAL FINES			-	-	-	-	-
TOTAL LICENSES			-	-	-	-	-
TOTAL			**67,515**	**192,620**	**36,473**	**37,000**	**42,632**

CITY OF NORTH ST. PAUL, MINNESOTA
CITY MECHANIC FUND
EXPENDITURES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
Full-Time Employees - Regular	98 E	4010	9,582	0	0	0	0
Deferred Compensation	98 E	4030	320	0	0	0	0
PERA Contribution	98 E	4031	465	0	0	0	0
FICA Contribution	98 E	4032	612	0	0	0	0
Medicare Contribution	98 E	4033	143	0	0	0	0
Health Insurance	98 E	4040	530	0	0	0	0
Unemployment Claims	98 E	4060	1,632	0	0	0	0
TOTAL PERSONNEL SERVICES			**13,284**	**-**	**-**	**-**	**-**
Operating Supplies	98 E	4120	685	3,745	9,628	8,000	10,020
Shop Materials	98 E	4205	728	0	0	0	0
City Mechanic Supplies	98 E	4208	0	835	437	1,000	750
City Mechanic Shop Charge	98 E	4209	0	40	0	0	0
Motor Fuels	98 E	4210	219	1,347	480	1,500	550
Chemicals & Chemical Products	98 E	4215	315	5,512	3,279	5,750	5,000
Small Tools & Minor Equipment	98 E	4230	2,090	4,011	8,938	17,003	20,000
Uniforms	98 E	4240	309	759	738	850	850
TOTAL SUPPLIES			**4,344**	**16,250**	**23,500**	**34,103**	**37,170**
Software & Technology Services	98 E	4305	0	0	1,800	0	2,000
General Service Fees	98 E	4310	0	205	0	500	500
Personnel Testing	98 E	4315	0	0	0	500	500
Communications Devices	98 E	4320	115	63	265	250	300
Training & Travel	98 E	4370	300	145	0	0	0
Automotive Insurance	98 E	4420	28	138	147	147	162
Contracted Repair & Maintenance	98 E	4600	0	948	0	1,500	2,000
TOTAL CONTRACTUAL SERVICES			**443**	**1,498**	**2,212**	**2,897**	**5,462**
TOTAL CAPITAL			**-**	**-**	**-**	**-**	**-**
TOTAL TRANSFERS			**-**	**-**	**-**	**-**	**-**
TOTAL			**18,071**	**17,748**	**25,712**	**37,000**	**42,632**

MUNICIPAL BUILDINGS / BUILDING MAINTENANCE

ACTIVITY MANAGER
Brian Frandle, City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY
This activity monitors the maintenance of the City Hall, the Public Works Facility, Park Shelters and Pavilions, and other city owned and operated buildings. This department also performs the preventative and routine maintenance in addition to emergency repairs on city buildings.

DEPARTMENT SERVICES

Maintenance of City Owned Buildings	Fixed Telecommunication
Janitorial Services	Door Security and Maintenance

OBJECTIVES AND PRIORITIES

- Provide building and facility maintenance for all City owned properties.
- Development of routine maintenance procedures to extend the life of city property.
- Centralized contracting for city-wide janitorial services.
- Maintain door security system and access to all city buildings.
- Add secure service windows to Community Development and Finance counters.
- Ensure elevators within City Hall and the former Community Center are inspected annually.
- Continue to evaluate the long-term capability of City facilities and plan for necessary upgrades.

FINANCIAL IMPACTS

OPERATING
- The Building Maintenance Fund does not have personnel expense.
- Supplies expense budget decreased $9,190, or 20%, from the prior year’s budget, mostly due to a decrease in maintenance materials.
- Contractual services expense budget increased $56,450, or 21%, compared to the prior year’s budget, mostly due to an increase in utilities expense.

CAPITAL
- The Capital Improvement Program request for 2024 include $266,600 in Building & Facility Improvements. The projects requested include door security updates, municipal building cameras, architectural design study for public safety facilities, new Police garage doors and a facilities assessment. If approved, it is recommended that these projects be paid from the Building Maintenance Fund.
- Future Capital Improvement Program requests for 2025-2033 include $1,961,200 in Building and

Facility Improvements. Future project requests include securing service windows, tuck pointing City Hall and Public Works facilities, new roofs for City Hall and Public Works facilities, replacing boilers for City Hall, remodel of Police facilities, and continued work on door security updates and municipal building cameras. If approved, it is recommended that these projects be paid from the Building Maintenance Fund.

BUILDING MAINTENANCE / MUNICIPAL BUILDINGS FUND

PERSONNEL SUMMARY

Regular Employment (FTE)					
Position Title	Actual 2020	Actual 2021	Actual 2022	Budgeted 2023	Proposed 2024
NONE					
Total FTE	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-

NORTH ST.PAUL extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
BUILDING MAINTENANCE FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2024 BUDGET

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget	Variance from 2023 Budget to 2024 Budget Increase (Decrease)	
REVENUES							
CHARGES FOR SERVICES	214,947	234,947	242,520	261,725	272,194	10,469	4%
AD VALOREM TAXES	-	-	-	-	29,489	29,489	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	0%
OTHER	759	7	(1,711)	-	-	-	0%
OTHER TAXES	183,782	185,125	190,207	185,125	192,530	7,405	4%
PERMITS	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	0%
TOTAL REVENUES	**399,488**	**420,080**	**431,016**	**446,850**	**494,213**	**47,363**	**11%**
EXPENDITURES							
PERSONNEL	-	-	-	-	-	-	0%
SUPPLIES	26,346	41,700	22,252	46,000	36,810	(9,190)	-20%
CONTRACTURAL SERVICES	163,311	246,210	345,829	271,500	327,950	56,450	21%
CAPITAL	-	18,810	-	157,850	266,600	108,750	69%
TRANSFERS	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	**189,657**	**306,720**	**368,082**	**475,350**	**631,360**	**156,010**	**33%**
CHANGE IN NET POSITION	**209,831**	**113,360**	**62,934**	**(28,500)**	**(137,147)**		

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
CHARGES FOR SERVICES	99 R	3600	214,947	234,947	242,520	261,725	272,194
TOTAL CHARGES FOR SERVICES			214,947	234,947	242,520	261,725	272,194
CURRENT PROPERTY TAX	99 R	3011	0	0	0	0	29,489
TOTAL AD VALOREM TAXES			-	-	-	-	**29,489**
TOTAL OTHER FINANCING SOURCES			-	-	-	-	-
TOTAL INTERGOVERNMENTAL			-	-	-	-	-
MARKET VALUE ADJUSTMENT	99 R	3800	0	-1,098	-4,055	0	0
INVESTMENT INCOME	99 R	3801	7	1,105	2,343	0	0
REFUNDS & REIMBURSEMENTS	99 R	3865	752	0	0	0	0
TOTAL OTHER			**759**	**7**	**(1,711)**	-	-
ELECTRIC FRANCHISE	99 R	3019	183,782	185,125	190,207	185,125	192,530
TOTAL OTHER TAXES			**183,782**	**185,125**	**190,207**	**185,125**	**192,530**
TOTAL PERMITS			-	-	-	-	-
TOTAL SPECIAL ASSESSMENTS			-	-	-	-	-
TOTAL FINES			-	-	-	-	-
TOTAL LICENSES			-	-	-	-	-
TOTAL			**399,488**	**420,080**	**431,016**	**446,850**	**494,213**

CITY OF NORTH ST. PAUL, MINNESOTA
BUILDING MAINTENANCE FUND
EXPENDITURES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
TOTAL PERSONNEL SERVICES			-	-	-	-	-
Operating Supplies	99 E	4120	15,098	3,475	6,673	10,000	9,060
Cleaning Supplies	99 E	4200	9,270	12,147	14,400	15,000	14,000
City Mechanic Supplies	99 E	4208	250	0	0	0	0
City Mechanic Shop Charge	99 E	4209	20	80	0	0	0
Maintenance Materials	99 E	4235	1,708	25,998	1,180	21,000	13,750
TOTAL SUPPLIES			26,346	41,700	22,252	46,000	36,810
General Contract/Consulting Services	99 E	4300	0	1,282	2,630	1,500	2,700
Software & Technology Services	99 E	4305	4,570	4,529	4,808	4,750	4,950
Janitorial Services	99 E	4306	70,425	99,967	106,617	103,000	108,500
General Service Fees	99 E	4310	12,670	12,343	14,823	13,000	14,850
Communications Devices	99 E	4320	0	0	22	0	0
Dues & Subscriptions	99 E	4360	300	0	0	0	0
Utilities	99 E	4500	26,696	43,559	94,763	46,500	99,500
Building Maintenance (IS Allocation)	99 E	4550	0	15,245	48,964	0	1,450
City Mechanic (IS Allocation)	99 E	4560	0	2,000	0	0	0
Contracted Repair & Maintenance	99 E	4600	48,650	67,285	73,203	102,750	96,000
TOTAL CONTRACTUAL SERVICES			163,311	246,210	345,829	271,500	327,950
Office Equipment	99 E	4705	0	2,195	0	0	0
Buildings & Structures	99 E	4740	0	0	0	157,850	266,600
Improvements Other Than Buildings	99 E	4750	0	16,615	0	0	0
TOTAL CAPITAL			-	18,810	-	157,850	266,600
TOTAL TRANSFERS			-	-	-	-	-
TOTAL			189,657	306,720	368,082	475,350	631,360

COMMUNITY CENTER

ACTIVITY MANAGER
Brian Frandle, City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY
This activity administers the operation of the facility formerly home of the North St. Paul Community Center. A portion of this location is currently occupied by a Ramsey County Library.

FINANCIAL IMPACTS

OPERATING
- The Community Center Fund does not have personnel expenditures.
- Supplies expenditure budget decreased $500, or 11%, from the prior year's budget due to a decrease in maintenance materials.
- Contractual services expenditure budget decreased $51,850, or 38%, compared to the prior year's budget due to a decrease in the budget for utilities expense.

CAPITAL
- This fund does not have any planned capital requests.

COMMUNITY CENTER

PERSONNEL SUMMARY

Regular Employment (FTE)					
Position Title	Actual 2020	Actual 2021	Actual 2022	Budgeted 2023	Proposed 2024
NONE					
Total FTE	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-

CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY CENTER FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2024 BUDGET

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget	Variance from 2023 Budget to 2024 Budget Increase (Decrease)	
REVENUES							
CHARGES FOR SERVICES	102,000	144,839	150,000	75,000	-	(75,000)	-100%
AD VALOREM TAXES	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	0%
OTHER	379	50	(2,989)	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	0%
TOTAL REVENUES	**102,379**	**144,888**	**147,011**	**75,000**	**-**	**(75,000)**	**-100%**
EXPENDITURES							
PERSONNEL	452	-	-	-	-	-	0%
SUPPLIES	1,099	574	746	4,500	4,000	(500)	-11%
CONTRACTURAL SERVICES	34,346	50,988	160,677	135,100	83,250	(51,850)	-38%
CAPITAL	-	-	-	-	-	-	0%
TRANSFERS	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	**35,898**	**51,562**	**161,423**	**139,600**	**87,250**	**(52,350)**	**-38%**
CHANGE IN NET POSITION	**66,481**	**93,326**	**(14,412)**	**(64,600)**	**(87,250)**		

CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY CENTER FUND
REVENUES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
COMM CTR - RENTAL	2 R	3646	102,000	144,839	150,000	75,000	0
TOTAL CHARGES FOR SERVICES			102,000	144,839	150,000	75,000	-
TOTAL AD VALOREM TAXES			-	-	-	-	-
TOTAL OTHER FINANCING SOURCES			-	-	-	-	-
TOTAL INTERGOVERNMENTAL			-	-	-	-	-
MARKET VALUE ADJUSTMENT	2 R	3800	-92	-1,382	-5,811	0	0
INVESTMENT INCOME	2 R	3801	471	1,431	2,823	0	0
TOTAL OTHER			**379**	**50**	**(2,989)**	-	-
TOTAL OTHER TAXES			-	-	-	-	-
TOTAL PERMITS			-	-	-	-	-
TOTAL SPECIAL ASSESSMENTS			-	-	-	-	-
TOTAL FINES			-	-	-	-	-
TOTAL LICENSES			-	-	-	-	-
TOTAL			**102,379**	**144,888**	**147,011**	**75,000**	-

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
Part-Time Employees	2 E	4020	420	0	0	0	0
FICA Contribution	2 E	4032	26	0	0	0	0
Medicare Contribution	2 E	4033	6	0	0	0	0
TOTAL PERSONNEL SERVICES			**452**	**-**	**-**	**-**	**-**
Cleaning Supplies	2 E	4200	0	0	0	3,000	3,000
Chemicals & Chemical Products	2 E	4215	879	0	0	0	0
Maintenance Materials	2 E	4235	220	574	746	1,500	1,000
TOTAL SUPPLIES			**1,099**	**574**	**746**	**4,500**	**4,000**
Janitorial Services	2 E	4306	10,560	10,560	10,835	11,400	11,750
General Service Fees	2 E	4310	1,136	3,820	6,566	1,200	6,500
Utilities	2 E	4500	11,870	17,147	33,227	92,500	35,000
Building Maintenance (IS Allocation)	2 E	4550	0	2,754	0	0	0
Contracted Repair & Maintenance	2 E	4600	10,780	16,706	110,049	30,000	30,000
TOTAL CONTRACTUAL SERVICES			**34,346**	**50,988**	**160,677**	**135,100**	**83,250**
TOTAL CAPITAL			**-**	**-**	**-**	**-**	**-**
TOTAL TRANSFERS			**-**	**-**	**-**	**-**	**-**
TOTAL			**35,898**	**51,562**	**161,423**	**139,600**	**87,250**

COMMUNITY EVENT

ACTIVITY MANAGER
Brian Frandle, City Manager
Brian.Frandle@northstpaul.org
651-747-2436

DESCRIPTION OF ACTIVITY
This activity aims to strengthen the North St. Paul community, create more connected neighborhoods, and foster resident engagement. Funded activities are targeted to achieve North St. Paul's strategic vision and bring residents together. Includes Music in the Park events, Food Truck Night, Fall Frolic, Star Watch, and Fall Parade.

FINANCIAL IMPACTS

OPERATING
- The Community Event Fund does not have personnel expenditures.
- The Community Event Fund does not have supplies expenditures.
- Contractual services expenditure budget increased $13,250, or 76%, compared to the prior year's budget due to an increase in the budget for miscellaneous services related to the Community events.

CAPITAL
- This fund does not have any planned capital requests.

COMMUNITY EVENT FUND

PERSONNEL SUMMARY

Regular Employment (FTE)					
Position Title	Actual 2020	Actual 2021	Actual 2022	Budgeted 2023	Proposed 2024
NONE					
Total FTE	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-

CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY EVENT FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2024 BUDGET

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget	Variance from 2023 Budget to 2024 Budget Increase (Decrease)	
REVENUES							
CHARGES FOR SERVICES	-	11,923	12,275	12,500	13,000	500	4%
AD VALOREM TAXES	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	51,817	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	0%
OTHER	384	243	4,165	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	0%
TOTAL REVENUES	**52,201**	**12,166**	**16,440**	**12,500**	**13,000**	**500**	**4%**
EXPENDITURES							
PERSONNEL	-	-	-	-	-	-	0%
SUPPLIES	-	600	-	-	-	-	0%
CONTRACTUAL SERVICES	-	5,713	22,891	17,500	30,750	13,250	76%
CAPITAL	-	-	-	-	-	-	0%
TRANSFERS	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	**-**	**6,313**	**22,891**	**17,500**	**30,750**	**13,250**	**76%**
CHANGE IN NET POSITION	**52,201**	**5,853**	**(6,451)**	**(5,000)**	**(17,750)**		

CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY EVENT FUND
REVENUES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
RECREATION - OUTSIDE PROGRAMS	15 R	3643	0	11,923	12,275	12,500	13,000
TOTAL CHARGES FOR SERVICES			-	11,923	12,275	12,500	13,000
TOTAL AD VALOREM TAXES			-	-	-	-	-
TRANSFER FROM OTHER FUNDS	15 R	3992	51,817	0	0	0	0
TOTAL OTHER FINANCING SOURCES			**51,817**	-	-	-	-
TOTAL INTERGOVERNMENTAL			-	-	-	-	-
MARKET VALUE ADJUSTMENT	15 R	3800	-105	-666	-1,959	0	0
INVESTMENT INCOME	15 R	3801	488	659	864	0	0
CHARGES FOR SERVICES	15 R	3809	0	250	260	0	0
MISCELLEANEOUS REVENUE (NT)	15 R	3899	0	0	5,000	0	0
TOTAL OTHER			**384**	**243**	**4,165**	-	-
TOTAL OTHER TAXES			-	-	-	-	-
TOTAL PERMITS			-	-	-	-	-
TOTAL SPECIAL ASSESSMENTS			-	-	-	-	-
TOTAL FINES			-	-	-	-	-
TOTAL LICENSES			-	-	-	-	-
TOTAL			**52,201**	**12,166**	**16,440**	**12,500**	**13,000**

CITY OF NORTH ST. PAUL, MINNESOTA
COMMUNITY EVENT FUND
EXPENDITURES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
TOTAL PERSONNEL SERVICES			**-**	**-**	**-**	**-**	**-**
Operating Supplies	15 E	4120	0	600	0	0	0
TOTAL SUPPLIES			**-**	**600**	**-**	**-**	**-**
General Contract/Consulting Services	15 E	4300	0	0	401	0	13,000
Miscellaneous	15 E	4630	0	5,713	22,490	17,500	17,750
TOTAL CONTRACTUAL SERVICES			**-**	**5,713**	**22,891**	**17,500**	**30,750**
TOTAL CAPITAL			**-**	**-**	**-**	**-**	**-**
TOTAL TRANSFERS			**-**	**-**	**-**	**-**	**-**
TOTAL			**-**	**6,313**	**22,891**	**17,500**	**30,750**

FIRE RELIEF

ACTIVITY MANAGER

Jason Mallinger, Fire Chief
Jason.Mallinger@northstpaul.org
651-747-2552

DESCRIPTION OF ACTIVITY

This activity accounts for the activity associated with the contributions to the North St. Paul Firefighters Department Relief Association (Fire Relief). The Fire Relief is a separate legal entity that receives and manages funding to provide retirement and other benefits to its members (Volunteer/Paid-on-Call Firefighters). There are two major sources of revenue in the fund; the first is a pass through whereby Minnesota State Fire Aid is received from the State which then, by statute, is to go to the Fire Relief; the second is a property tax levy that the City of North St. Paul levies each year to support the Fire Relief. The City contributes the difference between the budget and the Minnesota State Fire Aid. The fund also pays for the GASB 67/68 actuarial study required for the City's audited financial statements.

OBJECTIVES AND PRIORITIES

- Maintain a funding ratio of 100% based on the annual actuarial valuation study.

FINANCIAL IMPACTS

OPERATING

- Personnel expenditure budget increased $3,500, or 4%, compared to the previous year's budget. Personnel expenditures consist entirely of the contribution amount to Fire Relief.
- The Fire Relief Fund does not have supplies expenditures.
- Contractual services expenditure budget increased remains the same as in 2023.

CAPITAL

- This fund does not have any planned capital requests.

FIRE RELIEF

PERSONNEL SUMMARY

Regular Employment (FTE)					
Position Title	Actual 2020	Actual 2021	Actual 2022	Budgeted 2023	Proposed 2024
NONE					
Total FTE	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-

CITY OF NORTH ST. PAUL, MINNESOTA
FIRE RELIEF FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2024 BUDGET

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget	Variance from 2023 Budget to 2024 Budget Increase (Decrease)	
REVENUES							
CHARGES FOR SERVICES	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	-	-	0%
OTHER FINANCING SOURCES	91,000	91,000	91,000	91,000	91,000	-	0%
INTERGOVERNMENTAL	-	5,000	3,230	-	-	-	0%
OTHER	304	2	(1,619)	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	0%
TOTAL REVENUES	**91,304**	**96,002**	**92,611**	**91,000**	**91,000**	**-**	**0%**
EXPENDITURES							
PERSONNEL	67,317	81,225	93,000	87,500	91,000	3,500	4%
SUPPLIES	-	-	-	-	-	-	0%
CONTRACTURAL SERVICES	1,500	-	1,500	3,500	3,500	-	0%
CAPITAL	-	-	-	-	-	-	0%
TRANSFERS	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	**68,817**	**81,225**	**94,500**	**91,000**	**94,500**	**3,500**	**4%**
CHANGE IN NET POSITION	**22,487**	**14,777**	**(1,889)**	**-**	**(3,500)**		

NORTH ST.PAUL extraordinary.

CITY OF NORTH ST. PAUL, MINNESOTA
FIRE RELIEF FUND
REVENUES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE				2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
TOTAL CHARGES FOR SERVICES				-	-	-	-	-
TOTAL AD VALOREM TAXES				-	-	-	-	-
TRANSFER FROM OTHER FUNDS	23	R	3992	91,000	91,000	91,000	91,000	91,000
TOTAL OTHER FINANCING SOURCES				**91,000**	**91,000**	**91,000**	**91,000**	**91,000**
STATE GRANTS	23	R	3522	0	5,000	3,230	0	0
TOTAL INTERGOVERNMENTAL				-	**5,000**	**3,230**	-	-
MARKET VALUE ADJUSTMENT	23	R	3800	-26	-843	-2,805	0	0
INVESTMENT INCOME	23	R	3801	330	845	1,186	0	0
TOTAL OTHER				**304**	**2**	**(1,619)**	-	-
TOTAL OTHER TAXES				-	-	-	-	-
TOTAL PERMITS				-	-	-	-	-
TOTAL SPECIAL ASSESSMENTS				-	-	-	-	-
TOTAL FINES				-	-	-	-	-
TOTAL LICENSES				-	-	-	-	-
TOTAL				**91,304**	**96,002**	**92,611**	**91,000**	**91,000**

CITY OF NORTH ST. PAUL, MINNESOTA
FIRE RELIEF FUND
EXPENDITURES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
Fire Relief Contribution	23 E	4034	67,317	81,225	93,000	87,500	91,000
TOTAL PERSONNEL SERVICES			**67,317**	**81,225**	**93,000**	**87,500**	**91,000**
TOTAL SUPPLIES			-	-	-	-	-
Financial Services	23 E	4301	1,500	0	1,500	3,500	3,500
TOTAL CONTRACTUAL SERVICES			**1,500**	-	**1,500**	**3,500**	**3,500**
TOTAL CAPITAL			-	-	-	-	-
TOTAL TRANSFERS			-	-	-	-	-
TOTAL			**68,817**	**81,225**	**94,500**	**91,000**	**94,500**

PARK FUND

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity provides the administration for the capital improvements of the many City parks.

DEPARTMENT SERVICES

Park Planning	Park Improvements
Playground Improvements	Park Building Improvements

OBJECTIVES AND PRIORITIES

- Create and maintain parks offering recreational opportunities and amenities for all ages and ability.

FINANCIAL IMPACTS

OPERATING

- The Parks Fund does not have personnel expenditures.
- The Parks Fund does not have supplies expenditures.
- Contractual services expenditure budget increased $100, or 5%, compared to the prior year's budget due to a slight increase in the budget for general consulting services.
- Transfers out budgets decreased $15,000, or 19%, compared to the prior year's budget. The transfer out goes to pay for Casey Lake debt.

CAPITAL

- Capital Improvement Plan requests for 2024 include $432,358 for McKnight Fields Master Planning, Hause Park Project, Downtown Park Master Planning, West End Passive Park, the Casey Lake Parking Lot.
- Future Capital Improvement Plan requests for 2025-2033 total $3,750,400. Future projects include replacing the Casey Lake Hockey Rink, Casey Lake Open Air Shelter, Polar Park Improvements, Northwood Improvements, and the McKnight Field Parking Lot.

PARK FUND

PERSONNEL SUMMARY

Regular Employment (FTE)					
Position Title	Actual 2020	Actual 2021	Actual 2022	Budgeted 2023	Proposed 2024
NONE					
Total FTE	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-

CITY OF NORTH ST. PAUL, MINNESOTA
PARK FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2024 BUDGET

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget	Variance from 2023 Budget to 2024 Budget Increase (Decrease)	
REVENUES							
CHARGES FOR SERVICES	19,785	49,630	74,300	63,225	80,225	17,000	27%
AD VALOREM TAXES	-	-	-	-	36,042	36,042	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	100,000	100,000	100,000	100,000	294,392	194,392	194%
OTHER	11,041	7,771	(2,721)	4,600	5,500	900	20%
OTHER TAXES	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	0%
TOTAL REVENUES	**130,826**	**157,401**	**171,579**	**167,825**	**416,159**	**248,334**	**148%**
EXPENDITURES							
PERSONNEL	-	-	-	-	-	-	0%
SUPPLIES	1,271	45	-	-	-	-	0%
CONTRACTURAL SERVICES	5,354	4,160	2,050	2,000	2,100	100	5%
CAPITAL	26,485	4,592	-	250,000	432,358	182,358	73%
TRANSFERS	65,000	-	80,000	80,000	65,000	(15,000)	-19%
TOTAL EXPENDITURES	**98,110**	**8,797**	**82,050**	**332,000**	**499,458**	**167,458**	**50%**
CHANGE IN NET POSITION	**32,717**	**148,604**	**89,529**	**(164,175)**	**(83,299)**		

CITY OF NORTH ST. PAUL, MINNESOTA
PARK FUND
REVENUES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
CANOE RENTALS	63 R	3629	175	425	225	225	225
PARK RENTAL FEES	63 R	3630	19,610	49,205	74,075	63,000	80,000
TOTAL CHARGES FOR SERVICES			19,785	49,630	74,300	63,225	80,225
CURRENT PROPERTY TAX	63 R	3011	0	0	0	0	36,042
TOTAL AD VALOREM TAXES			-	-	-	-	**36,042**
TOTAL OTHER FINANCING SOURCES			-	-	-	-	-
STATE GRANTS	63 R	3522	0	0	0	0	194,392
STATE LGA	63 R	3523	100,000	100,000	100,000	100,000	100,000
TOTAL INTERGOVERNMENTAL			**100,000**	**100,000**	**100,000**	**100,000**	**294,392**
MARKET VALUE ADJUSTMENT	63 R	3800	68	-4,277	-16,639	0	0
INVESTMENT INCOME	63 R	3801	3,183	4,222	7,953	0	0
DONATIONS	63 R	3803	4,190	2,126	1,365	1,000	1,000
PARK ADVERTISING	63 R	3805	3,600	5,700	3,900	3,600	4,500
MISCELLEANEOUS REVENUE (NT)	63 R	3899	0	0	700	0	0
TOTAL OTHER			**11,041**	**7,771**	**(2,721)**	**4,600**	**5,500**
TOTAL OTHER TAXES			-	-	-	-	-
TOTAL PERMITS			-	-	-	-	-
TOTAL SPECIAL ASSESSMENTS			-	-	-	-	-
TOTAL FINES			-	-	-	-	-
TOTAL LICENSES			-	-	-	-	-
TOTAL			**130,826**	**157,401**	**171,579**	**167,825**	**416,159**

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
TOTAL PERSONNEL SERVICES			**-**	**-**	**-**	**-**	**-**
Operating Supplies	63 E	4120	1,271	45	0	0	0
TOTAL SUPPLIES			**1,271**	**45**	**-**	**-**	**-**
General Contract/Consulting Services	63 E	4300	1,875	4,160	2,050	2,000	2,100
Planning Services	63 E	4303	1,019	0	0	0	0
General Service Fees	63 E	4310	2,460	0	0	0	0
TOTAL CONTRACTUAL SERVICES			**5,354**	**4,160**	**2,050**	**2,000**	**2,100**
Polar Park Sidewalk	63 E	4746	13,660	0	0	0	0
Improvements Other Than Buildings	63 E	4750	12,825	4,592	0	250,000	432,358
Loss/Disposal/Abandonment	63 E	4799	0	0	0	0	0
TOTAL CAPITAL			**26,485**	**4,592**	**-**	**250,000**	**432,358**
Transfer to other Funds	63 E	4992	65,000	0	80,000	80,000	65,000
TOTAL TRANSFERS			**65,000**	**-**	**80,000**	**80,000**	**65,000**
TOTAL			**98,110**	**8,797**	**82,050**	**332,000**	**499,458**

STREET MAINTENANCE

ACTIVITY MANAGER

Ron Ritchie, Public Works Director
Ron.Ritchie@northstpaul.org
651-747-2556

DESCRIPTION OF ACTIVITY

This activity provides for capital improvements to City streets. This fund targets city streets that are deteriorated with a low Pavement Condition Index (PCI) and are not within the City's 5 year street and utility improvement roadmap. Most improvements are made with a maintenance overlay, which is a process of milling pavement on the curb line, then overlaying a pavement mix on the existing street.

OBJECTIVES AND PRIORITIES

- Improve the Pavement Condition Index (PCI) of City streets and roadways.
- Target streets in disrepair outside of reconstruction plan.

FINANCIAL IMPACTS

OPERATING

- The Streets Maintenance Fund does not have personnel expenditures.
- The Streets Maintenance Fund does not have supplies expenditures.
- Contractual services expenditure budget increased $1,197,040, or 216%, compared to the prior year's budget due to an increase in general contracting and consulting services and adding the Pavement Rehabilitation Program in the amount of $1,100,000.

CAPITAL

- Capital Improvement Plan requests for 2024 total $1,752,400. Requests include $105,000 for Parks, Playgrounds, Paths, and Open Spaces, which consists of $45,000 for improvements to the Gateway State Trail access and $60,000 for McKnight Boulevard sidewalk. It also includes $547,400 for Pavement Preservation, which includes projects for overlays, crack sealing, striping, and City Hall parking lots, and $1,100,000 for the Pavement Rehabilitation Program.
- Future Capital Improvement Plan requests for 2025-2033 total $12,773,949. Future Parks, Playgrounds, Paths, and Open Space projects total $349,000 and include continued work on the McKnight Boulevard sidewalk and Gateway State Trail access. Future Streets & Utility Reconstruction projects include $100,000 for the Seppala Corridor design plan. Also included is $4,695,590 for Pavement Preservation for overlays, crack sealing, striping, and parking lots and $7,629,359 for the Pavement Rehabilitation Program.

STREET MAINTENANCE FUND

PERSONNEL SUMMARY

Regular Employment (FTE)					
Position Title	Actual 2020	Actual 2021	Actual 2022	Budgeted 2023	Proposed 2024
NONE					
Total FTE	-	-	-	-	-
Inc/(Dec) From Previous Year		-	-	-	-

CITY OF NORTH ST. PAUL, MINNESOTA
STREET MAINTENANCE FUND
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2024 BUDGET

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget	Variance from 2023 Budget to 2024 Budget Increase (Decrease)	
REVENUES							
CHARGES FOR SERVICES	-	-	-	-	-	-	0%
AD VALOREM TAXES	-	-	-	-	190,965	190,965	0%
OTHER FINANCING SOURCES	50,000	50,000	-	59,903	1,100,000	1,040,097	1736%
INTERGOVERNMENTAL	320,437	307,009	417,907	206,274	206,274	-	0%
OTHER	60,821	(67)	(41,758)	-	-	-	0%
OTHER TAXES	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	0%
TOTAL REVENUES	**431,258**	**356,942**	**376,149**	**266,177**	**1,497,239**	**1,231,062**	**462%**
EXPENDITURES							
PERSONNEL	-	-	-	-	-	-	0%
SUPPLIES	-	-	-	-	-	-	0%
CONTRACTURAL SERVICES	176,956	186,977	759,321	555,360	1,752,400	1,197,040	216%
CAPITAL	-	-	-	-	-	-	0%
TRANSFERS	192,368	-	-	-	-	-	0%
TOTAL EXPENDITURES	**369,324**	**186,977**	**759,321**	**555,360**	**1,752,400**	**1,197,040**	**216%**
CHANGE IN NET POSITION	**61,934**	**169,965**	**(383,172)**	**(289,183)**	**(255,161)**		

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
TOTAL CHARGES FOR SERVICES			**-**	**-**	**-**	**-**	**-**
CURRENT PROPERTY TAX	11 R	3011	0	0	0	0	190,965
TOTAL AD VALOREM TAXES			**-**	**-**	**-**	**-**	**190,965**
TRANSFER FROM OTHER FUNDS	11 R	3992	50,000	50,000	0	59,903	1,100,000
TOTAL OTHER FINANCING SOURCES			**50,000**	**50,000**	**-**	**59,903**	**1,100,000**
STATE LGA	11 R	3523	174,000	174,000	266,449	54,816	54,816
STATE STREET MAINTENANCE	11 R	3525	146,437	133,009	151,458	151,458	151,458
TOTAL INTERGOVERNMENTAL			**320,437**	**307,009**	**417,907**	**206,274**	**206,274**
MARKET VALUE ADJUSTMENT	11 R	3800	2,330	-27,406	-74,711	0	0
INVESTMENT INCOME	11 R	3801	28,491	27,339	32,953	0	0
REFUNDS & REIMBURSEMENTS	11 R	3865	30,000	0	0	0	0
TOTAL OTHER			**60,821**	**(67)**	**(41,758)**	**-**	**-**
TOTAL OTHER TAXES			**-**	**-**	**-**	**-**	**-**
TOTAL PERMITS			**-**	**-**	**-**	**-**	**-**
TOTAL SPECIAL ASSESSMENTS			**-**	**-**	**-**	**-**	**-**
TOTAL FINES			**-**	**-**	**-**	**-**	**-**
TOTAL LICENSES			**-**	**-**	**-**	**-**	**-**
TOTAL			**431,258**	**356,942**	**376,149**	**266,177**	**1,497,239**

CITY OF NORTH ST. PAUL, MINNESOTA
STREET MAINTENANCE FUND
EXPENDITURES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE			2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
TOTAL PERSONNEL SERVICES			-	-	-	-	-
TOTAL SUPPLIES			-	-	-	-	-
General Contract/Consulting Services	11 E	4300	176,956	186,977	759,321	555,360	1,752,400
TOTAL CONTRACTUAL SERVICES			**176,956**	**186,977**	**759,321**	**555,360**	**1,752,400**
TOTAL CAPITAL			-	-	-	-	-
Transfer to other Funds	11 E	4992	192,368	0	0	0	0
TOTAL TRANSFERS			**192,368**	-	-	-	-
TOTAL			**369,324**	**186,977**	**759,321**	**555,360**	**1,752,400**

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

To	Date
Honorable Mayor Monge and City Council	November 21, 2023

Agenda Placement # IV.C

Topic(s)

Subject

2024 Municipal Fee Schedule

Background/Facts

The City Council establishes a fee and rate schedule for the various permits, licenses and services provided by the City of North St. Paul. Annually, City Staff reviews the City’s fees and charges for services and makes recommendations for adjustments as necessary. It is proposed to adopt the Fee Schedule and Utility Rate Schedule with increases at the December 19, 2023 City Council meeting.

Recommended Action

For discussion. The final Fee Schedule and Utility Rate Schedule will be presented at the December 19, 2023 City Council meeting for adoption.

Attachments

1. DRAFT 2024 Fee Schedule

Respectfully submitted,
Brandy Howe, Community Development Director

Municipal

Fee Schedule

2024

Table of Contents

ADMINISTRATIVE FEES

Type	Fee	Unit	Authority
Administrative fees for tax exempt bonds	Based on project	Per instance	§110.30
Candidate filing fee for Mayor/City Council	~~$5.00~~$50.00	Each filing	
City staff, attorney	Hourly rate	Actual	
City staff, building official	Hourly rate	Actual	
City staff, clerical	Hourly rate	Actual	
City staff, department head/supervisor	Hourly rate	Actual	
City staff, engineer	Hourly rate	Actual	
City staff, field staff (PW, electric)	Hourly rate	Actual	
City staff, manager	Hourly rate	Actual	
Copies – black/white letter/legal size*	$0.25	Per sheet	
Copies – black/white ledger size*	$0.50	Per sheet	
Copies – color letter/legal size*	$1.00	Per sheet	
Copies – color ledger size*	$2.00	Per sheet	
Copies – large sheet plan*	$4.00	Per sheet	
Copies – poster size*	$5.00	Per sheet	
Incident report (city)	$2.00	Per page	
NSF check charge	$30.00		
Notary	$5.00 + $1.00 per page over 5 pages	Each instance	
Photograph (print)	$5.00	Each print	
Photograph (digital)	$40.00 $11.00	Per CD Per print	
Property and special assessment verification	$30.00	Each instance	
Service fee for credit/debit payments	2.25% of transaction amount	Each instance	
~~Technology~~ Processing fee	$15.00	Applicable to all license, permit, and planning and zoning applications	
*City business only			

Commented [BH1]: Min. amount suggested in $15 to cover technology fees; max up to $250 (Minneapolis is $250, Rochester is $50)

ANIMAL FEES

Animal Impoundment

Type	Fee	Unit	Authority
Cat/dog impoundment	Actual cost	Each instance	§95.15, §95.40
Cremation	Actual cost	Each instance	
Daily boarding	Actual cost	Each instance	
Disposal (not euthanized)	Actual cost	Each instance	
Euthanasia	Actual cost	Each instance	§95.43
Veterinary services	Actual cost	Each instance	§95.16

Animal Registration

Type	Fee	Unit	Authority
Bees	~~$0~~ $25.00	Annual	§95.23(B)
Chickens	~~$0~~ $25.00	Annual	§95.23(A)
Dog kennel license	~~$0~~ $25.00	Biennial	§95.25
Dangerous Animal	$450.00	Annual	§95.19(G)3
Trapping license	$25.00	Each instance	§95.02
Potentially Dangerous Animal	$225.00	Annual	§95.19(G)3

BUILDING PERMIT FEES

Value-Based Fee Schedule-Building, Mechanical, Plumbing Permits

Commented [BH2]: The following changes reflect those changes in state statute.

$1.00	$500 ~~2,000~~	$29.50 ~~80.55~~ minimum
$501	$2,000	$28.00 for the first $500 plus $6.70 for each additional $100 or faction thereof, to and including $2,000
$2,001	$25,000	$83.50 ~~80.55~~ for the first $2,000 plus $16.55~~16.10~~ for each $1,000 or fraction thereof, to and including, $25,000
$25,001	$50,000	$464.15 ~~450.85~~ for the first $25,000 plus $12.00~~11.65~~ for each $1,000 or fraction thereof, to and including, $50,000
$50,001	$100,000	$764.15 ~~742.10~~ for the first $50,000 plus $8.45~~8.15~~ for each $1,000 or fraction thereof, to and including, $100,000
$100,001	$500,000	$1,186.65 ~~1,149.60~~ for the first $100,000 plus $6.75~~6.15~~ for each $1,000 or fraction thereof, to and including, $500,000
$500,001	$1,000,000	$3,886.65 ~~3,749.60~~ for the first $500,000 plus $5.50 for each $1,000 or fraction thereof, to and including, $1,000,000
$100,00,001	And up	$6,636.65 ~~6,499.60~~ for the first $1,000,000 plus $4.50 for each $1,000 or fraction thereof
Building permit fees are value-based pursuant to MN Statutes 326B.153. Pursuant to MN Rules Chapter 1300.0160 subpart 3, building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with the minimum value as calculated by the current building valuation table published each May by the Department of Labor and Industry and other data, as needed for projects not otherwise specified.		

Building Permits

Type	Fee	Unit
Demolition	Value based	Each
Drain tile	Value based	Each
Fireplace masonry	Value based	Each
Maintenance (reroof, reside, replace garage door, replace window, replace exterior door)	Value based	Each
Permit renewal within 6 months of expiration	50% of permit fee	
Permit renewal after 6 months of expiration	Value based on remaining work	
Radon mitigation	Value based	Each
Retaining wall > 4 ft.	Value based	Each
Sheds > 200 SF	Value based	Each
Temporary certificate of occupancy – escrow (less costs to administer)	$1,000.00	
Swimming pool – above ground	$80.00	Each
Swimming pool – in ground	Value based	Each
Fire alarm sprinkler-commercial	Value based	

Miscellaneous Building Permit Fees

Type	Fee	Unit	Authority
State license verification	$5.00	When applicable	
Lead certification for eligible construction – contractor lead certification verification	$5.00	When applicable	
State surcharge	Varies based on MN requirements	Each permit	MN Stat 326B
Fee for work started without permit	Double permit fee	Each instance	

New Construction Fees

Type	Fee	Unit	Authority
Landscape escrow (new development)	TBD	Each	§154.004(C)2d
Curb deposit	$600.00	Each	
New construction – single family	Value based	Each	
New construction – two family	Value based	Each	
New construction – multifamily	Value based	Each	
New construction – garage	Value based	Each	

Grading and Excavation

Type	Fee
Grading/excavation 0 to 9,999 SF	$0
Grading/excavation 10,000 to 43,560 SF	$400.00
Grading/excavation >1 acre	$1,000.00; Escrow $1,000; +MPCA review

Mechanical Permits

Type	Fee
Mechanical permit-commercial	Value Based
Gas line minimum-commercial	$95.00 unless included with other mechanical work
Connection fee	$50.00
Air conditioner	$65.00
Air exchanger/ventilation	$65.00
Bath fan	$32.50 $65.00 min.
Fuel fired appliance installation (e.g., boiler, in-floor heat)	$65.00
Furnace	$80.00
Gas fireplace	$65.00
Gas line	$65.00 min.
Gas piping	$65.00
Kitchen fan	$32.50 $65.00 min.
All in one HVAC system	$80.00
Other (duct work, etc.)	$65.00
Unit heater	$65.00

Plumbing Permits

Type	Fee
Plumbing permit-commercial	Value Based
Plumbing permit-residential*	$50.00 + $12.00 per fixture
SAC charge (regulated by Met Council)	$2,485.00
Plumbing connection fee	$50.00
Sewer hook-up	$550.00
Water hook-up	$800.00
*Includes any of the following: floor drains, toilets, bidets, sinks, hose bibs, laundry, dishwasher, refrigerator connection, water heater, whole house humidifier, water softener, irrigation system, shower, tub, sump pump, rough in for future fixtures, and water supply pipe replacement.	

Building Plan Review

Type	Fee
Additional plan review (additions, revisions to approved plans)	$75.00 Per hour ½ hour min.
Master plan review	65% of permit fee; additional review not to exceed 25% of permit
Plan review for residential and commercial	65% of building permit fee
Review state-approved plans	25% of plan review per fee schedule

Inspection Rates

Type	Fee
Special Investigation Fee	100% of permit fee
Commercial site inspection – required for all new construction including accessory buildings	$90.00 Fee includes initial SEC
Residential site inspection – required for all new construction including accessory buildings	$~~60.00~~63.25 Fee includes initial SEC
Sediment and erosion control (SEC) – required for all building permits except reroof, residing, windows, decks, interior remodels	0.0006 x permit value $150.00 min. for new construction $~~50.00~~63.25 min. for other nonexempt construction
Re-inspection fee	$63.25~~50.00~~/hour
After hours inspections – 2 hours minimum	$63.25~~75~~/hour~~ + travel time~~
Inspections for which no fee is indicated (1/2 minimum charge) Rates: Designated Building Official: $125/hour Senior Building Official: $95/hour Fire Inspector: $90/hours Inspector/Other: $63.25~~75~~/hour	$63.25~~75~~ to $125 per hour (position dependent)
Pre-Final Inspection (new home or structure)	$~~60.00~~63.25

Right-of-Way Permits

Type	Fee	Unit
Dumpster permit (3-day minimum)	$100.00 base fee + 20.00 per day	Per day
Temporary storage/moving container	$100.00 base fee + 20.00 per day	Per day
Right-of-Way Permit		
Base Fee	$80.00	
Boring/tunneling – underground utility/telecom	$0.50	Per lineal foot
Open trench – underground utility/telecom	$0.65	Per lineal foot
Overhead utility/telecom	$0.10	Per lineal foot
Per additional excavation – paved area	$40.00	
Per additional excavation – unpaved area	$20.00	
Curb deposit	$600.00	

Trenching Permit

Type	Fee
Residential	
As-Built deposit	$250.00
Base fee	$35.00
Fire service	$30.00
Sewer service	$30.00
Storm service	$30.00
Water service	$30.00
State surcharge	$1.00
Commercial	

As-Built deposit	$250.00
Base fee	$95.00
Inspection fee	Value x $0.0125
State surcharge	Value x $0.0005

Specialty Permits

Type	Fee	Unit	Authority
Cell tower permit	$1,000.00 permit $250.00 admin fee Value based plan review fee	Each	
Membrane structure	$105.00	Each	§154.010(D)1
Underground storage tank installation	$210.00	Each	
Underground storage tank removal	$140.00	Each	
Manufactured home installation	$200.00	Each	
Pre-moved in single family dwelling	$175.00 plus travel time and mileage from municipality office	Each	
Pre-moved in accessory structure	$125.00 plus travel time and mileage from municipality office	Each	
Connection fee-moved in structure	$200.00	Each	
Site work for manufactured, prefab or moved in home	Value Based	Each	
Change of use (if no building permit is required)	$100.00	Each	
Solar service application	$100.00	Each	
Solar building permit	Value Based	Each	
Storm water pollution prevention plan	Escrow Value based	Per project	§154.010(K)9

Building Permit Refunds

Type	Fee
Duplicate Permit	100% less processing fee and state surcharge fee
Plan Review (if plan review has not started)	100%
Plan Review (if plan review has started)	50%
Plan Review (if plan review has been completed)	0%
Permit Fee (if work not started) within 6 months of permit issuance	80%
Permit Fee (if work has started)	0%

Impact Fees

Type	Fee	Unit
Park dedication – residential	$900	Per dwelling unit
Park dedication – nonresidential	$2,795	Per acre

Electric Permit-Residential

Type	Fee	Unit
Change Panel in Same Location	$110.00	
Change Sub Panel in Same Location	$50.00	
Service/Power Supply	0-300Ampere:$55.00 400 Ampere: $71.00 Add for each additional 100 amp: $16.00	
Feeders/Circuits	0-100 amps: $9.00 101-200 amps: $15.00 201-300 amps: $21.00 301-400 amps: $27.00 401-500 amps: $33.00	
Transformers and Generators	Up to 10KVA: $5.00 11KVA to 74KVA: $45.00 75KVA to 299KVA: $60.00 Over 299KVA: $165.00	
Accessory Structure	$55.00 + Circuit Fees or $100.00 for 2 trip fees, whichever is greater	Per Structure
Addition, Remodel or Basement Finish	$100.00	
Apartment Buildings	$90.00	Per Unit
Retro fit Lighting per fixture	$0.85	
Traffic Signals	$8.00	Per Standard
Street Lights and Lot Lights	$5.00	Per Pole
Transformers	$9.00	Each
Remote Control or Signal Wiring	$0.85	Per Device
Swimming Pools (per trip + circuit fee)	$100.00	
Circuits	$9.00	Each
Re-inspection Fee	$50.00	
Minimum Fee	$50.00	
Special Inspection/Services	$80.00/hr.	
Inspection of Transient Projects	Power Supply: $100.00 Rides, Devices or Concessions: $50.00/unit	
Single Family Dwelling or Townhouse not over 200 amps Maximum Fee	$200.00	
Separate/Reinspection Inspection	$50.00	
Fee for work started without permit	Double permit fee	
Solar Fees	0kw to 5kw: $90.00 5.1kw to 10kw: $150.00 10.1kw to 20kw: $225.00 20.1kw to 30kw: $300.00 30.1kw to 40kw: $375.00 40.1kw and larger (add $25.00 for each additional 10kw): $375.00	
Electronic inspections select items pre-approved	$40.00	
Trip Fee	$50.00	
Add the following to all permits	State Surcharge: $1.00 Processing Fee: $15.00	
Note: No refunds issued for permits under $50 before the processing fee is applied		
Refunds requests must be in writing-minus city handling fee of 20%		

Electric Permit-Commercial

$50 per trip or the fees below, whichever is greater

Valuation		Description
$1.00	$1,000	$50.00 per trip
$1,001	$2,000	$50.00 for the first $1000 plus $3.25 for each additional $100 or fraction thereof, to and including $2000
$2,001	$25,000	$82.00 for the first $2000 plus $14.85 for each additional $1000 or fraction thereof, to and including $25000
$25,001	$50,000	$423.55 for the first $25000 plus $10.70 for each additional $1000 or fraction thereof, to and including $50000
$50,001	$100,000	$691.05 for the first $50000 plus $7.45 for each additional $1000 or fraction thereof, to and including $100000
$100,001	$500,000	$1063.55 for the first $100000 plus $6 for each additional $1000 or fraction thereof, to and including $500000
$500,001	$1,000,000	$3463.55 for the first $500000 plus $5.10 for each additional $1000 or fraction thereof, to and including $1000000
$1,000,001	And Up	$6013.55 for the first $1000 plus $4 for each additional $1000 or fraction thereof
Reinspection fee (in addition to all other fees)		$50.00
Investigative fee (working without a permit)		Fee is doubled
Refunds issued only for permits over $50		

BUSINESS LICENSES

All licenses require insurance

Minimum liability - $1,000,000 per occurrence, $2,000,000 aggregate, $500,000 worker's comp as applicable. Each license or permit holder shall obtain an insurance policy naming the applicant and the city as insureds, providing for bodily injury.

Business Licenses

Type	Fee	Unit	Authority
Adult use license	$3,000	Annual	§120.05
Adult use investigation fee	$5,000	As warranted	§120.09
Amusement park, show, circus license (temporary – less than 30 days)	$350.00~~125.00~~ (1st day) $25.00 (each additional day)	Each	§111.02
Amusement park, show, circus license (permanent)	$2,000 (initial license) $150.00 (renewal)	Annual	§111.02
Auction and auctioneer license	$25.00	Annual	§114.02
Body Art Enterprise	$2,000.00	~~1st Year~~New	
Body Art Enterprise Renewal	$150.00	Annual	
Christmas tree sales license	$~~75.00~~250.00	Annual	§111.03
Cigarette and tobacco sales	$300.00	Annual	§118.03
Courtesy bench license	$70 per bench	Annual	§116.01
Fireworks, retail sales permit	$100.00	Annual	§133.03
Fireworks, vendor permit	$250.00	Annual	§133.03
Gas station	$85.00 plus $15.00 per nozzle	Annual	§121.02
Lawful gambling license	$150.00	Annual	Chapter 112
Motion picture/video theater license	$25.00	Annual	§111.01
Outside theater	$25.00	Per event	
Pawn shop	$3,000	Annual	§124.03
Pawn shop investigation	$500.00	Initial	
Pawn shop investigation outside MN	$10,000.00	Initial	
Pawn shop bond	$5000.00	Annual	
Pawn shop billable transaction fee	$2.90	Per Transaction	
Peddlers, solicitors, transient merchant license	$100.00 plus $75.00 per employee	Annual	§119.03
Special event vendor license (see also special event permit)	$80 (Exemptions: 501c(3) charities, government, businesses headquartered in NSP)	Per event	§122.12
Taxicab license	~~$0~~$25.00	Annual Per vehcile	§115.02
Therapeutic massage enterprise	~~$2,000.00~~$600.00	New	§110.26
Therapeutic massage enterprise	$150.00	Renewal	§110.26
Therapeutic massage practitioner	$150.00	Annual	§110.26
Unattended collection bins	$50.00	Annual	§134.02

Commented [BH3]: Fee increased to be more consistent with other cities (Maplewood $381, MSP $670)

Commented [BH4]: Fee increase to be more consistent with other cities (Maplewood $231, Oakdale $250, MSP $265)

Commented [BH5]: Consistent with state fee for lawful gambling license.

Commented [BH6]: Reduction to be more consistent with other cities (Mahtomedi $200, Maplewood $309, W. St. Paul $535) ours includes background check

Alcoholic Beverage Licenses

Type	Fee	Unit	Authority
Brewer taproom on-sale	$2,500.00	Annual	§117.20
Brewer, small off-sale	$150.00	Annual	§117.20
Brewpub off-sale	$150.00	Annual	§117.20
Brewpub on-sale	$5,000.00	Annual	§117.20
Club, Minnesota Buyer’s Club	Paid directly to state	Annual	§117.20
Club, special	$300.00	Annual	§117.20
Liquor license investigation fee	$500.00	Annual	§117.20
Liquor and beer off-sale	$200.00	Annual	§117.20
Liquor and beer on-sale	$5,000.00	Annual	§117.20
Liquor, Sunday	$200.00	Annual	§117.20
Malt liquor (3.2) off-sale	$200.00	Annual	§117.20
Malt liquor (3.2) on-sale	$150.00	Annual	§117.20
Micro distillery cocktail room on-sale	$2,500.00	Annual	§117.20
Micro distillery off-sale	$150.00	Annual	§117.20
On-sale wine	$2,000.00	Annual	§117.20
Temporary on-sale, liquor	$25.00	Annual	§117.20
Temporary on-sale, malt liquor (3.2)	$25.00	Annual	§117.20
Temporary on-sale, liquor license or premises extensions	$25.00	Per event	§117.20

CONTRACTOR LICENSES

Type	Fee	Unit	Authority
General contractor license	$80.00~~$70.00~~	Annual	§110.28
Lawn fertilizer applicator license	$80.00~~$110.00~~	Annual	§96.15
Mechanical contractor license	~~$70.00~~$80.00	Annual	§110.02
Refuse collection license	$220.00	Annual	§55.08
Dumpster hauler license	$220.00	Annual	§55.09
Right of Way Registration	$220.00	Annual	§94.34~~55~~
Tree trimming license	$80.00~~$70.00~~	Annual	§110.02
Trenching contractor license (Commercial plumbing and utility permit)	$80.00 ~~$70.00~~ ($0 for licensed plumber)	Annual	§110.27

EVENT PERMITS

Type	Fee	Unit	Authority
Block party	$20	Per event	§123.03
Citywide garage sale	$20	Each	
Special event permit (see also special event vendor license)	$80	Per event	§122.03
Art and Culture Programming			
Paint Along	$10.00	Per event	
Recreational programming	Varies	Per event	
City-Sponsored Art Festival Booth Fee			
Autumn Arts Festival 10x10*	$65.00	Booth	
Autumn Arts Festival 10x20*	$100.00	Booth	
Autumn Arts Festival Emerging Artist*	$35.00	Booth	
*Fee for space only; artists must provide own tent and tables			

ELECTRIC CHARGES

Installation of Electric

Type	Fee
Large commercial	Determined case by case
Temporary services installation	
Overhead service drop not over 100 feet	$200.00
Underground tap adjacent to pedestal or pad mount transformer max distance 5 feet	$150.00
Underground utility installation	
New residential and small commercial single phase up to 200 amp*	$650.00 +$6.00 for frost charges
Rewire from overhead to underground single phase up to 200 amp	$650.00 +$6.00 for frost charges

Lighting Service

Type	Fee
Residential and Commercial	Additional fees may apply
LED 53 watt/HPS 100 watt	$9.00
LED 101 watt/HPS 250 watt	$13.75
400 watt	$19.80
1,000 watt	$52.00
Governmental units – N. St. Paul owned	Additional fees may apply
LED 53 watt/HPS 100 watt	$9.00
LED 101 watt/HPS 250 watt	$13.75
400 watt	$19.80
Governmental units	Additional fees may apply
100 watt	$4.50
250 watt	$7.95
400 watt	$11.35
Bus Shelters	Additional fees may apply
Based on shelter design Installation of wire to service shelter	$5.00 min. Time/materials

Other Electric Charges

Type	Fee	Unit
Deposits		
Apartment units	$75.00	
Commercial and industrial	$150.00 min.	
Rental housing	$150.00	
Meter tests		
Faulty meter	$0	
Requested by customer	$75.00	
Pole attachments		
Pole attachment	$10.00	Per attachment, per pole, per year
Radio meter		
Waive/decline radio meter	$150.00	Monthly
Reconnect changes		
During working hours	$25.00	

EQUIPMENT CHARGES

Costs below are charges that would be used in working on city facilities for customer convenience. If we work only on customer facilities with no relation to city facilities, then labor charges are 1½ times rate listed below.

Type	Fee	Unit
½ ton truck	$30.00	Hourly rate
¾ ton truck	$35.00	Hourly rate
1-ton dump truck	$50.00	Hourly rate
2½ ton truck	$50.00	Hourly rate
Air compressor	$35.00	Hourly rate
Air hammer with compressor	$45.00	Hourly rate
Auger truck	$100.00	Hourly rate
Backhoe 410	$75.00	Hourly rate
Backhoe 710	$90.00	Hourly rate
Bit roller	$25.00	Hourly rate
Bucket truck, single	$100.00	Hourly rate
Bucket truck, double	$90.00	Hourly rate
Chainsaw	$15.00	Hourly rate
Chipper	$65.00	Hourly rate
Ditching machine (Ditch Witch) w/trailer	$40.00	Hourly rate
Flusher truck	$55.00	Hourly rate
Generator (small 6,000 watt)	$25.00	Hourly rate
Loader (4-wheel)	$90.00	Hourly rate
Materials	actual cost + 35% overhead	
Omni generator (Dec. 1975)	$50.00	Hourly rate
Operator cost	actual cost + 35% overhead	
Pump	$15.00	Hourly rate
Skid loader	$80.00	Hourly rate
Sweeper	$90.00	Hourly rate
Tamper	$15.00	Hourly rate
Trench/backhoe	$85.00	Hourly rate
Vactron trailer	$75.00	Hourly rate
Vactor truck	$120.00	Hourly rate

FIRE DEPARTMENT FEES

Fire Alarms and Lock Boxes

Type	Fee	Unit	Authority
False alarm (3rd) per calendar year	$250.00	Each	
False alarm (4th and thereafter) per year	$500.00	Each	§99.02
Fire lock box – S3 surface mount	$159.00	Each	
Fire lock box – R2 recessed mount	$199.00	Each	

Fire Department Inspections

Type	Fee	Unit	Authority
Abatement	$240.00	Per hour	§98.23
Daycare/foster care inspection	$50.00	Each	
Minnesota schools, includes two follow-up inspections or on-site consultations	$0.014	Per square foot	
Additional follow-up inspections	$0.005	Per square foot	

Rental Property Registration and Inspections

Type	Fee	Unit	Authority
Single family residential			§155.01
Initial registration	$150.00	Each	§155.01
Annual renewal	$100.00	Each	§155.01
No entry fee	$50.00	Each	§155.01
Transfer fee	$25.00	Each	§155.01
Reinspection	$50.00	Each	§155.01
Late fees – 30 days	10%	Each	§155.01
Late fees – 60 days	25%	Each	§155.01
Late fees – 90 days	50%	Each	§155.01
Two family residential (duplex)			§155.01
Initial registration	$200.00	Each	§155.01
Annual renewal	$150.00	Each	§155.01
No entry fee	$75.00	Each	§155.01
Transfer fee	$50.00	Each	§155.01
Reinspection	$75.00	Each	§155.01
Late fees – 30 days	10%	Each	§155.01
Late fees – 60 days	25%	Each	§155.01
Late fees – 90 days	50%	Each	§155.01
Multifamily residential (3+ units)			§155.01
Initial registration	$200.00	Each	§155.01
Annual renewal (per building)	$150.00	Each	§155.01
Inspection year base fee	$150.00 + $10 per unit	Each	
No entry fee	$75.00	Each	§155.01
Transfer fee	$50.00	Each	§155.01
Reinspection	$75.00	Each	§155.01
Late fees – 30 days	10%	Each	§155.01
Late fees – 60 days	25%	Each	§155.01
Late fees – 90 days	50%	Each	§155.01

PARK & RECREATION FEES

Type	Fee	Unit	Authority
Athletic Fields			
Ballfield rental per field – weekday or evening	$75.00	Per day	Ballfield rental policy
Ballfield rental per field - weekend and holiday	$150.00	Per Day	
Ballfield rental – tournament	$300.00	Per day	
Ballfield rental –additional maintenance	$300.00	Per request	
Lights	$25.00	Per hour/per field	
NSP Non-Profit Practice Rate*	No fee		
Equipment Rental			
Buckthorn puller 5-day rental	$100.00 deposit, billed if no returned in 30 days	Each instance	N/A
Canoe storage rental	Resident: $50.00 Nonresident: $75.00	Per season	Park Reservation Policy
Facility Rental**			
Casey Lake pavilion rental – weekday	Resident: $200.00 +$300 deposit Nonresident: $250.00 +$350.00 deposit	Per day	Park Reservation Policy
Casey Lake pavilion rental – weekend and holidays	Resident: $300.00 + $350.00 deposit Nonresident: $400.00 +$350.00 deposit	Per day	
Hause Park pavilion rental	Resident: $150.00 + $150.00 deposit Nonresident: $200.00 + $150.00 deposit	Per day	
Shelter, Colby Hills Park	Resident: $50.00 +$50.00 deposit Nonresident: $65.00 +$50.00 deposit	Per day	
Shelter, Northwood Park			
Shelter, Silver Lake			

*Applies only to North St. Paul nonprofit organizations that provide youth sports. Field prep is not included when fields are reserved at the nonprofit practice rate. Applicants for this rate shall provide proof of nonprofit status, proof of liability insurance, and proof that at least 50% of the team roster are North St. Paul residents.
**Additional fees may apply; refer to Park Reservation Policy

PLANNING & ZONING

Type	Fee	Unit	Authority
Comprehensive Plan amendment	$1,000.00 + Escrow $2,500 min.	Each	§154 – Table 1
Conditional Use Permit (CUP)	$500.00 + Escrow $1,000 min.	Each	§154.004(F)
Design review	$250.00	Each	§154.004(I)
Driveway permit	~~$65.00~~$75.00	Each	§154.003
Fence permit	$75.00~~$65.00~~	Each	§154.010(A)
Home Occupation Permit	$100.00 + Escrow $250 min.	Each	§154.010(D)
Interim Use Permit	$500.00 + Escrow $1,000 min.	Each	§154.004(G)
Parking lot repaving	$75.00~~$65.00~~	Each	§154.003
PUD concept plan	$500.00 + Escrow $2,500 min. + $25 per lot	Each	§154.008(C)
PUD preliminary plan	$500.00 Escrow $2,500 min. ~~+ $25 per lot~~	Each	§154.008(C)
PUD final plan	$500.00 + Escrow $2,500 min. ~~+ $25 per lot~~	Each	§154.008(C)
PUD amendment	$500.00 + Escrow $1,000 min.	Each	§154.008(C)
Rain garden – residential	$0 less than 10 SF $50.00 >10 SF	Each	§154.004(D)35
Rain garden – commercial	$100.00 + Escrow $750 min.	Each	§154.004(D)35
Rain garden – development project (residential)	$100.00 + Escrow $2,500	Each	§154.004(D)35
Rain garden – development project (commercial)	$200.00 + Escrow $5,000	Each	§154.004(D)35
Retaining wall – under 4' in height	$65.00	Each	§154.010(A)
Retaining wall – >4' in height (requires building permit)	Value based		
ROW vacation	$500.00 + Escrow $1,000~~500~~ min.	Each	§94.03, §94.55
Shed – under 200 SF	$75.00~~$65.00~~	Each	
Shed – >200 SF (requires building permit)	Value based	Each	
Sidewalk encroachment permit	$75.00~~$50.00~~	Annually	§94.22
Sign permit	$100 + $0.25 per SF	Each	§157.003
Site plan amendment	$500.00 + Escrow $1,000 min.	Each	§154.004(H)
Site plan pre-application meeting	$0 if only city staff Escrow $~~100~~ 200 min.	Each	§154.004(H)
Site plan review	$500.00 + Escrow $1,000 min.	Each	§154.004(H)
Special commission meeting	$200.00	Each meeting	
Subdivision - minor subdivision	$500.00+ Escrow $500 min.	Each	§153.21
Subdivision – concept plan	$500.00+ Escrow $2,500 min. + $25 per lot	Each	§153.21

Subdivision - preliminary plat	$500.00+ Escrow $2,500 min. + $25 per lot	Each	§153.21
Subdivision - final plat	$500.00+ Escrow $2,500 min. + $25 per lot	Each	§153.21
TIF district application	$1,000.00+ Escrow $~~5~~15,000 min.	Each	
Variance – residential	$~~250.00~~300+ Escrow $500 min.	Each	§154.004(E)
Variance – nonresidential	$~~500~~750.00+ Escrow $1,000 min.	Each	§154.004(E)
Zoning map amendment	$500.00+ Escrow $1,000 min.	Each	§154.004(D)
Zoning text amendment	$500.00+ Escrow $1,000 min.	Each	§154.004(D)
Zoning verification letter	$100.00	Each	

POLICE DEPARTMENT FEES

Type	Fee	Unit	Authority
DVD, CD, or USB copies	~~$11.00~~15.00	Each	
~~USB/CD copies~~	~~$40~~	~~Each~~	
False alarm (3rd) per calendar year	$250.00	Each	
False alarm (4th and thereafter) per year	$500.00	Each	§99.02
Fingerprinting (resident or employee)	$0	Each	
Fingerprinting (nonresident)	$20.00	Each	
Fingerprinting – 1st card	$20.00	Each	
Fingerprinting – additional card	$5.00	Each	
Incident report (city)	$2.00	Per page	
Photographs (hardcopy)	$5.00	Each	
Photographs (digital)	$5.00	Each up to $15.00 total for USB	
Police officer – regular hours	~~$104.00~~$106.00	Per hour	
Police officer – holiday hours	~~$164.00~~$168.00	Per hour	
Records – 911 audio	$20.00	Subject only	
Records – body cam video (w/notarized release)	$30.00	Subject only	
Records – photographs	$20.00	Thumb drive	
Records – report copies (hard copy)	$0.25	Per page	
Records – report (digital)	$0	Each	
Records – squad video	$30.00	Subject only	
Research	$50.00	Per clerical hour	

PUBLIC WORKS FEES

Type	Fee	Unit	Authority
After public works services	$240.00		
Meter charges			
¾" meter	$175.00		
1" meter	$275.00		
1½" meter	$1,595.00		
2" meter	$1,850.00		
3" meter	$2,200.00		
Hydrant meter rental	$5.00 $50.00 min. $3,000.00 deposit	Per 1,000 gallons	
New residential construction (collected on plumbing permit)	$175.00		
Radio reader	$185.00		
Radio reader replacement	$185.00		
Remote water reader	$140.00		
Replace frost-damaged water meter	$175.00		
RPZ filing fee	$25.00	Per device	
Water turn on/off during business hours	$0		

UTILITY RATES

Electric Rates

Type	Fee	Unit	Authority
E1 Residential Electric Service			
Overhead	$9.50	Monthly	
Consumption Charge (per kWh)	$0.1143	October-May	
Consumption Charge (per kWh)	$0.1251	June-September	
E6 Residential Electric Service			
Underground	$11.56	Monthly	
Consumption Charge (per kWh)	$0.1143	October-May	
Consumption Charge (per kWh)	$0.1251	June-September	
E3 Small Commercial Service			
Service Charge	$11.56	Monthly	
Consumption Charge (per kWh)	$0.1121	October-May	
Consumption Charge (per kWh)	$0.1244	June-September	
E4 Commercial Service			
Service Charge	$26.20	Monthly	
Consumption Charge (kWh)	$0.0715		
E5 Demand Charge (related to E4 service)			
Consumption Charge (per KW)	$9.41	October-May	
Consumption Charge (per KW)	$13.07	June-September	
Large Commercial Service			
Service Charge	$26.20	Monthly	
Consumption Charges (per kWh)	$0.0710		
Demand Charge (related to large commercial service)			
Consumption Charge (per KW)	$9.41	October-May	
Consumption Charge (per KW)	$13.07	June-September	
Time of Day Service			
Service Charge	$29.28	Monthly	
Consumption Charge (per kWh)	$0.0790	On Peak	
Consumption Charge (per kWh)	$0.0496	Off Peak	
Consumption Charge (per kWh)	$0.0593	Weekend	
North St. Paul Street Lighting			
	$2.00	Monthly	
North St. Paul Franchise Fee (per kWh)			
Residential	$5.00	Monthly	
Small Commercial	$15.00	Monthly	
Commercial	$80.00	Monthly	
Large Commercial	$300.00	Monthly	
Oakdale Franchise Fee (per kWh)			
Residential	3%	Monthly	
Commercial	3%	Monthly	
Large Commercial	3%	Monthly	

Public Street Lighting	3%	Monthly	
MuniPumping	3%	Monthly	
Clean Energy Choice for Residential			
50% renewal	$1.00	Monthly	
75% renewal	$2.00	Monthly	
100% renewal	$3.00	Monthly	
Clean Energy Choice for Commercial			
Per kWh	$0.0010		
Residential Solar Credit (per kWh)			
Consumption credit (per kWh)	$0.1143	October-May	
Consumption credit (per kWh)	$0.1251	June-September	

Garbage Rates

35 Gallon			
Garbage	$7.70	Monthly	
Solid Waste Management Tax (SWM) 9.75%	$0.75	Monthly	
County Environmental Charge (CEC 28%)	$2.16	Monthly	
65 Gallon			
Garbage	$11.07	Monthly	
Solid Waste Management Tax (SWM) 9.75%	$1.08	Monthly	
County Environmental Charge (CEC 28%)	$3.10	Monthly	
95 Gallon			
Garbage	$13.59	Monthly	
Solid Waste Management Tax (SWM) 9.75%	$1.33	Monthly	
County Environmental Charge (CEC 28%)	$3.81	Monthly	
160 Gallon (two carts)			
Garbage	$24.66	Monthly	
Solid Waste Management Tax (SWM) 9.75%	$2.40	Monthly	
County Environmental Charge (CEC 28%)	$6.90	Monthly	
Recycling Rates (no tax or CEC)			
Recycling service	$7.50	Monthly	
Yard Waste Disposal Rates (optional, no tax or CEC)			
Yard waste disposal	$7.00	Monthly	
Disposal	$2.00	Per Bag	

Surface Water Rates

Type	Fee	Unit	Authority
Single family, two-family, townhomes (one residential equivalency factor (REF))	~~$10.88~~$11.32	Dwelling	§56.04
Multifamily residential (one residential equivalency factor (REF) per unit)	~~$10.77~~$11.32	Dwelling	§56.04
Nonresidential Percent Impervious (multiplied by one REF, based on Ramsey County GIS parcel data)	~~$10.77~~$11.32		§56.04
Raingarden incentive discount	35%		
Open space, streets and lakes, undeveloped	Exempt		

Wastewater Rates

Type	Fee	Unit	Authority
Wastewater Service – per 1,000 Gallons			
5/8" to 1" Water Service	~~$35.78~~$37.21	Monthly	§56.03
1 ½" or larger water service	~~$71.49~~$74.35	Monthly	§56.03
Consumption Charges (per 1,000 gallons)			
0 to 7,000 Gallons	~~$3.44~~$3.58	Monthly	§56.03
7,001 to 20,000 Gallons	~~$3.89~~$4.05	Monthly	§56.03
20,001 Gallons or More	~~$4.35~~$4.52	Monthly	
Wastewater Service – per Gallon			
5/8" to 1" Water Service	~~$35.78~~$37.21	Monthly	
1 ½" or larger water service	~~$71.49~~$74.35	Monthly	
Consumption Charges (per gallon)			
0 to 7,000 Gallons	$0.~~00344~~00358	Monthly	
7,001 to 20,000 Gallons	$0.~~00389~~00405	Monthly	
20,001 Gallons or More	$0.~~00435~~00452	Monthly	
Wastewater Service-flat sewer			
Connection Charge	~~$52.96~~$55.08	Monthly	
Maplewood Wastewater Service			
Consumption Charges (per gallon)	Rate set by Maplewood	Monthly	
Consumption Charges (per 1,000 gallons)		Monthly	

Water Rates

Type	Fee	Unit	Authority
Water Service – per 1,000 Gallons			
5/8" to 1" Water Service	$11.92	Monthly	57.04
Consumption Charges (per gallon)			
0 to 7,000 Gallons	$3.49	Monthly	57.04
7,001 to 20,000 Gallons	$4.57	Monthly	57.04
20,001 Gallons or More	$6.64	Monthly	57.04
Water Service – per 1000 Gallons			
1 ½" or larger water service	$23.60	Monthly	57.04
Consumption Charges (per gallon)			
0 to 7,000 Gallons	$3.46	Monthly	57.04
7,001 to 20,000 Gallons	$4.53	Monthly	57.04
20,001 Gallons or More	$6.58	Monthly	57.04
Maplewood Water Service – per 1000 Gallons			
5/8" to 1" Water Service	$12.07	Monthly	57.04
Consumption Charges (per gallon)			
0 to 7,000 Gallons	$3.49	Monthly	57.04
7,001 to 20,000 Gallons	$4.57	Monthly	57.04
20,001 Gallons or More	$6.64	Monthly	57.04
Water Service – per Gallon			
5/8" to 1" Water Service	$11.92	Monthly	57.04
Consumption Charges (per gallon)			
0 to 7,000 Gallons	$0.00349	Monthly	57.04
7,001 to 20,000 Gallons	$0.00457	Monthly	57.04
20,001 Gallons or More	$0.00664	Monthly	57.04
Water Service – per Gallon			
1 ½" or larger water service	$23.60	Monthly	57.04
Consumption Charges (per gallon)			
0 to 7,000 Gallons	$0.00346	Monthly	57.04
7,001 to 20,000 Gallons	$0.00453	Monthly	57.04

20,001 Gallons or More	$0.00658	Monthly	57.04
Maplewood Water Service – per Gallon			
5/8” to 1” Water Service	$12.07	Monthly	57.04
Consumption Charges (per gallon)			
0 to 7,000 Gallons	$0.00349	Monthly	57.04
7,001 to 20,000 Gallons	$0.00457	Monthly	57.04
20,001 Gallons or More	$0.00664	Monthly	57.04
Includes 15 cent charge for Fire Hydrant rental. Water consumption consumed by commercial users is subject to sales tax. 57.04 Sewer & Water Rules and Regulations, Prices and Units – Charges for service shall be a continuing lien until paid upon property served.			

Miscellaneous Utility Fees

Utility late payment charge	5% of balance due	Each instance	
Waive/decline radio meter	$150.00	Monthly	