**City of North St. Paul**
**City Council**
**Regular Meeting Agenda**

**July 30, 2024**
**5:15 PM**

The City Council Meeting will be conducted on **July 30, 2024** at 5:15 p.m. in the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

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

## I. Call to Order

## II. Pledge of Allegiance

## III. Roll Call

Council Member Cole
Council Member Schweer
Council Member Wong
Council Member Nordby
Mayor Monge

## IV. Adopt Agenda

## V. Consent Agenda

A. General Claims $1,550,643.07

B. HRA Claims $13,891.63

## VI. City Business Action Items & Recommendations

A. Community Center RFP Discussion

B. Award Contract - 2024 Crack Sealing Project

C. 2025 Budget Discussion - Levy Budgets

## VII. Adjournment

**The next regularly scheduled City Council meeting is August 20, 2024**

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

| To | Date |
|---|---|
| Honorable Mayor Monge and City Council | July 30, 2024 |

## Agenda Placement # V.A

Consent Agenda

## Subject

General Claims $1,550,643.07

## Background/Facts

## Recommended Action

## Attachments

1. 07-30-2024 COUNCIL PACKET

Respectfully submitted,
Jacquelyn Lutmer, Finance Coordinator

# MEMORANDUM

TO: Mayor & Council Members
FROM: Jacquelyn Lutmer - Finance Coordinator
DATE: July 30, 2024
SUBJECT: Recommendation of approval of GENERAL claims list.

| Claim Date | | | | |
|---|---|---|---|---|
| 7/26/2024 | Payroll Register | | $ | 151,280.63 |
| 7/26/2024 | Payroll Direct Payables | | $ | 128,715.88 |
| 7/26/2024 | Fire Payroll Register | | $ | 15,875.88 |
| 7/26/2024 | Fire Payroll Direct Payables | | $ | 4,176.53 |
| | | Payroll Subtotal | $ | 300,048.92 |
| | | | | |
| 7/31/2024 | AP Check Register | 147087-147167 | $ | 684,159.84 |
| 7/31/2024 | AP Draft Register | 002313-002318 | $ | 566,434.31 |
| | | AP Subtotal | $ | 1,250,594.15 |
| | | Grand Total | $ | 1,550,643.07 |

Approved this 30th day of July 2024

/s/ John Monge, Mayor by Consent Resolution
/s/ Brian Frandle, City Manager/Clerk by Consent Resolution

*** REGISTER TOTALS ***

| | | |
|---|---|---|
| REGULAR CHECKS: | | |
| DIRECT DEPOSIT REGULAR CHECKS: | 74 | 151,280.63 |
| MANUAL CHECKS: | | |
| PRINTED MANUAL CHECKS: | | |
| DIRECT DEPOSIT MANUAL CHECKS: | | |
| VOIDED CHECKS: | | |
| NON CHECKS: | | |
| | | -------------- |
| TOTAL CHECKS: | 74 | 151,280.63 |

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 06329 7/26/2024 PAYROLL - 9
VENDOR SET: 01 City of North St Paul *** DRAFT/OTHER LISTING ***
BANK: AP PREMIER BANK

| VENDOR | I.D. | NAME | ITEM TYPE | PAID DATE | DISCOUNT | AMOUNT | ITEM NO# | ITEM AMOUNT |
|---|---|---|---|---|---|---|---|---|
| A01055 | | AFSME COUNCIL 5 | | | | | | |
| | I-AFS202407230717 | UNION DUES | D | 7/26/2024 | | 249.84 | 002303 | 249.84 |
| E05000 | | EFTPS | | | | | | |
| | I-T1 202407230717 | FEDERAL WITHHOLDING | D | 7/26/2024 | | 22,098.74 | 002304 | |
| | I-T3 202407230717 | FICA TAXES | D | 7/26/2024 | | 19,120.50 | 002304 | |
| | I-T4 202407230717 | MEDICARE TAXES | D | 7/26/2024 | | 6,860.92 | 002304 | 48,080.16 |
| H08033 | | H S A BANK | | | | | | |
| | I-444202407230717 | HSA ACCOUNT | D | 7/26/2024 | | 5,977.96 | 002305 | 5,977.96 |
| I09137 | | I C M A DISTRIBUTION CENTER | | | | | | |
| | I-2 202407230717 | EMP/EMPR DEFERRED COMP | D | 7/26/2024 | | 11,653.62 | 002306 | |
| | I-21 202407230717 | EMP/EMPR DEFERRED COMP | D | 7/26/2024 | | 3,683.94 | 002306 | |
| | I-26 202407230717 | LOAN PAYMENTS TO ICMA | D | 7/26/2024 | | 870.81 | 002306 | |
| | I-2IR202407230717 | EMP/EMPR DEFERRED COM | D | 7/26/2024 | | 2,130.00 | 002306 | 18,338.37 |
| M12900 | | MNEFTS | | | | | | |
| | I-T2 202407230717 | MN Income Tax WH | D | 7/26/2024 | | 10,221.55 | 002307 | 10,221.55 |
| M13320 | | MN STATE RETIREMENT SYSTEM | | | | | | |
| | I-12 202407230717 | POST DEDUCTIONS | D | 7/26/2024 | | 1,050.00 | 002308 | 1,050.00 |
| M18011 | | MN CHILD SUPPORT PAYMENT CENTER | | | | | | |
| | I-3 202407230717 | BI-MONTHLY CHILD SUPPORT | D | 7/26/2024 | | 571.29 | 002309 | 571.29 |
| P16470 | | P E R A | | | | | | |
| | I-91 202407230717 | 6634-00 REG PERA | D | 7/26/2024 | | 19,603.52 | 002310 | |
| | I-92 202407230717 | 6634-00 PERA PD | D | 7/26/2024 | | 24,575.69 | 002310 | |
| | I-94 202407230717 | 6634-00 PERA DCP ELECTED | D | 7/26/2024 | | 47.50 | 002310 | 44,226.71 |

| * * B A N K T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---|---|---|---|---|
| REGULAR CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| HANDWRITTEN CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| PRE-WRITE CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 8 | 0.00 | 128,715.88 | 128,715.88 |
| VOID CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| CORRECTIONS: | 0 | 0.00 | 0.00 | 0.00 |
| BANK TOTALS: | 8 | 0.00 | 128,715.88 | 128,715.88 |

*** REGISTER TOTALS ***

| | | |
|---|---|---|
| REGULAR CHECKS: | | |
| DIRECT DEPOSIT REGULAR CHECKS: | 26 | 15,875.88 |
| MANUAL CHECKS: | | |
| PRINTED MANUAL CHECKS: | | |
| DIRECT DEPOSIT MANUAL CHECKS: | | |
| VOIDED CHECKS: | | |
| NON CHECKS: | 1 | |
| | | -------------- |
| TOTAL CHECKS: | 26 | 15,875.88 |

*** NO ERRORS FOUND ***

** END OF REPORT **

PACKET: 06332 7/26/2024 FIRE PAYROLL -
VENDOR SET: 01 City of North St Paul *** DRAFT/OTHER LISTING ***
BANK: AP PREMIER BANK

| VENDOR | I.D. | NAME | ITEM TYPE | PAID DATE | DISCOUNT | AMOUNT | ITEM NO# | ITEM AMOUNT |
|---|---|---|---|---|---|---|---|---|
| E05000 | | EFTPS | | | | | | |
| | I-T1 202407230719 | FEDERAL WITHHOLDING | D | 7/26/2024 | | 974.31 | 002311 | |
| | I-T3 202407230719 | FICA TAXES | D | 7/26/2024 | | 2,258.22 | 002311 | |
| | I-T4 202407230719 | MEDICARE TAXES | D | 7/26/2024 | | 528.14 | 002311 | 3,760.67 |
| M12900 | | MNEFTS | | | | | | |
| | I-T2 202407230719 | MN Income Tax WH | D | 7/26/2024 | | 415.86 | 002312 | 415.86 |

| * * B A N K T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---|---|---|---|---|
| REGULAR CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| HANDWRITTEN CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| PRE-WRITE CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 2 | 0.00 | 4,176.53 | 4,176.53 |
| VOID CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| CORRECTIONS: | 0 | 0.00 | 0.00 | 0.00 |
| BANK TOTALS: | 2 | 0.00 | 4,176.53 | 4,176.53 |

PACKET: 06333 Regular Payments

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP PREMIER BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 1 | CARESTREAM HEALTH | | | | | | | |
| | I-202407180704 | CARESTREAM HEALTH: | R | 7/31/2024 | | 725.00CR | 147087 | 725.00 |
| 1 | DEMETRIA FRAZIER | | | | | | | |
| | I-202407180705 | DEMETRIA FRAZIER: | R | 7/31/2024 | | 150.00CR | 147088 | 150.00 |
| 1 | JEN MAJOR | | | | | | | |
| | I-202407180706 | JEN MAJOR: | R | 7/31/2024 | | 150.00CR | 147089 | 150.00 |
| 1 | JENI DUDDECK | | | | | | | |
| | I-202407180707 | JENI DUDDECK: | R | 7/31/2024 | | 300.00CR | 147090 | 300.00 |
| 1 | KEENAN RAVERTY | | | | | | | |
| | I-202407180708 | KEENAN RAVERTY: | R | 7/31/2024 | | 350.00CR | 147091 | 350.00 |
| 1 | NICHOLAS STARK | | | | | | | |
| | I-202407180709 | NICHOLAS STARK: | R | 7/31/2024 | | 150.00CR | 147092 | 150.00 |
| 1 | RIVER OF GOD CHURCH | | | | | | | |
| | I-202407180710 | RIVER OF GOD CHURCH: | R | 7/31/2024 | | 50.00CR | 147093 | 50.00 |
| 1 | SUE KOCH | | | | | | | |
| | I-202407180711 | SUE KOCH: | R | 7/31/2024 | | 50.00CR | 147094 | 50.00 |
| 1 | SUSAN REED | | | | | | | |
| | I-202407180712 | SUSAN REED: | R | 7/31/2024 | | 500.00CR | 147095 | 500.00 |
| 1 | DIANE FURLONG | | | | | | | |
| | I-202407230718 | DIANE FURLONG: | R | 7/31/2024 | | 20.00CR | 147096 | 20.00 |
| 1 | EBONY BARNETT | | | | | | | |
| | I-202407230720 | EBONY BARNETT: | R | 7/31/2024 | | 50.00CR | 147097 | 50.00 |
| 1 | GENESIS TOJIN | | | | | | | |
| | I-202407230721 | GENESIS TOJIN: | R | 7/31/2024 | | 875.00CR | 147098 | 875.00 |
| 1 | GRETCHEN SEMLAK | | | | | | | |
| | I-202407230722 | GRETCHEN SEMLAK: | R | 7/31/2024 | | 450.00CR | 147099 | 450.00 |
| 1 | HARRY TEVLIN | | | | | | | |
| | I-202407230723 | HARRY TEVLIN: | R | 7/31/2024 | | 300.00CR | 147100 | 300.00 |

PACKET: 06333 Regular Payments

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP PREMIER BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| 1 | JESSICA ENNIS | | | | | | | |
| | I-202407230724 | JESSICA ENNIS: | R | 7/31/2024 | | 50.00CR | 147101 | 50.00 |
| 1 | JIM RATHE | | | | | | | |
| | I-202407230725 | JIM RATHE: | R | 7/31/2024 | | 500.00CR | 147102 | 500.00 |
| 1 | KELLY MURPHY | | | | | | | |
| | I-202407230726 | KELLY MURPHY: | R | 7/31/2024 | | 150.00CR | 147103 | 150.00 |
| 1 | THE SANCTUARY CHURCH | | | | | | | |
| | I-202407230727 | THE SANCTUARY CHURCH: | R | 7/31/2024 | | 300.00CR | 147104 | 300.00 |
| 1 | ARNOLD KUBEI | | | | | | | |
| | I-202407240730 | ARNOLD KUBEI: | R | 7/31/2024 | | 3,085.00CR | 147105 | 3,085.00 |
| 1 | TOM & SUSAN BLACK | | | | | | | |
| | I-202407250732 | TOM & SUSAN BLACK: | R | 7/31/2024 | | 500.00CR | 147106 | 500.00 |
| A01034 | ADVANCED GRAPHIX INC | | | | | | | |
| | I-214439 | CUSTOM KIT DECALS | R | 7/31/2024 | | 542.50CR | 147107 | 542.50 |
| A01184 | AMAZON CAPITAL SERVICES | | | | | | | |
| | I-1JJL-RTXK-LG6N | SUPPLIES | R | 7/31/2024 | | 122.31CR | 147108 | 122.31 |
| A01240 | ANCHOR VIEW LLC | | | | | | | |
| | I-202407220714 | TIF 4-10 ANCHOR BLK NO | R | 7/31/2024 | | 117,819.82CR | 147109 | 117,819.82 |
| A01310 | ASPEN MILLS | | | | | | | |
| | I-336066 | UNIFORMS | R | 7/31/2024 | | 67.95CR | 147110 | 67.95 |
| B02049 | BATTERIES PLUS BULBS | | | | | | | |
| | I-P74429793 | ROWING MACHINE BATTERY | R | 7/31/2024 | | 19.75CR | 147111 | 19.75 |
| B02097 | BITUMINOUS ROADWAYS INC | | | | | | | |
| | I-FINALPAYVOUCHER#4 | FINAL PAY VOUCHER MCKNIGHT WTR | R | 7/31/2024 | | 25,896.70CR | 147112 | 25,896.70 |
| B02115 | BLUEBEAM, INC | | | | | | | |
| | I-1986256 | SOFTWARE | R | 7/31/2024 | | 330.00CR | 147113 | 330.00 |
| B02228 | WHITE CAP | | | | | | | |
| | I-50027310597 | STRAW NETTING | R | 7/31/2024 | | 377.91CR | 147114 | 377.91 |

PACKET: 06333 Regular Payments

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP PREMIER BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| C03000 | CALLNET | | | | | | | |
| | I-240702120101 | MNTHLY ANSW SERV 6/17-7/14/24 | R | 7/31/2024 | | 1,019.92CR | 147115 | 1,019.92 |
| C03002 | CAMPBELL KNUTSON PA | | | | | | | |
| | I-2076-0000G-193 | MAY 2024 LEGAL SERVICES | R | 7/31/2024 | | 4,686.70CR | 147116 | |
| | I-2076-0054G-47 | MAY 2024 LEGAL SERVICES | R | 7/31/2024 | | 2,116.50CR | 147116 | |
| | I-2076-0066G-73 | JUN 2024 LEGAL SERVICES | R | 7/31/2024 | | 192.50CR | 147116 | |
| | I-2076-0067G-70 | JUN 2024 LEGAL SERVICES | R | 7/31/2024 | | 35.00CR | 147116 | |
| | I-2076-0090G-5 | JUN 2024 LEGAL SERVICES | R | 7/31/2024 | | 87.50CR | 147116 | 7,118.20 |
| C03041 | FLEETPRIDE | | | | | | | |
| | I-118025423 | SUPPLIES | R | 7/31/2024 | | 43.66CR | 147117 | 43.66 |
| C03066 | CINTAS | | | | | | | |
| | I-4197158266 | SHOP TOWELS | R | 7/31/2024 | | 42.45CR | 147118 | |
| | I-4197158317 | UNIFORMS | R | 7/31/2024 | | 130.14CR | 147118 | |
| | I-4197859278 | UNIFORMS | R | 7/31/2024 | | 129.37CR | 147118 | |
| | I-4198653059 | UNIFORMS | R | 7/31/2024 | | 129.37CR | 147118 | |
| | I-4198653065 | SHOP TOWELS | R | 7/31/2024 | | 42.45CR | 147118 | 473.78 |
| C03139 | COMCAST | | | | | | | |
| | I-202407120690 | DIGITAL ADT SERV CH 7/14-8/13 | R | 7/31/2024 | | 6.45CR | 147119 | 6.45 |
| C03198 | CRYSTEEL TRUCK EQUIPMENT | | | | | | | |
| | I-FP195908 | TANKER TRUCK VALVE | R | 7/31/2024 | | 277.86CR | 147120 | 277.86 |
| C03282 | CUSTOM TRUCK ONE SOURCE | | | | | | | |
| | I-2024002232852 | TRUCK UNIT #300 | R | 7/31/2024 | | 335.93CR | 147121 | |
| | I-2024002233391 | SWING AWAY LATCH | R | 7/31/2024 | | 55.00CR | 147121 | 390.93 |
| F06475 | FRA-DOR BLACK DIRT & RECY | | | | | | | |
| | I-2407074 | BLACK DIRT FOR STUMP REMOVAL | R | 7/31/2024 | | 1,215.00CR | 147122 | 1,215.00 |
| G07082 | GENERAL REPAIR SERVICE | | | | | | | |
| | I-83061 | LIFT STATION PUMP REPAIR | R | 7/31/2024 | | 3,298.31CR | 147123 | 3,298.31 |
| G07291 | iPROMOTEu | | | | | | | |
| | I-2293810GTI | EMPLOYEE CITY WEAR | R | 7/31/2024 | | 1,239.00CR | 147124 | 1,239.00 |
| G07292 | GRAYBAR | | | | | | | |
| | I-9337916135 | SUPPLIES | R | 7/31/2024 | | 348.57CR | 147125 | 348.57 |

PACKET: 06333 Regular Payments
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP PREMIER BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| G07448 | GUARDIAN SUPPLY | | | | | | | |
| | I-18696 | UNIFORMS | R | 7/31/2024 | | 218.97CR | 147126 | 218.97 |
| H06055 | HAWKINS INC | | | | | | | |
| | I-6801788 | FLOURIDE FOR WELLS | R | 7/31/2024 | | 3,321.35CR | 147127 | 3,321.35 |
| H08045 | HELEN STREET SENIOR HOUSING LLC | | | | | | | |
| | I-202407220715 | TIF 4-6 2024 PAY GO | R | 7/31/2024 | | 98,747.67CR | 147128 | 98,747.67 |
| H08187 | HUMANA INSURANCE CO | | | | | | | |
| | I-236527900 | AUG 2024 INSURANCE | R | 7/31/2024 | | 189.49CR | 147129 | 189.49 |
| I09045 | IMPACT | | | | | | | |
| | I-212060 | JULY 2024 MNTHLY STATEMENT | R | 7/31/2024 | | 6,546.97CR | 147130 | 6,546.97 |
| I09178 | STUART C IRBY CO | | | | | | | |
| | I-S013996034.002 | SUPPLIES | R | 7/31/2024 | | 929.50CR | 147131 | 929.50 |
| L12194 | LEAGUE OF MINN CITIES | | | | | | | |
| | I-405285 | 2024 LMC CONFERENCE | R | 7/31/2024 | | 1,700.00CR | 147132 | 1,700.00 |
| M13035 | MACQUEEN EQUIPMENT CO | | | | | | | |
| | I-P30506 | LEATHER HELMETS FRONTS | R | 7/31/2024 | | 196.00CR | 147133 | 196.00 |
| M13110 | MENARDS-OAKDALE | | | | | | | |
| | I-90121 | FLEX TAPE | R | 7/31/2024 | | 14.87CR | 147134 | 14.87 |
| M13192 | MN BENEFIT ASSOC | | | | | | | |
| | I-2024-0274019 | JULY 2024 LIFE INSURANCE | R | 7/31/2024 | | 71.17CR | 147135 | 71.17 |
| M13286 | MIKE'S LP GAS INC & RV SERVICE | | | | | | | |
| | I-147787 | GAS REFILL | R | 7/31/2024 | | 9.32CR | 147136 | 9.32 |
| M13370 | M-R SIGN CO INC | | | | | | | |
| | I-224600 | STREET SIGNS | R | 7/31/2024 | | 217.17CR | 147137 | 217.17 |
| N07096 | NAPA AUTO PARTS | | | | | | | |
| | I-3617-279860 | SUPPLIES | R | 7/31/2024 | | 31.96CR | 147138 | |
| | I-3617-287890 | SUPPLIES | R | 7/31/2024 | | 37.02CR | 147138 | |
| | I-3617-289007 | SUPPLIES | R | 7/31/2024 | | 47.03CR | 147138 | |
| | I-3617-289892 | SUPPLIES | R | 7/31/2024 | | 32.56CR | 147138 | 148.57 |

PACKET: 06333 Regular Payments
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP PREMIER BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| N14183 | NINENORTH | | | | | | | |
| | I-2024-099 | JUN 2024 AV SERVICES | R | 7/31/2024 | | 2,961.78CR | 147139 | 2,961.78 |
| N14199 | NSP TIF, LLC | | | | | | | |
| | I-202407220716 | TIF 4-7 ANCHOR BLOCK | R | 7/31/2024 | | 189,369.49CR | 147140 | 189,369.49 |
| O15001 | O'REILLY AUTO PARTS | | | | | | | |
| | I-2074-340832 | OIL FILTER | R | 7/31/2024 | | 10.58CR | 147141 | |
| | I-2074-340834 | FUEL FILTER | R | 7/31/2024 | | 90.73CR | 147141 | |
| | I-2074-340836 | AIR FILTER | R | 7/31/2024 | | 15.83CR | 147141 | 117.14 |
| O15020 | OFFICE OF THE SECRETARY OF STATE | | | | | | | |
| | I-202407120687 | NOTARY RENEWAL | R | 7/31/2024 | | 120.00CR | 147142 | 120.00 |
| O15032 | ON-SITE SANITATION | | | | | | | |
| | I-0001740158 | CAR SHOW RESTROOM | R | 7/31/2024 | | 498.00CR | 147143 | |
| | I-0001740159 | CARS SHOW RESTROOM | R | 7/31/2024 | | 498.00CR | 147143 | |
| | I-0001740160 | CAR SHOW RESTROOM | R | 7/31/2024 | | 498.00CR | 147143 | |
| | I-0001740161 | CAR SHOW RESTROOM | R | 7/31/2024 | | 498.00CR | 147143 | |
| | I-0001742398 | SOUTHWOOD RESTROOM | R | 7/31/2024 | | 74.00CR | 147143 | |
| | I-0001742399 | SILVER LAKE RESTROOM | R | 7/31/2024 | | 74.00CR | 147143 | |
| | I-0001742400 | CASEY PARK RESTROOM | R | 7/31/2024 | | 74.00CR | 147143 | |
| | I-0001742401 | COLBY HILL RESTROOM | R | 7/31/2024 | | 74.00CR | 147143 | |
| | I-0001742402 | SILVER LAKE RESTROOM | R | 7/31/2024 | | 74.00CR | 147143 | |
| | I-0001742403 | KUNKEL RESTROOM | R | 7/31/2024 | | 74.00CR | 147143 | |
| | I-0001742404 | UPPER CASEY PARK RESTROOM | R | 7/31/2024 | | 74.00CR | 147143 | |
| | I-0001742406 | HAUSE PARK RESTROOM | R | 7/31/2024 | | 74.00CR | 147143 | |
| | I-0001742407 | NORTHWOOD PARK RESTROOM | R | 7/31/2024 | | 74.00CR | 147143 | |
| | I-0001746585 | BASEBALL TOURNAMENT RESTROOMS | R | 7/31/2024 | | 350.00CR | 147143 | 3,008.00 |
| *VOID* | VOID CHECK | | V | 7/31/2024 | | | 147144 | **VOID** |
| P16285 | PLUNKETT'S PEST CONTROL | | | | | | | |
| | I-8656398 | JUL 2024 PEST CONTROL PW | R | 7/31/2024 | | 45.13CR | 147145 | |
| | I-8656435 | JUL 2024 PEST CONTROL CH | R | 7/31/2024 | | 39.97CR | 147145 | 85.10 |
| P16331 | PRAIRIE RESTORATIONS INC | | | | | | | |
| | I-INV-011007 | PLANT MANAGEMENT CLC | R | 7/31/2024 | | 725.00CR | 147146 | |
| | I-INV-011069 | PLANT MANAGEMENT CASEY LK | R | 7/31/2024 | | 675.00CR | 147146 | 1,400.00 |
| P16417 | PREFER PAVING INC | | | | | | | |
| | I-5610 | CURBS AND SLAB INSTALL | R | 7/31/2024 | | 13,978.50CR | 147147 | 13,978.50 |

PACKET: 06333 Regular Payments

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP PREMIER BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| R18010 | RAMSEY COUNTY FINANCE | | | | | | | |
| | I-PRRRV-002769 | 2024 ELECTION SERVICES 3RD QTR | R | 7/31/2024 | | 7,773.00CR | 147148 | |
| | I-RESFA-007387 | JUNE 2024 PW TIPPING | R | 7/31/2024 | | 1,000.90CR | 147148 | |
| | I-RESFA-007400 | JUNE 2024 RESIDENTIAL TIPPING | R | 7/31/2024 | | 34,754.83CR | 147148 | 43,528.73 |
| R18013 | RAMSEY COUNTY PROP REC/REV | | | | | | | |
| | I-202407150700 | 2515 7TH AVE LLC | R | 7/31/2024 | | 382.00CR | 147149 | 382.00 |
| R18019 | RAMSEY COUNTY ENVIRONMENTAL HEALTH DIVISION | | | | | | | |
| | I-615734 | VSQG DISPOSAL FEE | R | 7/31/2024 | | 253.33CR | 147150 | 253.33 |
| R18022 | RAMSEY COUNTY-CEC- ENVIRONMENT HEALTH | | | | | | | |
| | I-202407120689 | JUNE 2024 CEC HAULER | R | 7/31/2024 | | 13,453.81CR | 147151 | 13,453.81 |
| R18064 | RED CEDAR CONSULTING LLC | | | | | | | |
| | I-000205 | JAN 2023 - MAY 2024 LEGAL SERV | R | 7/31/2024 | | 5,285.82CR | 147152 | 5,285.82 |
| S19106 | SITE ONE LANDSCAPE SUPPLY | | | | | | | |
| | I-143559586-001 | REPAIR COUPLING FOR MCKGT FLD | R | 7/31/2024 | | 98.57CR | 147153 | |
| | I-143880293-001 | WEED CONTROL | R | 7/31/2024 | | 41.89CR | 147153 | |
| | I-143924981-001 | SEED FOR HAUSE PARK | R | 7/31/2024 | | 120.39CR | 147153 | 260.85 |
| S19130 | SKB ENVIRONMENTAL | | | | | | | |
| | I-98998C063 | BURN DEBRIS CLEANUP | R | 7/31/2024 | | 80.60CR | 147154 | 80.60 |
| T19150 | T A SCHIFSKY & SONS INC | | | | | | | |
| | I-70183 | ASPHALT FOR PATCHING | R | 7/31/2024 | | 1,053.00CR | 147155 | |
| | I-70341 | ASPHALT FOR PATCHING | R | 7/31/2024 | | 2,239.65CR | 147155 | 3,292.65 |
| T20076 | TOSHIBA FINANCIAL SERVICES | | | | | | | |
| | I-5030479282 | JUL 2024 COPIER LEASE | R | 7/31/2024 | | 51.11CR | 147156 | |
| | I-5030479283 | JULY 2024 COPIER LEASE | R | 7/31/2024 | | 223.15CR | 147156 | |
| | I-5030479284 | JUL 2024 COPIER LEASE | R | 7/31/2024 | | 116.89CR | 147156 | 391.15 |
| T20126 | TENNIS SANITATION LLC | | | | | | | |
| | I-3947616 | JUN 2024 SOLID WASTE | R | 7/31/2024 | | 52,666.47CR | 147157 | |
| | I-3977709 | JUN 2024 - 2538 SEPPALA | R | 7/31/2024 | | 273.00CR | 147157 | |
| | I-3977711 | JUN 2024 - 2290 1ST ST N | R | 7/31/2024 | | 91.00CR | 147157 | |
| | I-3977712 | JUN 2024 - 2400 MARGARET ST | R | 7/31/2024 | | 91.00CR | 147157 | 53,121.47 |
| T20191 | TIMESAVER OFF SITE SECRETARIAL INC. | | | | | | | |
| | I-M29334 | CITY COUNCIL MEETINGS | R | 7/31/2024 | | 373.50CR | 147158 | 373.50 |

PACKET: 06333 Regular Payments

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP PREMIER BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| T20192 | T-MOBILE | | | | | | | |
| | I-202407230728 | PHONE/INTERNET 6/11-7/10/24 | R | 7/31/2024 | | 608.14CR | 147159 | 608.14 |
| T20240 | T & R ELECTRIC SUPPLY CO | | | | | | | |
| | I-178273 | SUPPLIES | R | 7/31/2024 | | 12,726.56CR | 147160 | 12,726.56 |
| T20285 | TRI STATE BOBCAT INC | | | | | | | |
| | I-A37077 | SUPPLIES | R | 7/31/2024 | | 78.51CR | 147161 | |
| | I-V06274 | REPAIRS | R | 7/31/2024 | | 388.17CR | 147161 | 466.68 |
| T20461 | TWIN CITY HARDWARE | | | | | | | |
| | I-PSI12274608 | LOCKS | R | 7/31/2024 | | 7,588.10CR | 147162 | |
| | I-PSI2275636 | SUPPLIES FOR CASEY LK DOOR | R | 7/31/2024 | | 285.00CR | 147162 | 7,873.10 |
| T20470 | TWIN CITY WATER CLINIC INC | | | | | | | |
| | I-20733 | JUNE 2024 WATER SAMPLES | R | 7/31/2024 | | 256.00CR | 147163 | 256.00 |
| U21218 | U S BANK | | | | | | | |
| | I-7370427 | 2015A PAYING AGENT FEE | R | 7/31/2024 | | 550.00CR | 147164 | |
| | I-7370472 | 2016A PAYING AGENT FEE | R | 7/31/2024 | | 500.00CR | 147164 | |
| | I-7370473 | 2016B PAYING AGENT FEE | R | 7/31/2024 | | 500.00CR | 147164 | |
| | I-7370499 | 2017A PAYING AGENT FEE | R | 7/31/2024 | | 500.00CR | 147164 | |
| | I-7370803 | 2020A PAYING AGENT FEE | R | 7/31/2024 | | 500.00CR | 147164 | |
| | I-7370804 | 2020B PAYING AGENT FEE | R | 7/31/2024 | | 500.00CR | 147164 | |
| | I-7371119 | 2022A PAYING AGENT FEE | R | 7/31/2024 | | 500.00CR | 147164 | 3,550.00 |
| W23041 | WATER CONSERVATION SERVICE INC | | | | | | | |
| | I-14163 | WATER LEAK DETECTION | R | 7/31/2024 | | 349.65CR | 147165 | 349.65 |
| W23500 | WSB & ASSOCIATES INC | | | | | | | |
| | I-R-018968-000-32 | MAY 2024 7TH AVE IMPROVEMENTS | R | 7/31/2024 | | 4,614.75CR | 147166 | |
| | I-R-020096-000-27 | MAY 2024 MCKNIGHT WTRMN IMPROV | R | 7/31/2024 | | 4,943.50CR | 147166 | |
| | I-R-020321-000-25 | APR 2024 2022 SUIP SERVICES | R | 7/31/2024 | | 1,716.50CR | 147166 | |
| | I-R-020321-000-26 | MAY 2024 2022 SUIP SERVICES | R | 7/31/2024 | | 9,157.50CR | 147166 | |
| | I-R-023459-000-5 | MAY 2024 SURFACE WATER | R | 7/31/2024 | | 217.50CR | 147166 | |
| | I-R-023460-000-5 | MAY 2024 WATER | R | 7/31/2024 | | 870.00CR | 147166 | |
| | I-R-023461-000-5 | MAY 2024 SANITARY SEWER | R | 7/31/2024 | | 72.50CR | 147166 | |
| | I-R-023462-000-5 | MAY 2024 STREETS | R | 7/31/2024 | | 766.50CR | 147166 | |
| | I-R-023463-000-2 | MAY 2024 ELECTRIC | R | 7/31/2024 | | 814.00CR | 147166 | |
| | I-R-023465-000-4 | APR 2024 ROW PERMIT | R | 7/31/2024 | | 2,449.75CR | 147166 | |
| | I-R-023465-000-5 | MAY 2024 ROW PERMIT | R | 7/31/2024 | | 1,602.75CR | 147166 | |
| | I-R-024000-000-6 | MAY 2024 LSL INVENTORY | R | 7/31/2024 | | 1,384.12CR | 147166 | |
| | I-R-024032-000-6 | MAY 2024 PAVEMENT PROJECT | R | 7/31/2024 | | 3,706.75CR | 147166 | |
| | I-R-024094-000-6 | APR 2024 HAUSE COURTS CONST | R | 7/31/2024 | | 5,160.75CR | 147166 | |
| | I-R-024094-000-7 | MAY 2024 HAUSE COURTS CONST | R | 7/31/2024 | | 3,616.75CR | 147166 | |
| | I-R-025133-000-2 | APR 2024 DELAWARE PLAN REVIEW | R | 7/31/2024 | | 4,147.50CR | 147166 | 45,241.12 |

PACKET: 06333 Regular Payments
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP PREMIER BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| *VOID* | VOID CHECK | | V | 7/31/2024 | | | 147167 | **VOID** |

PACKET: 06333 Regular Payments

VENDOR SET: 01 *** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

| VENDOR | NAME / I.D. | DESC | ITEM TYPE | PAID DATE | DISCOUNT | AMOUNT | ITEM NO# | ITEM AMOUNT |
|---|---|---|---|---|---|---|---|---|
| F06476 | FP MAILING SOLUTIONS | | | | | | | |
| | I-202407180713 | JULY 2024 POSTAGE | D | 7/17/2024 | | 500.00CR | 002313 | 500.00 |
| K11454 | KWIK TRIP INC | | | | | | | |
| | I-202407120691 | JUN 2024 MOTOR FUEL | D | 7/19/2024 | | 1,600.60CR | 002314 | |
| | I-202407120692 | JUN 2024 MOTOR FUEL | D | 7/19/2024 | | 784.16CR | 002314 | |
| | I-202407120693 | JUN 2024 MOTOR FUELS | D | 7/19/2024 | | 1,567.71CR | 002314 | |
| | I-202407120694 | JUN 2024 MOTOR FUELS | D | 7/19/2024 | | 1,526.98CR | 002314 | |
| | I-202407120695 | JUN 2024 MOTOR FUELS | D | 7/19/2024 | | 1,081.48CR | 002314 | |
| | I-202407120696 | JUN 2024 MOTOR FUELS | D | 7/19/2024 | | 566.22CR | 002314 | |
| | I-202407120697 | JUN 2024 MOTOR FUELS | D | 7/19/2024 | | 145.27CR | 002314 | |
| | I-202407120698 | JUN 2024 MOTOR FUELS | D | 7/19/2024 | | 741.18CR | 002314 | |
| | I-202407120699 | JUN 2024 MOTOR FUELS | D | 7/19/2024 | | 495.96CR | 002314 | 8,509.56 |
| M13248 | MN DEPT OF REVENUE | | | | | | | |
| | I-202407120688 | JUNE 2024 SALES & USE TAX | D | 7/19/2024 | | 87,175.00CR | 002315 | 87,175.00 |
| U21218 | U S BANK | | | | | | | |
| | I-2604726 | 2ND DEBT SERV PYMT BOND | D | 8/01/2024 | | 451,823.14CR | 002318 | 451,823.14 |
| N14207 | CITY OF NORTH ST PAUL | | | | | | | |
| | I-202407160703 | JUN 2024 USAGE | D | 8/05/2024 | | 16,679.77CR | 002316 | 16,679.77 |
| T20192 | T-MOBILE | | | | | | | |
| | I-202407230729 | PHONE SERVICE 6/11-7/10/24 | D | 8/09/2024 | | 1,746.84CR | 002317 | 1,746.84 |

| * * T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---|---|---|---|---|
| REGULAR CHECKS: | 79 | 0.00 | 684,159.84 | 684,159.84 |
| HANDWRITTEN CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| PRE-WRITE CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 6 | 0.00 | 566,434.31 | 566,434.31 |
| VOID CHECKS: | 2 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| CORRECTIONS: | 0 | 0.00 | 0.00 | 0.00 |
| REGISTER TOTALS: | 87 | 0.00 | 1,250,594.15 | 1,250,594.15 |

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

| To | Date |
|---|---|
| Honorable Mayor Monge and City Council | July 30, 2024 |

**Agenda Placement # V.B**

Consent Agenda

**Subject**

HRA Claims $13,891.63

**Background/Facts**

**Recommended Action**

**Attachments**

1. 07-30-2024 HRA AP COUNCIL PACKET

Respectfully submitted,
Jacquelyn Lutmer, Finance Coordinator

NORTH ST.PAUL
*extraordinary.*

# MEMORANDUM

TO: HRA Chairman and Commissioners
FROM: Jacquelyn Lutmer - Finance Coordinator
DATE: July 30, 2024
SUBJECT: Recommendation of approval of HRA claims list.

| Claim Date | | | |
|---|---|---|---|
| 7/31/2024 | AP Check Register | 147168-147173 | $ 13,732.54 |
| 7/31/2024 | AP Draft Register | 002319 | 159.09 |
| | Total | | $13,891.63 |

Approved this 30th day of July 2024

/s/ John Monge, Mayor by Consent Resolution
/s/ Brian Frandle, City Manager/Clerk by Consent Resolution

PACKET: 06334 HRA

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP PREMIER BANK

| VENDOR | NAME / I.D. | DESC | CHECK TYPE | CHECK DATE | DISCOUNT | AMOUNT | CHECK NO# | CHECK AMOUNT |
|---|---|---|---|---|---|---|---|---|
| A1609 | ABC MILLWORK & CABINETRY | | | | | | | |
| | I-874018 | SUPPLIES FOR STUDENT BUILD | R | 7/31/2024 | | 5.88CR | 147168 | |
| | I-874113 | SUPPLIES FOR STUDENT BUILD | R | 7/31/2024 | | 20.21CR | 147168 | 26.09 |
| E05035 | E G RUD & SONS INC | | | | | | | |
| | I-53041 | MARGARET ST COMMONS | R | 7/31/2024 | | 329.00CR | 147169 | 329.00 |
| L12233 | LEWIS ELECTRICAL CONTRACTING & CONSULTING | | | | | | | |
| | I-2170F | ELECTRIC FOR STUDENT BUILD | R | 7/31/2024 | | 8,391.20CR | 147170 | 8,391.20 |
| M13110 | MENARDS-OAKDALE | | | | | | | |
| | I-88545 | SUPPLIES FOR STUDENT BUILD | R | 7/31/2024 | | 117.97CR | 147171 | |
| | I-88550 | SUPPLIES FOR STUDENT BUILD | R | 7/31/2024 | | 114.00CR | 147171 | |
| | I-88572 | SUPPLIES FOR STUDENT BUILD | R | 7/31/2024 | | 54.93CR | 147171 | |
| | I-90465 | SUMP PUMP PARTS FOR STUDENT BU | R | 7/31/2024 | | 27.35CR | 147171 | 314.25 |
| O15032 | ON-SITE SANITATION | | | | | | | |
| | I-0001742405 | RESTROOM FOR STUDENT BUILD | R | 7/31/2024 | | 74.00CR | 147172 | 74.00 |
| P16417 | PREFER PAVING INC | | | | | | | |
| | I-5645 | CONCRETE FOR STUDENT BUILD | R | 7/31/2024 | | 4,598.00CR | 147173 | 4,598.00 |

PACKET: 06334 HRA

VENDOR SET: 01 *** DRAFT/OTHER LISTING ***

BANK : AP PREMIER BANK

| VENDOR | NAME / I.D. | DESC | ITEM TYPE | PAID DATE | DISCOUNT | AMOUNT | ITEM NO# | ITEM AMOUNT |
|---|---|---|---|---|---|---|---|---|
| N14207 | CITY OF NORTH ST PAUL | | | | | | | |
| | I-202407160701 | JUNE 2024 USAGE | D | 8/05/2024 | | 159.09CR | 002319 | 159.09 |

| * * T O T A L S * * | NO# | DISCOUNTS | CHECK AMT | TOTAL APPLIED |
|---|---|---|---|---|
| REGULAR CHECKS: | 6 | 0.00 | 13,732.54 | 13,732.54 |
| HANDWRITTEN CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| PRE-WRITE CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 1 | 0.00 | 159.09 | 159.09 |
| VOID CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| NON CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| CORRECTIONS: | 0 | 0.00 | 0.00 | 0.00 |
| REGISTER TOTALS: | 7 | 0.00 | 13,891.63 | 13,891.63 |

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

| To | Date |
| --- | --- |
| Honorable Mayor Monge and City Council | July 30, 2024 |

**Agenda Placement # VI.A**

City Business Action Items & Recommendations

**Subject**

Community Center RFP Discussion

**Background/Facts**

Discussion Item

**Recommended Action**

**Attachments**

1. Community Center RFP - Feasibility Study v.4

Respectfully submitted,

**Request for Proposal**

**City of North St. Paul**

**Multi-purpose Community Center Feasibility Study**

**Issued: July 19, 2024**

**Proposal Submittal Deadline: August 16, 2024**

**Interviews/Presentations if needed: Week of August 26th, 2024**

**Selection Process Completed by City of North St. Paul: September 17, 2024**

# Owner Statement

The City of North St. Paul, incorporated in 1887, is located in northeastern Ramsey County and is a northern suburb of the Minneapolis-St. Paul metropolitan area. This area is considered the major population and economic growth area in the state and among the highly ranked economic growth areas in the country. The City encompasses an area of 3.5 square miles and serves an estimated population of 12,465.

The North St. Paul Community Center has been an important amenity of the City since 1992. The Mission of the Community Center is *“We shall provide a destination in the heart of the community for the improvement and promotion of health, education, and cultural well-being that enhances the community’s quality of life.”*

The Mission of the community center represents the best intentions of the City and its residents. Over the years, the City has invested in the Community Center facility including the 2004 addition which created the Ramsey County Library. The City has also conducted focus groups and studied changes in an attempt to attract new members at the Community Center and to enrich the experience of existing members. Satisfaction surveys have also been employed to engage the input of Community Center members on the Community Center service array.

All of these efforts including offering a variety of membership and one-time use options have done little to change the general situation of Community Center use. Services at the Community Center are considered “non-essential” and are not required services the City must provide.

The City is the recipient of $4.5 million in state funding and $850,000 in federal funding for facility improvements for its Community Center building at 2300 North St. Paul Drive. The Community Center is intended to provide activities and programming, for North St. Paul’s diverse community, with a special focus on youth, seniors, and veterans. The Community Center will also provide extra recreational and gathering space. The project site is at the intersection of North St. Paul Drive and Seppala Boulevard, within walking distance to downtown, many high-density residential areas, the North St. Paul High School, and the Gateway State Trail. The site contains 1.5-acre with 55 parking spaces as well as an additional 16 off-street parking stalls.

The Community Center is approximately 33,179 square feet currently containing a large gymnasium, running track, workout gym, men’s and women’s locker rooms, offices, meeting rooms, and a small kitchen. The Ramsey County Public Library occupies an additional 2,700 square feet and has a standing lease with the City.

# Request for Proposal

# City of North St. Paul

# Multi-purpose Community Center Feasibility Study

The City of North St. Paul, Minnesota, solicits proposals to obtain the services of a firm to perform professional consulting services to prepare a Multi-purpose Community Center Feasibility Study. The study should provide direction to City staff and officials on critical elements for a remodel or new multi-purpose community center that would meet the needs of the City of North St. Paul.

## Submitting Proposals

Proposals are due to the City Manager at the North St. Paul City Hall Building 2400 Margaret Street no later than 2:00 pm August 16, 2024.

All Correspondence regarding this Request for Proposal (RFP) must be directed to:

**Brian Frandle City Manager**
North St. Paul City Hall Building 2400 Margaret Street,
North St. Paul, MN 55109
brian.frandle@northstpaul.org

All questions must be received before 2:00 pm August 13, 2024. Questions received after that time will not receive a response.

Please submit one (1) electronic and (1) PDF copy of your firm's proposal.

A proposal will not be considered if it fails to include all requested information as detailed in this original RFP and any subsequent modifications.

## Proposal Timeline

- Submission of proposals **August 16, 2024, 2:00 pm CST**
- Consultant approved by City Council **September 6, 2024**
- Final report and project completion **December 17, 2024**

## Project Overview

The intent of this request is to obtain the services of a firm, hereinafter referred to as the "Consultant" to perform professional services for the City of North St. Paul, Minnesota, hereinafter referred to as the "City." The City is looking for the services of a multi-disciplinary team with recreation facility design and construction plan experience is required to assist staff prepare for the elements outlined in this proposal.

The City is seeking a qualified Consultant to provide conceptual design, site assessment, cost estimation, and community engagement facilitation services for the development of a multi-purpose community center for the City that could be:

- A flexible, multicultural space that is able to provide for the evolving needs of the community. The Community Center could be a hub offering farmer's and craft markets, educational programs, seasonal and cultural events and celebrations, and social gatherings.

- A safe place for the youth to foster positive socialization and offer recreational space for sports and youth-targeted activities.

- A safe and comfortable place for veterans and seniors to socialize, and engage in crafts, dance, fitness, and recreation.

- A demonstration hub to showcase the City's commitment to green building practices. Renovations may include solar energy, electric vehicle charging stations, and other improvements to promote environmental health in the community.

The feasibility study shall explain the type, size, programs, costs, and strategic relationships required to potentially construct a multi-generational, multi-purpose community center.

The Consultant shall have a proven track record of developing successful feasibility studies, market assessments, and program development documents in order to influence the design and construction of a multi-purpose community center.

This project will be known as the: Multi-purpose Community Center Feasibility Study

The City requires the skills and competencies of a professional planning and design team to include the following expertise:

- <u>Community Center:</u> The team must include an individual(s) and/or firm with expertise in the planning, program development, design, needs assessments, and feasibility studies associated with community centers.

- <u>Project Business and Financial Analysis:</u> The team must include individual(s) and/or firm with expertise in construction cost estimating, forecasting of operating and maintenance expenses, marketing analysis, and an understanding of government general fund and enterprise government funding.

- Partnership Development: The team must have expertise in the development of partnership relationships that can be associated with community centers and types of partnership agreements.

# Overall Scope of Services

The final scope of services will be developed in collaboration with the selected consultant. Components of the services, at a minimum, will include:

1. Project Overview & Existing Information
    a. Project review, identify constraints, and parameters.
    b. Meet with the team and develop an outline of critical issues, concerns, and objectives for the project.
    c. Review existing facility assessments and master plans.
    d. Review existing data from user groups.
    e. Review of existing facilities/programs/services.

2. Demographics and Market Analysis
    a. Service area identification.
    b. Complete a competitive market analysis, including rates, attendance numbers, and services offered.

3. Community Engagement
    a. Develop and conduct a community-wide online survey of potential users. Evaluate and interpret survey results.
    b. Conduct stakeholder interviews (4). Current facility users, potential users, potential partners, etc.
    c. Conduct focus group sessions (4). Identify key interest groups.
    d. Compile and interpret all information received.

4. Programming
    a. Develop project component recommendation/prioritization/space needs.
    b. Develop an outline of potential programs, amenities, facilities, and other considerations that are desired.
    c. Develop operating structure and parameters.

5. Site Analysis and Concept solutions
    a. Identify all possible sites, analyze each, and recommend a site preference.
    b. Must consider modifications to existing facilities or potential new facilities.
    c. Develop site plan, spatial relation of components, phasing plan, and conceptual plans.

6. Operations Analysis

    a. Analyze the feasibility of the proposed concept(s) through the lens of long-term facilities operations and programming. Prepare an operating pro forma estimating the likely operating costs and revenues of facilities.
    b. Identify significant differences in cost between alternative concepts. Prepare an analysis of the relative strengths and weaknesses of each alternative.
    c. Develop reports addressing each: Attendance estimates, fee/rate structure, sources of income, operating cost projections, staffing levels/requirements, revenue generation projections, and cost recovery level.

7. Project Capital Cost Estimate
    a. Site limitations/opportunities
    b. Site prep/infrastructure costs
    c. Building construction costs
    d. Equipment costs
    e. Soft Costs, FFE costs
    f. Total Project cost estimate

8. Funding Analysis
    a. Identify possible funding sources.
    b. Tax increase, local option sales tax, fundraising, donations, grants, sponsorships.
    c. Identify partnerships and their ability to obtain funds based on the type of institution. Public-private partnerships must be looked at.
    d. Identify the potential economic impact of the project on the community.
    e. Determine possible funding scenarios for capital costs and operational costs.

9. Final Report
    a. Written final report.
    b. Conceptual drawings.
    c. Presentation of the report to staff (1) and City Council (1). Each may be done virtually.

The proposal shall contain the type of information summarized below. Additional information is allowable, providing it is directly relevant to the proposed project.

# Proposal Format

The submittal should follow the Table of Contents listed below:

1. General Firm Introduction (include your firm's expertise on the subject of this project)
2. Project Understanding
3. Project Approach
4. Proposed Project Team and Experience
5. Schedule
6. Statement of why your firm should be selected

7. Any Additional Information as Needed
8. Consultant Cost
9. Insurance Certificate

<u>A brief description of each section is as follows:</u>

1. **General Information**
   Give general information and a brief history of the consulting firm. State whether the Consultant is registered and licensed to perform work in the State of Minnesota. Include similar information on key sub-consultants, if any, proposed for the project.

2. **Project Understanding**
   Include a summary of the Consultant's understanding of this project.

3. **Project Approach**
   Provide specific approaches, methods, and assumptions that will be utilized to accomplish each work item.

4. **Proposed Project Team and Experience**
   - **a.** Identify the key project team members and describe their specific roles on the project. Include key team members from sub-consultant firms, if any.
   - **b.** Describe relevant experience and provide information on at least three (3) reference projects completed in the six (6) years. Provide references and contact information.
   - **c.** Include one-page resumes only for key members of the project team, including field personnel.

5. **Schedule**
   The project will begin as soon as a consultant is selected. The consultant is to propose a schedule that shows how this project will be delivered. The schedule should include a list of key tasks within each phase, key milestones, approximate dates, and deliverables.

6. **Statement Explaining Why Your Firm Should be Selected to Perform Services for This Project**
   Several firms have been asked to respond to this Request for Proposal. Explain why your firm is the best qualified for this project.

7. **Additional Information**
   Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.

8. **Total Consultant Cost**
   The Consultant cost should be separated as follows:
   - **a.** Not to exceed the total cost.

b. Hourly rates for all Consultant employees expected to work on this project. These rates shall be the agreed-upon costs for any additional services requested by the City, above what has been detailed in the RFP.
c. Reimbursable costs including detail of service or item and applicable charge per unit.
d. The proposal must include a statement as to the period during which the proposal remains valid. This period must be at least ninety (90) days from the date of the submittal.

**Proposals that do not include a ‘Not to Exceed’ cost will be disregarded without further consideration. It is the responsibility of the proposing firm to accurately predict the amount of time they require for services.

9. **Insurance Certificate**
   Indicate the ability to provide all necessary insurance certificates.

Consultant Selection
Proposals will be reviewed and evaluated by City staff and based on the following criteria:

- Consulting firm and key project staff experience. – 20%
  Proven track record in completing similar projects on time and within budget (Successful experience of both the firm and the team members will be considered). – 20%
- Proposed approach to completing the project. – 15%
- Consultant’s familiarity with recreation facility programming and architecture. – 15%
- Proposed project schedule. – 15%
- Proposed Consultant cost. – 15%

Following the review of the proposals by the City, only selected Consultants based on the total score of the proposal may be asked to make oral presentations of their proposals to City representatives. Upon conclusion of the presentations, if requested, staff will select a Consultant to negotiate a contract as follows:

1. If for any reason, a firm is not able to commence the services in that firm’s proposal within thirty (30) days of the award, the City reserves the right to contract with another qualified firm.

2. The City shall not be liable for any expenses incurred by the Consultant prior to the signing of a contract including, but not limited to, the proposal preparation, attendance at interviews, and/or final contract negotiations.

3. The Proposal must be signed by an official authorized to bind the Consultant to its provisions that will be included as part of an eventual contract. The Proposal must include a statement as to the period during which the proposal remains valid. This period must be at least 90 days from the date of the submittal.

4. The City reserves the right to reject any and all proposals or to request additional information from any or all the proposing firms.

# Contract Terms and Conditions

Upon selection of a Consultant, an Agreement or Contract for Services shall be entered into by the City and the Consultant. It is expected that the contract will provide compensation for actual work completed on a not-to-exceed basis, with the following conditions.

Deletions of specific components, such as individual project meetings, will be at the discretion of the City. Payment or reimbursement shall be made based on actual tasks completed on the project plus necessary subcontractor work (as applicable) and out-of-pocket expenses. Billing that exceeds the not-to-exceed amount will not be compensated unless a contract extension has been approved in advance by the City Council.

The City shall retain ownership of all documents, plans, maps, reports, and any and all data prepared under this proposal. In addition to being provided hard copies and digital documents throughout the project, the Consultant shall supply the City with a complete digital project file upon completion.

If, for any reason, the Consultant is unable to fulfill the obligations under the contract in a timely and proper manner, the City reserves the right to terminate the contract by written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed to that point at the discretion of the City Services Director.

The Consultant shall not assign or transfer any interest in the contract without prior written consent of the City.

The Consultant shall maintain comprehensive general liability insurance in accordance with Section 466.04 of the Minnesota Statutes.

The Consultant shall defend, indemnify, and hold harmless the City of North St. Paul, its officials, employees, and agents, from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from the Consultant's (including its officials, agents, sub consultants or employees) performance of the duties required under the contract, provided that any such claim, damages, loss, or expense is attributable to bodily injury, sickness, diseases or death or injury to or destruction of property including the loss of use resulting therefrom and is caused in whole or in part by any negligent act or omission or willful misconduct of Consultant.

The Consultant contract shall be governed by the laws of the State of Minnesota.

8Project summaries shall be submitted with each invoice during the course of the project. Each summary shall detail the amount billed to date, outstanding work items with completion costs, and timelines. Invoices submitted to the City shall include a detailed breakdown of all chargeable items for that period.

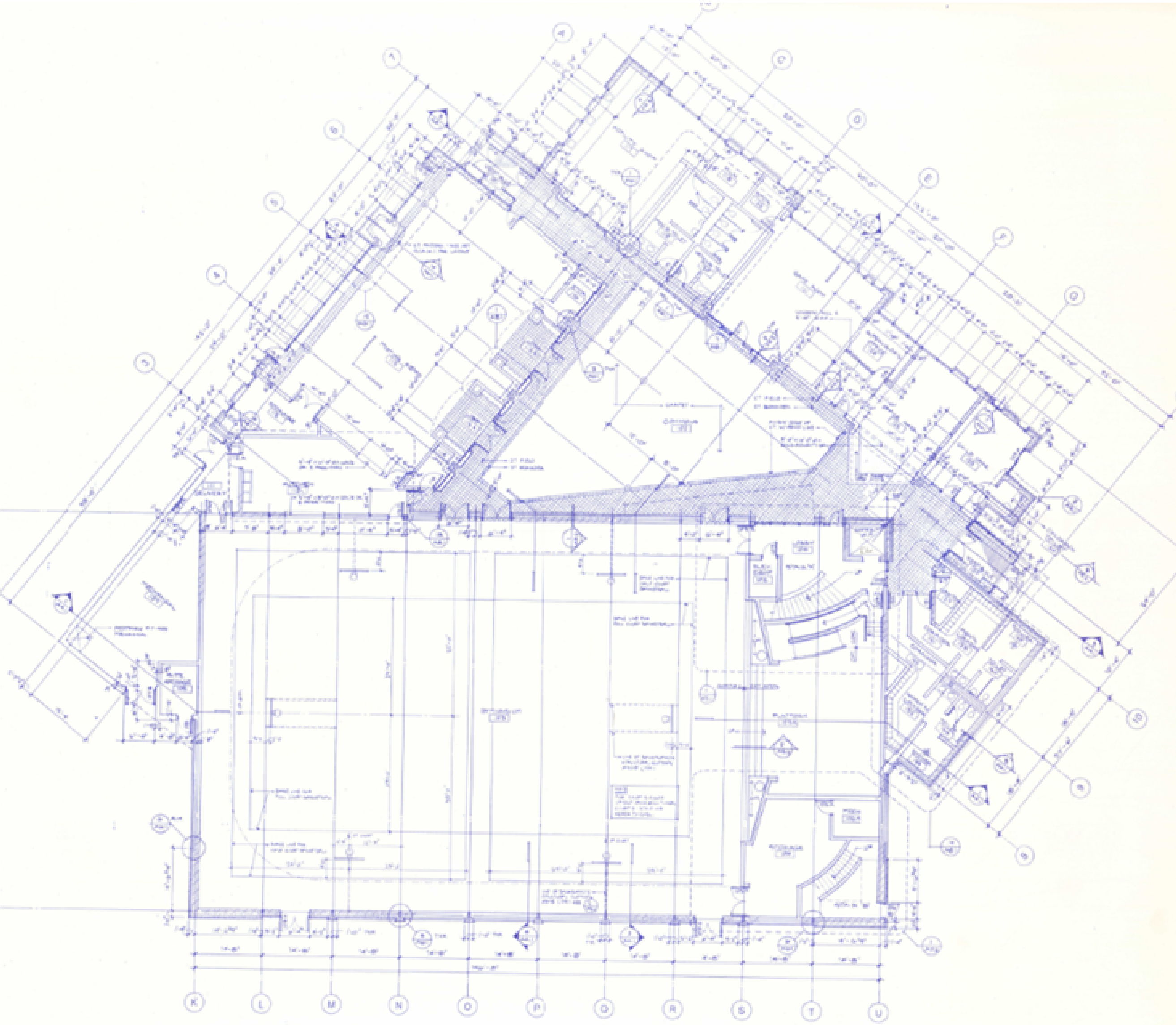
# Attachments

- Project location and context maps
- Existing floor plan

**PROJECT LOCATION:**

Project Location

**COMMUNITY CENTER FLOOR PLAN:** (Digital copy available upon request)



NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

| To | Date |
| --- | --- |
| Honorable Mayor Monge and City Council | July 30, 2024 |

## Agenda Placement # VI.B

City Business Action Items & Recommendations

## Subject

Award Contract - 2024 Crack Sealing Project

## Background/Facts

- On December 19, 2023, the City Council approved the 2024 general levy budget and the 2024-2033 Capital Improvement Plan (CIP).
- Roadway maintenance and crack sealing activities are included and budgeted in the 2024 budget and CIP.
- The project locations for the 2024 Crack Sealing Project are shown on the attached project location map.
- Project improvements include crack sealing and appurtenant work.
- The attached letter of recommendation and Quote Tabulation Summary indicate the recommended low quote as ASTECH Corp., with a grand total quote of $71,838.16.
- If awarded by Council, staff's anticipated schedule for the project improvements includes a tentative earliest possible construction start in August 2024 within seven days of contractor receipt of Notice to Proceed, and a specified final completion date of October 21, 2024.

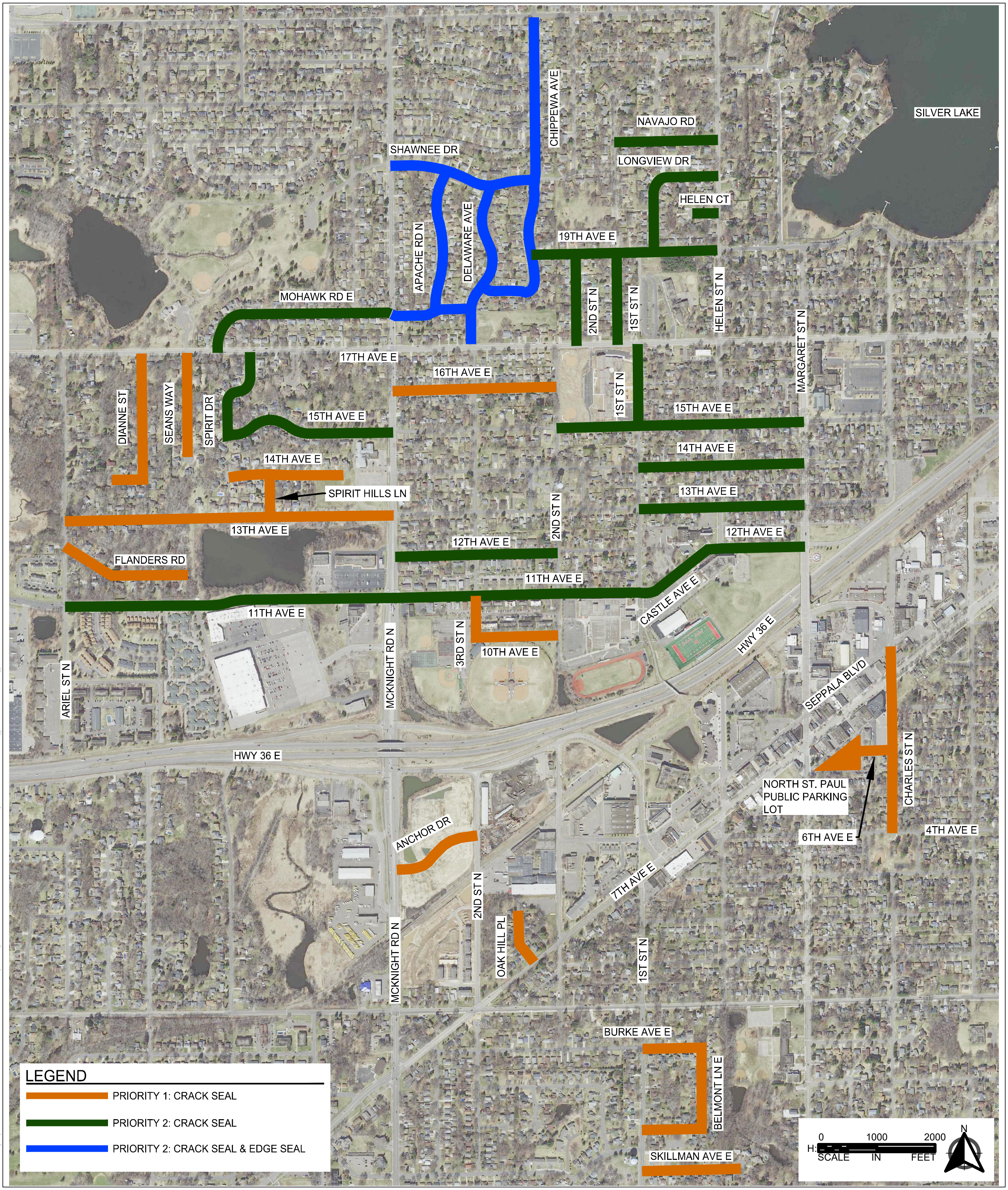
## Recommended Action

It is recommended the City Council accept quotes and award by resolution a construction contract for the 2024 Crack Sealing Project.

## Attachments

1. Project Location Map
2. 026071-000 CST LTR RECMMDTN-hmcc-073024
3. 026071-000 CST Quote Tab Summary-072924-Signed
4. 026071-000 COM Res_Receive Quotes Awd Contract-073024

Respectfully submitted,
Morgan Dawley, City Engineer




WSB PROJECT NO.:
026071-000

PROJECT LOCATION MAP

2024 NORTH ST. PAUL CRACK SEALING PROJECT

NORTH ST. PAUL, MN

NORTH ST.PAUL

July 30, 2024

Honorable Mayor and City Council
City of North St. Paul
2400 Margaret Street North
North St. Paul, MN 55109

Re: 2024 Crack Sealing Project
City of North St. Paul, MN
WSB Project No. 026071-000

Dear Mayor and Council Members:

Quotes were received and viewed online for the above-referenced project on Monday, July 29, 2024. Two quotes were received. Please find enclosed the Quote Tabulation Summary indicating the low quote in the amount of $71,838.16 as submitted by Asphalt Surface Technologies Corporation (ASTECH Corp.), St. Cloud, Minnesota.

We recommend that the City Council consider these quotes and award a contract for the grand total quote in the amount of $71,838.16 to Asphalt Surface Technologies Corporation (ASTECH Corp.), based on the results of the quotes received.

If you have any questions, please contact me at 763.287.7173. Thank you.

Sincerely,

WSB

Morgan Dawley, PE
City Engineer

Enclosure

cc: Brian Frandle, City of North St. Paul
Jennie Kloos, City of North St. Paul
Ron Ritchie, City of North St. Paul

srb

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

# QUOTE TABULATION SUMMARY

**PROJECT:**
**2024 Crack Sealing Project**

**OWNER:**
**City of North St. Paul, MN**

**WSB PROJECT NO.:**
**026071-000**

**QUOTES RECEIVED ONLINE: Monday, July 29, 2024, at 2:00 p.m. Local Time**

| | Contractor | Bid Bond (5%) | Addendum Received | Grand Total Quote |
|---|---|---|---|---|
| 1 | Asphalt Surface Technologies Corporation a/k/a ASTECH Corp. | N/A | N/A | $71,838.16 |
| 2 | Allied Blacktop Company | N/A | N/A | $79,339.80 |

I hereby certify that this is a true and correct tabulation of the quotes as received on July 29, 2024.

Morgan Dawley, PE, City Engineer

DENOTES CORRECTED FIGURE

**CITY OF NORTH ST. PAUL**

**RESOLUTION NO. 2024-XXX**

**RESOLUTION ACCEPTING QUOTES AND AWARDING A CONSTRUCTION CONTRACT FOR THE 2024 CRACK SEALING PROJECT**

**WHEREAS, THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA** ("Council") approved the 2024-2033 Capital Improvement Plan and general levy budget for 2024 including 2024 roadway maintenance and crack sealing activities at the City Council meeting on December 19, 2023 ("Meeting"); and

**WHEREAS,** the locations for the 2024 Crack Sealing Project ("Project") have been identified by the Public Works Department and are shown on the attached Project Location Map; and

**WHEREAS,** the Project improvements shall include crack sealing and appurtenant work; and

**WHEREAS,** on Monday, July 29, 2024, quotes were opened and tabulated according to law, and the following quotes were received complying with the solicitation:

| CONTRACTOR | TOTAL QUOTE |
|---|---|
| ASTECH Corp. | $71,838.16 |
| Allied Blacktop Company | $79,339.80 |

**WHEREAS,** it appears that Asphalt Surface Technologies Corporation (ASTECH Corp.) of St. Cloud, MN, is the lowest responsive bidder with a total quote of $71,838.16.

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

1. The Mayor and City Manager are hereby authorized and directed to enter into a construction contract with Asphalt Surface Technologies Corporation (ASTECH Corp.) in the name of the City of North St. Paul for the improvement of the 2024 Crack Sealing Project according to the plans and specifications, therefor approved by the City Council and on file in the office of the City Clerk.

**ADOPTED** this 30th day of July, 2024.

Motion by Council Member
Second by Council Member

Voting: Ayes:
Nays:
Abstain:
Absent:

________________________________
John Monge, Mayor

Attest:

________________________________
Brian Frandle, City Manager/Clerk

NORTH ST. PAUL
extraordinary.

Agenda Information Memorandum

| To | Date |
|---|---|
| Honorable Mayor Monge and City Council | July 30, 2024 |

## Agenda Placement # VI.C

City Business Action Items & Recommendations

## Subject

2025 Budget Discussion - Levy Budgets

## Background/Facts

At the April 16, 2024 City Council Workshop, staff presented the 2025 Pre-Budget. Since that time, department heads have developed their budgets and met with the City Manager and Finance Director. Tonight we will begin discussions on the 2025 Levy Budgets (General Fund, Housing Redevelopment Authority (HRA), and Economic Development Authority (EDA).

Agenda

1. Budgets the City Council approves
2. City Council Priorities
3. 2025 Proposed Levy
4. 2025 Proposed General Fund Budget
5. 2025 Proposed HRA & EDA Levies
6. 2025 Budget Calendar
7. Discussion

## Recommended Action

Staff seeks direction on the Levy Budgets.

## Attachments

1. 2025 BUDGET DISCUSSION 7.30.24 CC2
2. GF, HRA, EDA
3. NSPFD 2025 Budget Presentation

Respectfully submitted,
Daniel Winek, Finance Director

# 2025 BUDGET – LEVY BUDGETS

JULY 30, 2024

City of North St. Paul

# Purpose

- Budgets the City Council approves
- City Council Priorities
- 2025 Proposed Levy
- 2025 Proposed General Fund Budget
- 2025 Proposed HRA & EDA Levies
- 2025 Budget Calendar
- Discussion

# CITY COUNCIL APPROVES BUDGETS

# BUDGETED FUNDS

**General Fund -** The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund.

**Housing Redevelopment Authority (HRA) –** Used to administer the resources for the rehabilitation of various blighted properties within the City.

**Economic Development Authority (EDA) -** Used to administer the resources for the support and benefit the City's ongoing activities of improvement and development.

**Proprietary Funds -** Used to account for activities that receive significant support from fees and charges. There are two types of proprietary funds: enterprise funds and internal service funds.

**Other Permanent Funds -** Used to account for activities for a specific purpose.

# ENTERPRISE FUNDS

**Enterprise funds account for any activity for which a fee is charged to external users for goods or services. The City budgets the following major enterprise funds:**

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

# 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**

# OTHER BUDGETED FUNDS

**The other budgeted permanent funds for the City are:**

- **Community Center Fund -** Administers the resources received and expended for the Community Center.
- **Community Event Fund -** Administers the resources received and expended for the Community Events.
- **Fire Relief Fund -** Administers the resources received and expended for Fire Relief.
- **Park Fund -** Administers the resources for the improvement of the parks.
- **Street Maintenance Fund -** Administers local government aid resources to be used for street maintenance projects associated with street upgrades and preservation.

# CITY COUNCIL PRIORITIES

# City Council Priorities

## Highest Priorities for 2024

1. Finalize plans for Disposition of Community Center
2. Expand Economic Development opportunities.
3. Revive EDA to market our City and Opportunities
4. Brand and market our Downtown
5. Set and Align Priorities
6. Keep taxes affordable *(Vision)*
7. Create effective Process and Procedures (accountability and transparency)
8. Streamline processes and procedures to be transparent with our residents.
9. Finish the downtown Redevelopment project with 7th street and sidewalks.
10. Implement Park and Rec Plan
11. Work the (*existing*) plan – Comprehensive.

# PROPOSED 2025 LEVY

# 2025 PROPOSED LEVY

| Taxing Authority | 2024 | 2025 | $ Diff | % Change |
|---|---|---|---|---|
| **City** | $7,110,082 | $7,794,381 | $ 684,299 | 9.62% |
| **HRA** | 11,000 | 50,000 | 39,000 | 354.55% |
| **EDA** | 200,907 | 200,907 | - | 0.00% |
| **Totals** | **$7,321,989** | **$8,045,288** | **$ 723,299** | **9.88%** |

| Levy Components | 2024 | 2025 - 7/18/2024 | $ Diff | % Change |
|---|---|---|---|---|
| **General Fund** | $5,429,751 | $5,891,011 | $ 461,260 | 8.50% |
| **Street Maintenance** | 190,965 | 619,898 | 428,933 | 224.61% |
| **Park** | 36,042 | 75,147 | 39,105 | 108.50% |
| **Building Maintenance** | - | - | - | 0.00% |
| **Debt** | 1,453,324 | 1,208,325 | (244,999) | -16.86% |
| **City Total** | $7,110,082 | $7,794,381 | $ 684,299 | 9.62% |
| **HRA** | $ 11,000 | $ 50,000 | $ 39,000 | 100.00% |
| **EDA** | 200,907 | 200,907 | - | 0.00% |
| **City, HRA, EDA Totals** | **$7,321,989** | **$8,045,288** | **$ 723,299** | **9.88%** |

# CITY CHANGES FOR 2025

- Total Personnel Costs - $493,226 - $167,049 = $326,177 or 4.6% Levy Increase
- Supplies, Contractual Services, Capital - $71,255 or 1.0% Levy Increase
- Transfers - Expense – Reduction of $69,481 or 1.0% Levy Decrease
    - Buildings – $31,995 increase or Levy Increase of 0.45%
- Transfers - Revenue – Reduction of $64,920 or 0.9% Levy Increase
- All other Revenue – Reduction of $68,389 or 1.0% Levy Increase
- **Items above increase Levy $461,260 or 6.5%**
- Infrastructure:
    - Streets – $428,933 - $ 244,999 = $183,934 increase or Levy Increase of 2.6%
        - Per financial plan, adds $244,999 from debt reduction, no Levy Change
        - Per financial plan, reduces Transfers (Revenue) ($64,920) or 0.9% Levy Increase
    - Parks – $39,105 increase or Levy Increase of 0.55%
- **All Items above increase Levy $684,299 or 9.6%**

# CITY CHANGES FOR 2025

| TRANSFERS TO GENERAL FUND | 2024 | 2025 | Change |
|---|---|---|---|
| Water Fund | $ 205,000 | $ 184,115 | $ (20,885) |
| Waste Water Fund | $ 145,000 | $ 122,976 | $ (22,024) |
| Electric Fund | $ 300,000 | $ 300,000 | $ - |
| Surface Water Fund | $ 80,000 | $ 57,989 | $ (22,011) |
| Solid Waste Fund | $ 60,000 | $ 60,000 | $ - |
| HRA Fund | $ 20,000 | $ 20,000 | $ - |
| EDA Fund | $ 10,000 | $ 10,000 | $ - |
| Total | **$ 820,000** | **$ 755,080** | **$ (64,920)** |

| TRANSFERS FROM GENERAL FUND | 2024 | 2025 | Change |
|---|---|---|---|
| Building Maintenance Fund | $ 29,489 | $ 61,484 | $ 31,995 |
| Insurance Fund | $ 124,976 | $ - | $ (124,976) |
| Community Center Fund | $ - | $ 20,000 | $ 20,000 |
| Fire Relief Fund | $ 91,000 | $ 94,500 | $ 3,500 |
| Total | **$ 245,465** | **$ 175,984** | **$ (69,481)** |

# 2024 & 2025 Debt Levy Summary

***Total Levied Debt Service***

| Issue | Debt Type | 2025 Levy | 2024 Levy | Change | Final Levy Year | Final Pay Year | Description |
|---|---|---|---|---|---|---|---|
| 2014A/2021A | GO Assessed Improvements & Capital Equipment Certificate (Issued Refunding Bonds in 2021) | $ 110,402 | $ 111,913 | $ (1,511) | 2029 | 2030 | 2014 Street and Utility project including surface improvements along Chippewa, Shawnee, Apache, and Mohawk; Fire Truck purchase |
| 2016A | GO Assessed Improvements | $ 156,017 | $ 158,059 | $ (2,042) | 2031 | 2032 | 2016 Street and Utility project including surface, trail and sidewalk improvements along Helen, Navajo, Longview and 1st |
| 2016A | GO Abatement* | $ - | $ - | $ - | NA | 2037 | Improvements to Casey Lake; Construction of a new park shelter and renovations to existing structures |
| 2016B | GO Capital Improvement Refunding | $ - | $ 455,175 | $ (455,175) | 2024 | 2025 | Refunding 2008A; Original bonds were issued for the acquisition and betterment of a new City public works facility |
| 2017A | GO Assessed Improvements | $ 60,689 | $ 61,815 | $ (1,126) | 2032 | 2033 | Mill and Overlay, curb and gutter replacement and sidewalk repairs to various streets East of Margaret & North of Holloway |
| 2018A | GO Assessed Improvements | $ 246,012 | $ 244,269 | $ 1,743 | 2033 | 2034 | 2018 Street and Utility project including surface and trail improvements along Lake, Swan, Poplar, 19th, Park Row |
| 2020A | GO Tax Increment Refund | $ 88,363 | $ 88,940 | $ (577) | 2046 | 2047 | Reconstruction of 7th Avenue from Margaret Street to Helen Street and Margaret Street from 7th Avenue to 5th Avenue |
| 2022A | GO Capital Improvement | $ 331,263 | $ 333,153 | $ (1,890) | 2041 | 2042 | 2022 Street and Utility Reconstruction Projects |
| 2025A | GO Capital Improvement | $ 215,579 | $ - | $ 215,579 | 2044 | 2045 | 2025 Street and Utility Reconstruction Projects |
| | **Total Levied Debt Service** | **$ 1,208,325** | **$ 1,453,324** | **$ (244,999)** | | | |

*2016A GO Abatement (Casey Lake) paid through LGA

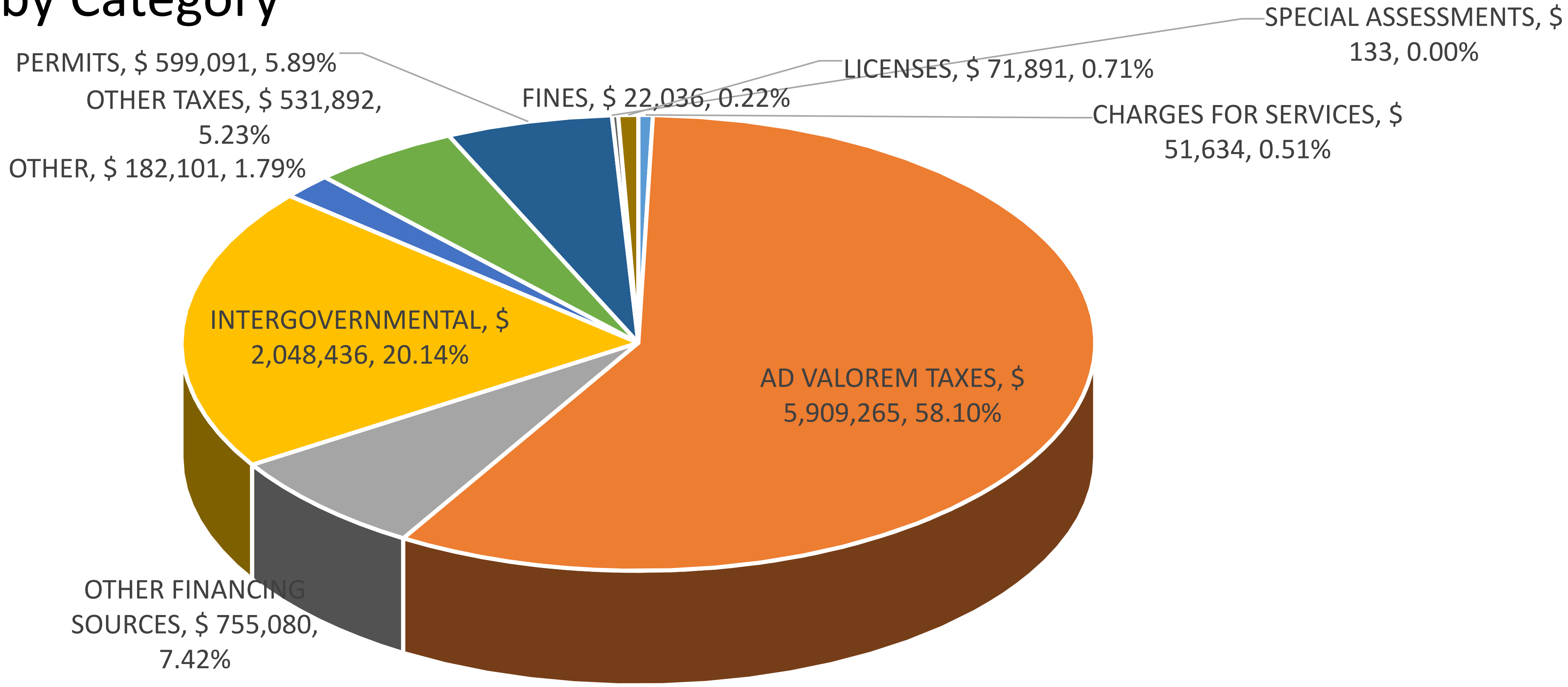
# Street Infrastructure Plan

| | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | FY2029 | FY2030 | FY2031 | FY2032 | FY2033 | FY2034 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **EXPENSES:** | | | | | | | | | | | | |
| Debt (Existing and New) | 1,377,556 | 1,453,324 | 1,208,325 | 1,217,780 | 1,472,931 | 1,469,628 | 1,707,803 | 1,600,546 | 1,598,867 | 1,447,930 | 1,387,510 | 1,142,862 |
| Reduction in Utility Transfers | | | 64,920 | 64,920 | 147,901 | 147,901 | 216,592 | 216,592 | 274,609 | 274,609 | 335,563 | 335,563 |
| Street Maintenance | | 652,400 | 951,010 | 582,690 | 520,827 | 523,826 | 453,693 | 550,336 | 476,661 | 578,184 | 529,893 | 607,510 |
| Pavement Rehabilitation | | 1,100,000 | - | 2,000,000 | - | 2,050,000 | - | 2,100,000 | 2,150,000 | 2,175,000 | 2,200,000 | 2,250,000 |
| **TOTAL EXPENSES** | **1,377,556** | **3,205,724** | **2,224,255** | **3,865,390** | **2,141,659** | **4,191,355** | **2,378,088** | **4,467,474** | **4,500,137** | **4,475,723** | **4,452,966** | **4,335,935** |
| | | | | | | | | | | | | |
| **FUNDING:** | | | | | | | | | | | | |
| Debt Levy (Current) | 1,377,556 | 1,453,324 | 1,453,324 | 1,453,324 | 1,453,324 | 1,453,324 | 1,453,324 | 1,453,324 | 1,453,324 | 1,453,324 | 1,453,324 | 1,453,324 |
| Street Maintenance | | 159,177 | 159,177 | 159,177 | 163,156 | 167,235 | 171,416 | 175,701 | 180,094 | 184,596 | 189,211 | 193,941 |
| MSA Construction | - | - | - | 454,373 | 465,732 | 477,375 | 489,309 | 501,542 | 514,081 | 526,933 | 540,106 | 553,609 |
| Transfer from Electric | | 1,100,000 | | | | | | | | | | |
| Street Improvement Fund Levy - 3.5% | - | 190,965 | 439,819 | 688,673 | 937,527 | 1,186,381 | 1,435,235 | 1,684,089 | 1,932,943 | 2,181,797 | 2,430,651 | 2,679,505 |
| **TOTAL FUNDING** | **1,377,556** | **2,903,466** | **2,052,320** | **2,755,547** | **3,019,739** | **3,284,315** | **3,549,284** | **3,814,656** | **4,080,442** | **4,346,650** | **4,613,292** | **4,880,379** |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| **Street Improvement Fund** | **-** | **(302,258)** | **(171,935)** | **(1,109,843)** | **878,080** | **(907,040)** | **1,171,196** | **(652,818)** | **(419,695)** | **(129,073)** | **160,326** | **544,444** |
| **Street Improvement Fund Balance** | **1,970,259** | **1,668,001** | **1,496,066** | **386,222** | **1,264,302** | **357,262** | **1,528,458** | **875,640** | **455,945** | **326,873** | **487,198** | **1,031,642** |

# PROPOSED 2025 GENERAL FUND BUDGET

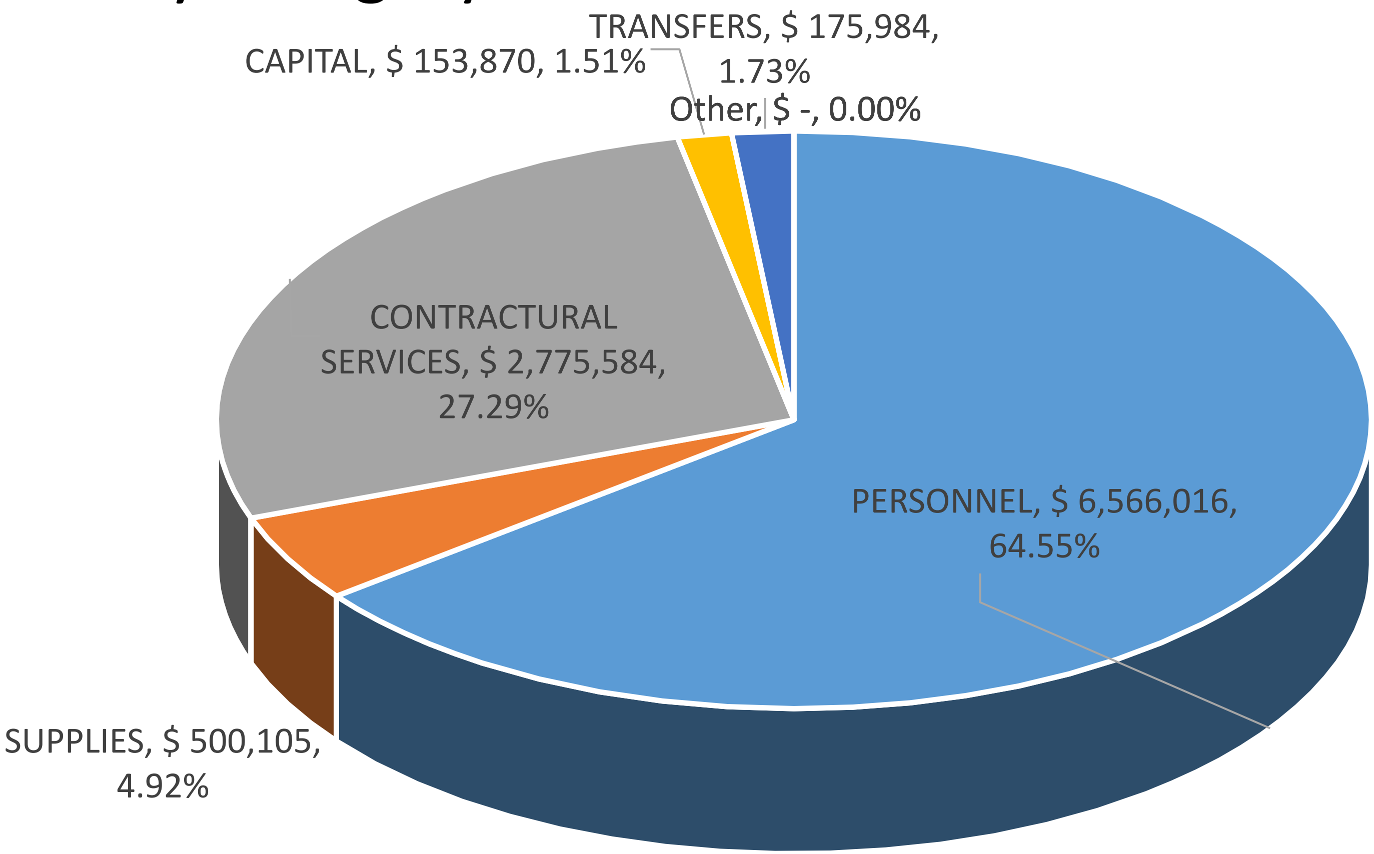
# 2025 Proposed General Fund Budget

- Revenue by Category



# 2025 Proposed General Fund Budget

- Expenditures by Category

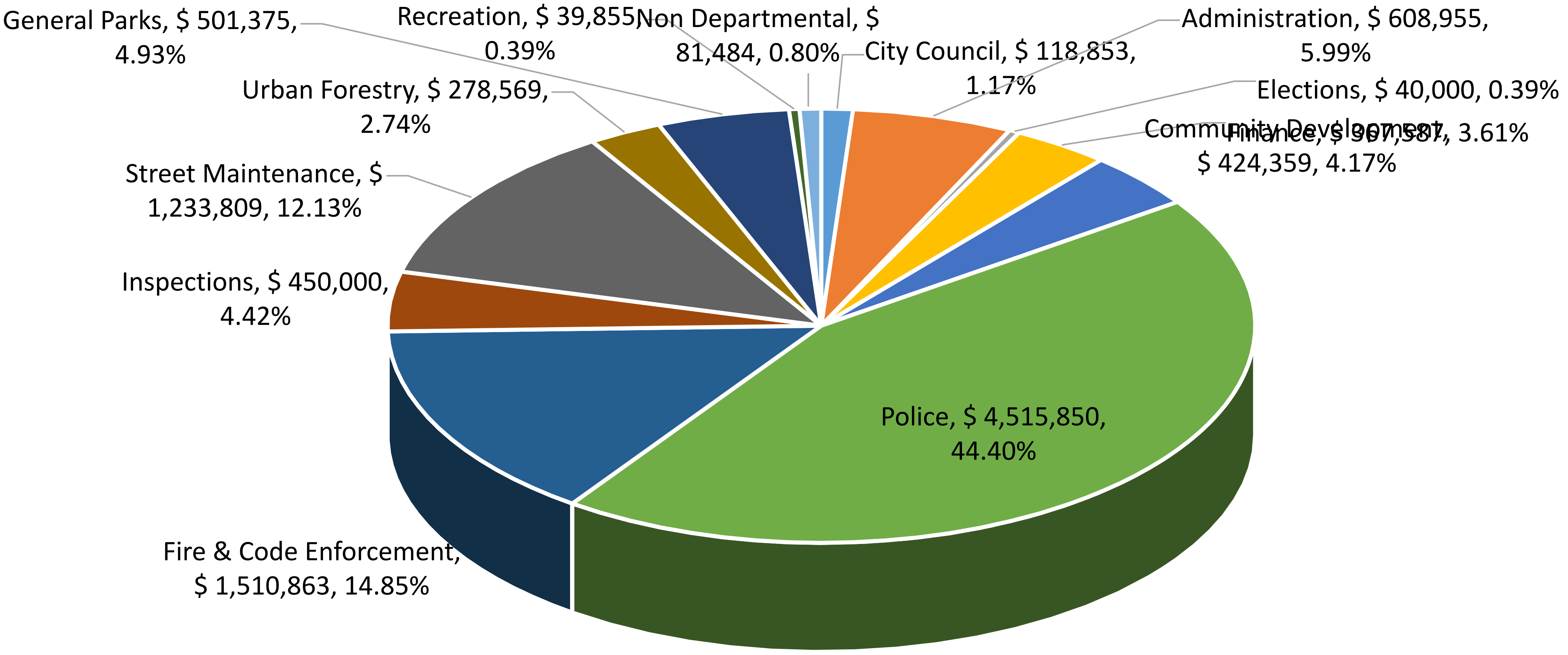


# 2025 Proposed General Fund Budget

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | 28,016 | 60,647 | 41,061 | 47,500 | 51,634 | 4,134 | 9% |
| AD VALOREM TAXES | 4,035,008 | 4,500,253 | 5,184,222 | 5,448,005 | 5,909,265 | 461,260 | 8% |
| OTHER FINANCING SOURCES | 820,000 | 820,000 | 820,000 | 820,000 | 755,080 | (64,920) | -8% |
| INTERGOVERNMENTAL | 1,748,906 | 1,713,729 | 1,766,615 | 1,838,616 | 2,048,436 | 209,820 | 11% |
| OTHER | 249,465 | 128,574 | 328,962 | 200,971 | 182,101 | (18,870) | -9% |
| OTHER TAXES | 491,673 | 564,237 | 531,892 | 568,627 | 531,892 | (36,735) | -6% |
| PERMITS | 621,543 | 944,617 | 690,411 | 641,440 | 599,091 | (42,349) | -7% |
| SPECIAL ASSESSMENTS | 2,485 | 1,898 | 152 | - | 133 | 133 | 0% |
| FINES | 30,805 | 22,080 | 22,036 | 30,000 | 22,036 | (7,964) | -27% |
| LICENSES | 75,675 | 80,128 | 86,463 | 81,400 | 71,891 | (9,509) | -12% |
| **TOTAL REVENUES** | **8,103,576** | **8,836,163** | **9,471,814** | **9,676,559** | **10,171,559** | **495,000** | **5%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 4,531,930 | 4,842,653 | 5,459,900 | 6,072,790 | 6,566,016 | 493,226 | 8% |
| SUPPLIES | 396,733 | 470,844 | 462,542 | 500,160 | 500,105 | (55) | 0% |
| CONTRACTURAL SERVICES | 2,179,365 | 2,725,256 | 2,590,230 | 2,742,584 | 2,775,584 | 33,000 | 1% |
| CAPITAL | 30,378 | 61,592 | 107,184 | 115,560 | 153,870 | 38,310 | 33% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | 141,000 | 91,000 | 150,903 | 245,465 | 175,984 | (69,481) | -28% |
| **TOTAL EXPENDITURES** | **7,279,406** | **8,191,344** | **8,770,759** | **9,676,559** | **10,171,559** | **495,000** | **5%** |
| **CHANGE IN NET POSITION** | **824,170** | **644,819** | **701,055** | **-** | **(0)** | | |

# 2025 Proposed General Fund Budget

- Expenditures by Department



# 2025 Proposed General Fund Budget

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | 28,016 | 60,647 | 41,061 | 47,500 | 51,634 | 4,134 | 9% |
| AD VALOREM TAXES | 4,035,008 | 4,500,253 | 5,184,222 | 5,448,005 | 5,909,265 | 461,260 | 8% |
| OTHER FINANCING SOURCES | 820,000 | 820,000 | 820,000 | 820,000 | 755,080 | (64,920) | -8% |
| INTERGOVERNMENTAL | 1,748,906 | 1,713,729 | 1,766,615 | 1,838,616 | 2,048,436 | 209,820 | 11% |
| OTHER | 249,465 | 128,574 | 328,962 | 200,971 | 182,101 | (18,870) | -9% |
| OTHER TAXES | 491,673 | 564,237 | 531,892 | 568,627 | 531,892 | (36,735) | -6% |
| PERMITS | 621,543 | 944,617 | 690,411 | 641,440 | 599,091 | (42,349) | -7% |
| SPECIAL ASSESSMENTS | 2,485 | 1,898 | 152 | - | 133 | 133 | 0% |
| FINES | 30,805 | 22,080 | 22,036 | 30,000 | 22,036 | (7,964) | -27% |
| LICENSES | 75,675 | 80,128 | 86,463 | 81,400 | 71,891 | (9,509) | -12% |
| **TOTAL REVENUES** | **8,103,576** | **8,836,163** | **9,471,814** | **9,676,559** | **10,171,559** | **495,000** | **5%** |
| **EXPENDITURES** | | | | | | | |
| CITY COUNCIL | 90,286 | 70,893 | 90,505 | 124,879 | 118,853 | (6,026) | -5% |
| ADMINISTRATION | 446,928 | 490,425 | 545,054 | 558,574 | 608,955 | 50,381 | 9% |
| ELECTIONS | 35,408 | 37,427 | 35,401 | 45,000 | 40,000 | (5,000) | -11% |
| FINANCE | 319,097 | 297,978 | 428,060 | 454,111 | 367,587 | (86,524) | -19% |
| COMMUNITY DEVELOPMENT | 277,736 | 301,625 | 294,709 | 315,884 | 424,359 | 108,475 | 34% |
| POLICE | 3,217,390 | 3,489,283 | 3,788,348 | 4,090,362 | 4,515,850 | 425,488 | 10% |
| FIRE & CODE ENFORCEMENT | 1,003,212 | 1,042,759 | 1,198,713 | 1,409,159 | 1,510,863 | 101,704 | 7% |
| INSPECTIONS | 339,338 | 708,584 | 486,585 | 500,000 | 450,000 | (50,000) | -10% |
| STREET MAINTENANCE | 971,141 | 1,101,753 | 1,174,024 | 1,207,001 | 1,233,809 | 26,808 | 2% |
| URBAN FORESTRY | 184,009 | 224,382 | 236,163 | 278,317 | 278,569 | 252 | 0% |
| GENERAL PARKS | 394,241 | 420,644 | 475,666 | 497,843 | 501,375 | 3,532 | 1% |
| RECREATION | 618 | 5,589 | 17,530 | 40,964 | 39,855 | (1,109) | -3% |
| NON DEPARTMENTAL | 2 | - | - | 154,465 | 81,484 | (72,981) | -47% |
| **TOTAL EXPENDITURES** | **7,279,406** | **8,191,344** | **8,770,759** | **9,676,559** | **10,171,559** | **495,000** | **5%** |
| **CHANGE IN NET POSITION** | **824,170** | **644,819** | **701,055** | **-** | **(0)** | | |

# 2025 PROPOSED HRA & EDA PROPERTY TAX LEVIES

# 2025 Proposed HRA & EDA Levies

HRA levy for 2025 - $50,000, $39,000 increase from 2024

- Student Built Housing Program
- Future Land Acquisitions & Residential Development
- Monitoring Existing Home Improvement & Emergency Loans
- Staff Wages & Associated Expenses

EDA levy for 2025 - $200,907, same as 2024

- Future Land Acquisition
- Programs to Promote Economic Development
- Staff Wages & Associated Expenses

# 2025 BUDGET CALENDAR

# 2025 Budget Calendar

| | |
|---|---|
| June 3 - 21, 2024 | City Manager and Finance Director review Department Budgets with Department Heads. |
| July - September | City Council Work Sessions to discuss 2025 Proposed Levy Budget. |
| | |
| September 17, 2024 | City Council adopts the Proposed 2025 Property Tax Levy. |
| September 17, 2024 | Council Certifies date for public (TNT) hearing and continuation hearing (if necessary) to County. |
| | |
| September 18 - 30, 2024 | Finance Director submits proposed 2025 Property Tax Levy to County for certification. |
| October through November | City Council Work Sessions as needed (CIP, Enterprise Funds, Internal Service Funds, and Special Revenue Funds). |
| | |
| Mid-November | Truth in Taxation Notices and Public Hearings Schedule distributed by County. |
| December 3, 2024 | Public Hearing for Budget and Levy consideration. |
| | |
| December 17, 2024 | Continuation Hearing, Approval of Budget and Certification of Property Tax Levy For submission to County. |
| Late December | Finance Director Submits final Levy to County and prepares Final Budget Document. |

# 2025 Budget Calendar - Detail

Focus on Levy Budgets through September 17, 2024

** July 30, 2024 (Special)

- **2025 Levy Budgets – Comprehensive Look by Dan Winek, Finance Director**
- **Budget presentation by Jason Mallinger, Fire Chief. Jason will cover the following General Fund Department budget:**
  - Fire & Code Enforcement
- **Budget presentation by Dan Winek, Finance Director. Dan will cover the following General Fund Department budget:**
  - City Council
  - Administration
  - Elections
  - Finance

** August (Week of the 12th), 2024 (Special)

- **Budget presentation by Ron Ritchie, Director of Public Works. Ron will cover the following General Fund Department budgets:**
  - Street Maintenance
  - Urban Forestry
  - Parks
- **Budget presentation by Ray Rozales, Police Chief. Ray will cover the following General Fund Department budget:**
  - Police

August 20, 2024

- **Budget presentation by Riley Grams, Community Development Director. Riley will cover the following General Fund Department budgets:**
  - Community Development
  - Inspections
  - Recreation
- **Budget presentation by Riley Grams, Community Development Director and Dan Winek, Finance Director. Riley and Dan will cover the following levy budgets:**
  - Housing and Redevelopment Authority
  - Economic Development Authority

September 3, 2024

- **Continuation of any budgets noted above.**
- **City Council Discussion and Direction to Staff for Maximum levy.**

September 17, 2024

- **City Council Approved Maximum Levy.**

October 1, 2024 (CIP)

- **Capital Improvement Plan – All Department Heads**

October 15, 2024 (Enterprise Funds)

- **Overview of the Enterprise Funds by Finance**
- **Budget presentation by John Wick, Director of Electric. John will cover the following budget:**
  - Electric
- **Budget presentation by Ron Ritchie, Director of Public Works. Ron will cover the following budgets:**
  - Water
  - Waste Water
  - Surface Water
- **Budget presentation by Dan Winek, Director of Finance. Dan will cover the following budgets:**
  - Solid Waste
  - Fiber Optic

** November (Week of 11th), 2024 (Special)

- **Internal Service Funds and Other Budgets by Dan Winek, Finance Director**
  - 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

November 18, 2024

- **Continuation of any budgets noted above.**
- **City Council Discussion and Direction to Staff for all budgets and levy.**

December 3, 2024

- **Truth in Taxation Public Hearing**

December 17, 2024

- **Continuation Hearing, Approval of Budget and Certification of Property Tax Levy For submission to County.**

** Special Meeting Needed

# NEXT STEPS

**City of North St. Paul**

**Additional Options - 2025 Budget Discussion Items (Not Included in the Budget)**

| | 2024 Approved LEVY | 2025 Preliminary LEVY | $ Difference | % Change |
|---|---|---|---|---|
| Total Levy (All Components) - July 30, 2024 | 7,321,989 | 8,045,288 | 723,299 | 9.88% |
| **Additional Options** | | | | |
| Add: 2% Levy Dedicated to CIP - 1% for Parks and 1% for Buildings | | | 146,440 | 2.00% |
| Transfer: 50% of Investment Income and 100% Penalty Charges from Electric to General Fund (2023 Actuals) | | | (249,430) | -3.41% |
| Change Funding Source: CIP ITEM - Update Downtown Design Manual - fund from EDA instead of General Fund | | | (60,000) | -0.82% |
| Reduce: HRA Levy | | | (39,000) | -0.53% |
| TOTAL (If all above items were approved) | | 7,843,299 | 521,310 | 7.12% |

# NEXT STEPS

** July 30, 2024 (Special)

**2025 Levy Budgets – Comprehensive Look by Dan Winek, Finance Director**

**Budget presentation by Jason Mallinger, Fire Chief.  Jason will cover the following General Fund Department budget:**

Fire & Code Enforcement

**Budget presentation by Dan Winek, Finance Director.  Dan will cover the following General Fund Department budget:**

City Council

Administration

Elections

Finance

# LEVY BUDGETS
# 2025

**City of North St. Paul, Minnesota**

*extraordinary.*

# TABLE OF CONTENTS

## GENERAL FUND BY DEPARTMENT

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| CITY COUNCIL | 5.10 | 5.00 | 5.00 | 5.00 | 5.00 |
| ADMINISTRATION | 1.52 | 1.52 | 1.52 | 2.37 | 2.52 |
| ELECTIONS | - | - | - | - | - |
| FINANCE | 2.25 | 2.25 | 3.00 | 3.00 | 2.25 |
| COMMUNITY DEVELOPMENT | 2.35 | 2.20 | 2.40 | 2.40 | 2.65 |
| POLICE | 19.80 | 21.50 | 22.50 | 22.75 | 23.75 |
| FIRE & CODE ENFORCEMENT | 3.50 | 3.50 | 4.50 | 4.00 | 4.00 |
| INSPECTIONS | - | - | - | - | - |
| STREET MAINTENANCE | 4.15 | 4.40 | 4.75 | 4.75 | 4.75 |
| URBAN FORESTRY | 0.95 | 0.95 | 1.00 | 1.00 | 1.00 |
| PARKS | 1.70 | 1.70 | 1.90 | 1.90 | 1.90 |
| RECREATION | - | - | 0.05 | 0.05 | 0.05 |
| Total FTE | 41.32 | 43.02 | 46.62 | 47.22 | 47.87 |
| Inc/(Dec) From Previous Year | | 1.70 | 3.60 | 0.60 | 0.65 |

| Seasonal Employment (Hours) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| Seasonal | 4,824 | 4,824 | 4,824 | 4,824 | 4,824 |

**CITY OF NORTH ST. PAUL, MINNESOTA**
**GENERAL FUND**
**SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION**
**2025 BUDGET**

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | 28,016 | 60,647 | 41,061 | 47,500 | 51,634 | 4,134 | 9% |
| AD VALOREM TAXES | 4,035,008 | 4,500,253 | 5,184,222 | 5,448,005 | 5,909,265 | 461,260 | 8% |
| OTHER FINANCING SOURCES | 820,000 | 820,000 | 820,000 | 820,000 | 755,080 | (64,920) | -8% |
| INTERGOVERNMENTAL | 1,748,906 | 1,713,729 | 1,766,615 | 1,838,616 | 2,048,436 | 209,820 | 11% |
| OTHER | 249,465 | 128,574 | 328,962 | 200,971 | 182,101 | (18,870) | -9% |
| OTHER TAXES | 491,673 | 564,237 | 531,892 | 568,627 | 531,892 | (36,735) | -6% |
| PERMITS | 621,543 | 944,617 | 690,411 | 641,440 | 599,091 | (42,349) | -7% |
| SPECIAL ASSESSMENTS | 2,485 | 1,898 | 152 | - | 133 | 133 | 0% |
| FINES | 30,805 | 22,080 | 22,036 | 30,000 | 22,036 | (7,964) | -27% |
| LICENSES | 75,675 | 80,128 | 86,463 | 81,400 | 71,891 | (9,509) | -12% |
| **TOTAL REVENUES** | **8,103,576** | **8,836,163** | **9,471,814** | **9,676,559** | **10,171,559** | **495,000** | **5%** |
| **EXPENDITURES** | | | | | | | |
| CITY COUNCIL | 90,286 | 70,893 | 90,505 | 124,879 | 118,853 | (6,026) | -5% |
| ADMINISTRATION | 446,928 | 490,425 | 545,054 | 558,574 | 608,955 | 50,381 | 9% |
| ELECTIONS | 35,408 | 37,427 | 35,401 | 45,000 | 40,000 | (5,000) | -11% |
| FINANCE | 319,097 | 297,978 | 428,060 | 454,111 | 367,587 | (86,524) | -19% |
| COMMUNITY DEVELOPMENT | 277,736 | 301,625 | 294,709 | 315,884 | 424,359 | 108,475 | 34% |
| POLICE | 3,217,390 | 3,489,283 | 3,788,348 | 4,090,362 | 4,515,850 | 425,488 | 10% |
| FIRE & CODE ENFORCEMENT | 1,003,212 | 1,042,759 | 1,198,713 | 1,409,159 | 1,510,863 | 101,704 | 7% |
| INSPECTIONS | 339,338 | 708,584 | 486,585 | 500,000 | 450,000 | (50,000) | -10% |
| STREET MAINTENANCE | 971,141 | 1,101,753 | 1,174,024 | 1,207,001 | 1,233,809 | 26,808 | 2% |
| URBAN FORESTRY | 184,009 | 224,382 | 236,163 | 278,317 | 278,569 | 252 | 0% |
| GENERAL PARKS | 394,241 | 420,644 | 475,666 | 497,843 | 501,375 | 3,532 | 1% |
| RECREATION | 618 | 5,589 | 17,530 | 40,964 | 39,855 | (1,109) | -3% |
| NON DEPARTMENTAL | 2 | - | - | 154,465 | 81,484 | (72,981) | -47% |
| **TOTAL EXPENDITURES** | **7,279,406** | **8,191,344** | **8,770,759** | **9,676,559** | **10,171,559** | **495,000** | **5%** |
| **CHANGE IN NET POSITION** | **824,170** | **644,819** | **701,055** | **-** | **(0)** | | |

**CITY OF NORTH ST. PAUL, MINNESOTA**
**GENERAL FUND**
**SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION**
**2025 BUDGET**

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | 28,016 | 60,647 | 41,061 | 47,500 | 51,634 | 4,134 | 9% |
| AD VALOREM TAXES | 4,035,008 | 4,500,253 | 5,184,222 | 5,448,005 | 5,909,265 | 461,260 | 8% |
| OTHER FINANCING SOURCES | 820,000 | 820,000 | 820,000 | 820,000 | 755,080 | (64,920) | -8% |
| INTERGOVERNMENTAL | 1,748,906 | 1,713,729 | 1,766,615 | 1,838,616 | 2,048,436 | 209,820 | 11% |
| OTHER | 249,465 | 128,574 | 328,962 | 200,971 | 182,101 | (18,870) | -9% |
| OTHER TAXES | 491,673 | 564,237 | 531,892 | 568,627 | 531,892 | (36,735) | -6% |
| PERMITS | 621,543 | 944,617 | 690,411 | 641,440 | 599,091 | (42,349) | -7% |
| SPECIAL ASSESSMENTS | 2,485 | 1,898 | 152 | - | 133 | 133 | 0% |
| FINES | 30,805 | 22,080 | 22,036 | 30,000 | 22,036 | (7,964) | -27% |
| LICENSES | 75,675 | 80,128 | 86,463 | 81,400 | 71,891 | (9,509) | -12% |
| **TOTAL REVENUES** | **8,103,576** | **8,836,163** | **9,471,814** | **9,676,559** | **10,171,559** | **495,000** | **5%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 4,531,930 | 4,842,653 | 5,459,900 | 6,072,790 | 6,566,016 | 493,226 | 8% |
| SUPPLIES | 396,733 | 470,844 | 462,542 | 500,160 | 500,105 | (55) | 0% |
| CONTRACTURAL SERVICES | 2,179,365 | 2,725,256 | 2,590,230 | 2,742,584 | 2,775,584 | 33,000 | 1% |
| CAPITAL | 30,378 | 61,592 | 107,184 | 115,560 | 153,870 | 38,310 | 33% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | 141,000 | 91,000 | 150,903 | 245,465 | 175,984 | (69,481) | -28% |
| **TOTAL EXPENDITURES** | **7,279,406** | **8,191,344** | **8,770,759** | **9,676,559** | **10,171,559** | **495,000** | **5%** |
| **CHANGE IN NET POSITION** | **824,170** | **644,819** | **701,055** | **-** | **(0)** | | |

**CITY OF NORTH ST. PAUL, MINNESOTA**
**GENERAL FUND - REVENUE**
**REVENUES - LINE ITEM DETAILS**
**2025 BUDGET**

| GENERAL LEDGER CODE | | | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|---|---|
| PD COMMUNITY SERVICES | 1 | R | 3605 | 0 | 450 | 0 | 0 | 0 |
| ADMINISTRATION CHARGES | 1 | R | 3615 | 17,939 | 45,372 | 34,384 | 35,000 | 34,384 |
| SEARCHES | 1 | R | 3616 | 5,130 | 4,320 | 2,760 | 5,000 | 2,760 |
| ABATEMENTS | 1 | R | 3623 | 0 | 505 | 0 | 0 | 0 |
| RECREATION - OUTSIDE PROGRAMS | 1 | R | 3643 | 1,650 | 10,000 | 90 | 7,500 | 90 |
| TRIPLE CROWN BATTING - RENTAL | 1 | R | 3646 | 0 | 0 | 3,827 | 0 | 14,400 |
| PAWN SHOP TRANSACTION FEES | 1 | R | 3650 | 3,297 | 0 | 0 | 0 | 0 |
| **TOTAL CHARGES FOR SERVICES** | | | | 28,016 | 60,647 | 41,061 | 47,500 | 51,634 |
| DELINQUENT PROPERTY TAX | 1 | R | 3012 | 10,239 | -15,103 | 693 | -25,000 | -25,000 |
| PENALTY & INTEREST | 1 | R | 3013 | 145 | -96 | -403 | 0 | 0 |
| TAX INCR. EXCESS | 1 | R | 3016 | 42,478 | 67,533 | 62,661 | 43,254 | 43,254 |
| **TOTAL AD VALOREM TAXES** | | | | **4,035,008** | **4,500,253** | **5,184,222** | **5,448,005** | **5,909,265** |
| **TOTAL OTHER FINANCING SOURCES** | | | | **820,000** | **820,000** | **820,000** | **820,000** | **755,080** |
| STATE GRANTS | 1 | R | 3522 | 29,075 | 5,270 | 33,294 | 0 | 0 |
| STATE LGA | 1 | R | 3523 | 1,381,596 | 1,289,147 | 1,292,516 | 1,466,430 | 1,466,430 |
| FIRE AID | 1 | R | 3527 | 71,275 | 76,887 | 85,422 | 76,900 | 85,422 |
| COUNTY FIRE TRAINING REIMB. | 1 | R | 3534 | 1,375 | 4,410 | 3,080 | 5,500 | 3,080 |
| LIASON OFFICER | 1 | R | 3536 | 79,691 | 84,744 | 112,350 | 110,036 | 110,036 |
| POLICE AID | 1 | R | 3537 | 158,572 | 163,602 | 185,120 | 163,602 | 185,120 |
| OTHER GRANTS | 1 | R | 3541 | 74 | 53,654 | 41,212 | 1,148 | 192,760 |
| ISD 622 COMMUNITY SCHOOL | 1 | R | 3543 | 27,248 | 20,038 | 8,033 | 0 | 0 |
| PD TRAINING REIMB. | 1 | R | 3544 | 0 | 15,977 | 5,588 | 15,000 | 5,588 |
| **TOTAL INTERGOVERNMENTAL** | | | | **1,748,906** | **1,713,729** | **1,766,615** | **1,838,616** | **2,048,436** |
| MARKET VALUE ADJUSTMENT | 1 | R | 3800 | -34,390 | -101,648 | 57,853 | 0 | 0 |
| INVESTMENT INCOME | 1 | R | 3801 | 33,233 | 53,776 | 106,533 | 29,971 | 29,971 |
| DONATIONS | 1 | R | 3803 | 1,000 | 0 | 0 | 0 | 0 |
| SALE OF GOODS & PROPERTY | 1 | R | 3804 | 2,382 | 567 | 0 | 0 | 0 |
| DONATIONS - PD | 1 | R | 3807 | 3,300 | 3,315 | 600 | 0 | 0 |
| CHARGES FOR SERVICES | 1 | R | 3809 | 1,110 | 431 | 0 | 0 | 0 |
| ANTENNA INCOME | 1 | R | 3813 | 232,770 | 161,238 | 72,634 | 161,000 | 72,634 |
| INTEREST INCOME | 1 | R | 3818 | 1,170 | 1,240 | 74,031 | 0 | 74,031 |
| REFUNDS & REIMBURSEMENTS | 1 | R | 3865 | 2,027 | 669 | 460 | 5,000 | 460 |
| MISCELLEANEOUS REVENUE (NT) | 1 | R | 3899 | 6,853 | 8,981 | 16,846 | 5,000 | 5,000 |
| TAXABLE MISC. REVENUE | 1 | R | 3900 | 9 | 5 | 5 | 0 | 5 |
| **TOTAL OTHER** | | | | **249,465** | **128,574** | **328,962** | **200,971** | **182,101** |
| ELECTRIC FRANCHISE | 1 | R | 3019 | 277,684 | 285,311 | 286,388 | 288,000 | 286,388 |
| GAS FRANCHISE | 1 | R | 3020 | 100,598 | 167,697 | 138,678 | 168,000 | 138,678 |
| COUNTY GRAVEL TAX | 1 | R | 3032 | 1,190 | 748 | 653 | 627 | 653 |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - REVENUE
REVENUES - LINE ITEM DETAILS
2025 BUDGET

| GENERAL LEDGER CODE | | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|---|
| **TOTAL OTHER TAXES** | | | **491,673** | **564,237** | **531,892** | **568,627** | **531,892** |
| BUILDING PERMIT | 1 R | 3301 | 470,636 | 800,490 | 453,191 | 496,440 | 453,191 |
| ELECTRIC INSPECTION | 1 R | 3302 | 24,556 | 27,106 | 46,040 | 27,500 | 27,500 |
| HEATING/AIR COND PERMIT | 1 R | 3303 | 61,640 | 50,256 | 72,626 | 49,500 | 49,500 |
| PLUMBING PERMIT | 1 R | 3304 | 22,613 | 30,232 | 28,488 | 27,500 | 27,500 |
| ANIMAL LICENSE | 1 R | 3306 | 0 | 0 | 900 | 0 | 900 |
| RENTAL FEE/INSPECTION | 1 R | 3308 | 35,463 | 25,165 | 33,859 | 30,000 | 30,000 |
| RIGHT OF WAY PERMIT | 1 R | 3310 | 3,020 | 4,920 | 8,250 | 4,000 | 4,000 |
| MISC PERMITS | 1 R | 3390 | 3,615 | 6,449 | 47,057 | 6,500 | 6,500 |
| **TOTAL PERMITS** | | | **621,543** | **944,617** | **690,411** | **641,440** | **599,091** |
| S/A CURRENT | 1 R | 3111 | 2,039 | 1,859 | 133 | 0 | 133 |
| S/A DELINQUENT | 1 R | 3112 | 173 | 14 | 0 | 0 | 0 |
| S/A INTEREST | 1 R | 3113 | 273 | 24 | 20 | 0 | 0 |
| **TOTAL SPECIAL ASSESSMENTS** | | | **2,485** | **1,898** | **152** | **-** | **133** |
| COURT FINES | 1 R | 3401 | 30,805 | 22,080 | 22,036 | 30,000 | 22,036 |
| **TOTAL FINES** | | | **30,805** | **22,080** | **22,036** | **30,000** | **22,036** |
| LIQUOR LICENSE | 1 R | 3201 | 37,725 | 44,583 | 56,573 | 42,000 | 42,000 |
| CIGARETTE LICENSE | 1 R | 3203 | 2,400 | 2,400 | 2,100 | 2,400 | 2,100 |
| PAWN SHOP LICENSE | 1 R | 3206 | 3,000 | 0 | 0 | 3,500 | 0 |
| CONTRACTOR LICENSE | 1 R | 3207 | 8,495 | 15,565 | 11,425 | 10,000 | 11,425 |
| GARBAGE LICENSE | 1 R | 3208 | 3,520 | 2,640 | 3,080 | 3,500 | 3,080 |
| **TOTAL LICENSES** | | | **75,675** | **80,128** | **86,463** | **81,400** | **71,891** |
| **TOTAL** | | | **8,103,576** | **8,836,163** | **9,471,814** | **9,676,559** | **10,171,559** |

## CITY COUNCIL

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| Mayor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Council Member | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Cable Caster | 0.10 | - | - | - | - |
| Total FTE | 5.10 | 5.00 | 5.00 | 5.00 | 5.00 |
| Inc/(Dec) From Previous Year | | (0.10) | - | - | - |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - CITY COUNCIL
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2025 BUDGET

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | - | - | - | - | - | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | - | - | - | - | - | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 23,858 | 24,638 | 32,400 | 34,343 | 34,200 | (143) | 0% |
| SUPPLIES | 199 | 356 | 453 | 350 | 350 | - | 0% |
| CONTRACTURAL SERVICES | 66,230 | 45,899 | 57,651 | 90,186 | 84,303 | (5,883) | -7% |
| CAPITAL | - | - | - | - | - | - | 0% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | - | - | - | - | - | - | 0% |
| **TOTAL EXPENDITURES** | **90,286** | **70,893** | **90,505** | **124,879** | **118,853** | **(6,026)** | **-5%** |
| **CHANGE IN NET POSITION** | **(90,286)** | **(70,893)** | **(90,505)** | **(124,879)** | **(118,853)** | | |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - CITY COUNCIL
EXPENDITURES - LINE ITEM DETAILS
2025 BUDGET

| GENERAL LEDGER CODE | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|
| Part-Time Employees | 1 11 4020 | 21,267 | 22,000 | 29,700 | 29,700 | 29,700 |
| PERA Contribution | 1 11 4031 | 812 | 840 | 285 | 2,228 | 2,228 |
| FICA Contribution | 1 11 4032 | 1,319 | 1,364 | 1,841 | 1,841 | 1,841 |
| Medicare Contribution | 1 11 4033 | 308 | 319 | 431 | 431 | 431 |
| Worker's Compensation Insurance | 1 11 4050 | 152 | 115 | 143 | 143 | 0 |
| **TOTAL PERSONNEL SERVICES** | | **23,858** | **24,638** | **32,400** | **34,343** | **34,200** |
| Office Supplies | 1 11 4110 | 199 | 356 | 453 | 350 | 350 |
| **TOTAL SUPPLIES** | | **199** | **356** | **453** | **350** | **350** |
| General Contract/Consulting Services | 1 11 4300 | 12,011 | 12,313 | 22,725 | 13,000 | 13,000 |
| Financial Services | 1 11 4301 | 3,305 | 0 | 0 | 0 | 0 |
| Legal Services | 1 11 4302 | 18,372 | 6,092 | 2,766 | 10,000 | 10,000 |
| Engineering Services | 1 11 4304 | 0 | -2,290 | 0 | 0 | 0 |
| Software & Technology Services | 1 11 4305 | 338 | 983 | 0 | 1,000 | 500 |
| Printing & Binding | 1 11 4340 | 786 | 1,676 | 2,042 | 1,750 | 1,750 |
| Dues & Subscriptions | 1 11 4360 | 11,332 | 3,170 | 3,000 | 10,000 | 5,000 |
| Training & Travel | 1 11 4370 | 449 | 3,990 | 4,204 | 4,000 | 4,000 |
| Advertising & Legal Notices | 1 11 4390 | 0 | 145 | 0 | 2,000 | 1,000 |
| Fiber Service (IS Allocation) | 1 11 4540 | 1,138 | 1,212 | 1,212 | 6,817 | 7,504 |
| Information Technology (IS Allocation) | 1 11 4580 | 18,500 | 18,538 | 21,653 | 38,619 | 40,799 |
| Awards & Indemnities | 1 11 4620 | 0 | 0 | 49 | 2,000 | 500 |
| Miscellaneous | 1 11 4630 | 0 | 68 | 0 | 1,000 | 250 |
| **TOTAL CONTRACTUAL SERVICES** | | **66,230** | **45,899** | **57,651** | **90,186** | **84,303** |
| **TOTAL CAPITAL** | | - | - | - | - | - |
| **TOTAL TRANSFERS** | | - | - | - | - | - |
| **TOTAL** | | **90,286** | **70,893** | **90,505** | **124,879** | **118,853** |

## ADMINISTRATION

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| City Manager | 0.47 | 0.47 | 0.47 | 0.47 | 0.47 |
| Asst To City Mgr/HR Manager | 0.65 | 0.65 | 0.65 | 0.65 | 0.65 |
| Strategic Operations Director | - | - | - | - | - |
| Community & Admin Srvcs Director | - | - | - | - | - |
| Community Relations Coordinator | - | - | - | 0.85 | 1.00 |
| Electronic Documentation Tech | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 |
| Total FTE | 1.52 | 1.52 | 1.52 | 2.37 | 2.52 |
| Inc/(Dec) From Previous Year | | - | - | 0.85 | 0.15 |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ADMINISTRATION
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2025 BUDGET

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | - | - | - | - | - | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | - | - | - | - | - | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 151,698 | 190,866 | 228,661 | 276,399 | 319,351 | 42,952 | 16% |
| SUPPLIES | 1,019 | 1,018 | 2,929 | 1,250 | 1,170 | (80) | -6% |
| CONTRACTURAL SERVICES | 294,006 | 298,541 | 311,392 | 280,925 | 288,434 | 7,509 | 3% |
| CAPITAL | 205 | - | 2,073 | - | - | - | 0% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | - | - | - | - | - | - | 0% |
| **TOTAL EXPENDITURES** | **446,928** | **490,425** | **545,054** | **558,574** | **608,955** | **50,381** | **9%** |
| **CHANGE IN NET POSITION** | **(446,928)** | **(490,425)** | **(545,054)** | **(558,574)** | **(608,955)** | | |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ADMINISTRATION
EXPENDITURES - LINE ITEM DETAILS
2025 BUDGET

| GENERAL LEDGER CODE | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|
| Full-Time Employees - Regular | 1 12 4010 | 114,390 | 141,804 | 135,840 | 145,728 | 228,766 |
| Full-Time Employees - Overtime | 1 12 4011 | 0 | 0 | 277 | 1,000 | 1,000 |
| Part-Time Employees | 1 12 4020 | 9,516 | 9,477 | 43,531 | 77,971 | 11,533 |
| Deferred Compensation | 1 12 4030 | 3,961 | 6,223 | 8,631 | 5,982 | 7,446 |
| PERA Contribution | 1 12 4031 | 6,641 | 10,168 | 13,473 | 16,852 | 18,097 |
| FICA Contribution | 1 12 4032 | 6,210 | 9,346 | 11,347 | 13,931 | 14,961 |
| Medicare Contribution | 1 12 4033 | 1,452 | 2,190 | 2,658 | 3,258 | 3,499 |
| Health Insurance | 1 12 4040 | 8,428 | 10,583 | 11,773 | 10,037 | 32,481 |
| Worker's Compensation Insurance | 1 12 4050 | 1,101 | 1,075 | 1,130 | 1,640 | 1,568 |
| **TOTAL PERSONNEL SERVICES** | | **151,698** | **190,866** | **228,661** | **276,399** | **319,351** |
| Office Supplies | 1 12 4110 | 993 | 948 | 2,869 | 1,000 | 1,020 |
| Operating Supplies | 1 12 4120 | 26 | 70 | 60 | 250 | 150 |
| **TOTAL SUPPLIES** | | **1,019** | **1,018** | **2,929** | **1,250** | **1,170** |
| General Contract/Consulting Services | 1 12 4300 | 83,265 | 74,179 | 61,209 | 70,000 | 71,500 |
| Financial Services | 1 12 4301 | 3,840 | 0 | 0 | 0 | 0 |
| Legal Services | 1 12 4302 | 72,510 | 67,229 | 82,577 | 75,000 | 76,500 |
| Software & Technology Services | 1 12 4305 | 7,120 | 16,633 | 11,648 | 15,000 | 12,500 |
| General Service Fees | 1 12 4310 | 50 | 1,567 | 50 | 1,500 | 650 |
| Communications Devices | 1 12 4320 | 1,076 | 281 | 0 | 1,000 | 1,000 |
| Postage | 1 12 4330 | 496 | 1,013 | 320 | 1,200 | 750 |
| Printing & Binding | 1 12 4340 | 201 | 91 | 0 | 500 | 250 |
| Dues & Subscriptions | 1 12 4360 | 9,671 | 19,710 | 21,525 | 10,500 | 16,500 |
| Training & Travel | 1 12 4370 | 206 | 3,610 | 6,505 | 3,500 | 5,000 |
| Travel & Mileage | 1 12 4380 | 2,104 | 3,465 | 4,113 | 3,500 | 3,600 |
| Advertising & Legal Notices | 1 12 4390 | 4,452 | 2,077 | 2,642 | 4,500 | 3,250 |
| General Liability Insurance | 1 12 4400 | 27,581 | 29,374 | 29,374 | 32,311 | 36,700 |
| Property Insurance | 1 12 4410 | 35,512 | 37,820 | 37,820 | 41,602 | 39,550 |
| Fiber Service (IS Allocation) | 1 12 4540 | 14,714 | 15,670 | 15,670 | 2,072 | 2,281 |
| Building Maintenance (IS Allocation) | 1 12 4550 | 0 | 0 | 1,680 | 0 | 0 |
| Information Technology (IS Allocation) | 1 12 4580 | 28,500 | 22,816 | 26,650 | 11,740 | 12,403 |
| Awards & Indemnities | 1 12 4620 | 792 | 1,484 | 4,283 | 3,500 | 2,500 |
| Miscellaneous | 1 12 4630 | 1,917 | 1,521 | 5,327 | 3,500 | 3,500 |
| **TOTAL CONTRACTUAL SERVICES** | | **294,006** | **298,541** | **311,392** | **280,925** | **288,434** |
| Furniture & Fixtures | 1 12 4700 | 0 | 0 | 228 | 0 | 0 |
| Office Equipment | 1 12 4705 | 205 | 0 | 1,845 | 0 | 0 |
| **TOTAL CAPITAL** | | **205** | **-** | **2,073** | **-** | **-** |
| **TOTAL TRANSFERS** | | **-** | **-** | **-** | **-** | **-** |
| **TOTAL** | | **446,928** | **490,425** | **545,054** | **558,574** | **608,955** |

## ELECTIONS

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| NONE | | | | | |
| Total FTE | - | - | - | - | - |
| Inc/(Dec) From Previous Year | | - | - | - | - |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - ELECTIONS
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2025 BUDGET

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | - | - | - | - | - | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | - | - | - | - | - | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | - | - | - | - | - | - | 0% |
| SUPPLIES | - | - | - | - | - | - | 0% |
| CONTRACTURAL SERVICES | 35,408 | 37,427 | 35,401 | 45,000 | 40,000 | (5,000) | -11% |
| CAPITAL | - | - | - | - | - | - | 0% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | - | - | - | - | - | - | 0% |
| **TOTAL EXPENDITURES** | **35,408** | **37,427** | **35,401** | **45,000** | **40,000** | **(5,000)** | **-11%** |
| **CHANGE IN NET POSITION** | **(35,408)** | **(37,427)** | **(35,401)** | **(45,000)** | **(40,000)** | | |

# CITY OF NORTH ST. PAUL, MINNESOTA
## GENERAL FUND - ELECTIONS
## EXPENDITURES - LINE ITEM DETAILS
## 2025 BUDGET

| GENERAL LEDGER CODE | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|
| **TOTAL PERSONNEL SERVICES** | | - | - | - | - | - |
| **TOTAL SUPPLIES** | | - | - | - | - | - |
| General Contract/Consulting Services | 1 14 4300 | 35,408 | 37,427 | 35,319 | 45,000 | 40,000 |
| Advertising & Legal Notices | 1 14 4390 | 0 | 0 | 82 | 0 | 0 |
| **TOTAL CONTRACTUAL SERVICES** | | **35,408** | **37,427** | **35,401** | **45,000** | **40,000** |
| **TOTAL CAPITAL** | | - | - | - | - | - |
| **TOTAL TRANSFERS** | | - | - | - | - | - |
| **TOTAL** | | **35,408** | **37,427** | **35,401** | **45,000** | **40,000** |

## FINANCE

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| Finance Director | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Accountant/Finance Coordinator | 0.75 | 0.75 | 1.50 | 1.50 | 0.75 |
| Accounting Technician | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Total FTE | 2.25 | 2.25 | 3.00 | 3.00 | 2.25 |
| Inc/(Dec) From Previous Year | | - | 0.75 | - | (0.75) |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - FINANCE
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2025 BUDGET

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | - | - | - | - | - | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | - | - | - | - | - | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 269,825 | 242,634 | 364,385 | 390,443 | 300,535 | (89,908) | -23% |
| SUPPLIES | 674 | 3,022 | 1,279 | 2,000 | 1,750 | (250) | -13% |
| CONTRACTURAL SERVICES | 48,598 | 52,322 | 62,396 | 61,668 | 65,302 | 3,634 | 6% |
| CAPITAL | - | - | - | - | - | - | 0% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | - | - | - | - | - | - | 0% |
| **TOTAL EXPENDITURES** | **319,097** | **297,978** | **428,060** | **454,111** | **367,587** | **(86,524)** | **-19%** |
| **CHANGE IN NET POSITION** | **(319,097)** | **(297,978)** | **(428,060)** | **(454,111)** | **(367,587)** | | |

| GENERAL LEDGER CODE | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|
| Full-Time Employees - Regular | 1 16 4010 | 216,049 | 189,987 | 280,568 | 307,542 | 237,477 |
| Full-Time Employees - Overtime | 1 16 4011 | 0 | 0 | 0 | 500 | 500 |
| Deferred Compensation | 1 16 4030 | 6,699 | 8,505 | 10,395 | 11,804 | 8,669 |
| PERA Contribution | 1 16 4031 | 14,922 | 13,947 | 21,043 | 23,103 | 17,848 |
| FICA Contribution | 1 16 4032 | 14,337 | 12,507 | 18,207 | 19,099 | 14,755 |
| Medicare Contribution | 1 16 4033 | 3,353 | 2,938 | 4,258 | 4,467 | 3,451 |
| Health Insurance | 1 16 4040 | 12,825 | 12,985 | 27,833 | 21,679 | 16,288 |
| Worker's Compensation Insurance | 1 16 4050 | 1,641 | 1,765 | 2,082 | 2,249 | 1,547 |
| **TOTAL PERSONNEL SERVICES** | | **269,825** | **242,634** | **364,385** | **390,443** | **300,535** |
| Office Supplies | 1 16 4110 | 332 | 3,022 | 1,279 | 2,000 | 1,750 |
| Operating Supplies | 1 16 4120 | 342 | 0 | 0 | 0 | 0 |
| **TOTAL SUPPLIES** | | **674** | **3,022** | **1,279** | **2,000** | **1,750** |
| General Contract/Consulting Services | 1 16 4300 | 5,460 | 337 | 1,899 | 1,500 | 1,750 |
| Financial Services | 1 16 4301 | 15,070 | 19,701 | 19,706 | 19,250 | 19,500 |
| Legal Services | 1 16 4302 | 870 | 0 | 0 | 500 | 250 |
| Software & Technology Services | 1 16 4305 | 0 | 1,958 | 0 | 4,100 | 2,000 |
| General Service Fees | 1 16 4310 | 0 | 295 | 0 | 500 | 250 |
| Communications Devices | 1 16 4320 | 257 | 264 | 0 | 500 | 250 |
| Postage | 1 16 4330 | 1,357 | 1,468 | 1,594 | 2,000 | 1,750 |
| Printing & Binding | 1 16 4340 | 1,100 | 2,643 | 1,308 | 2,500 | 2,000 |
| Dues & Subscriptions | 1 16 4360 | 365 | 225 | 330 | 400 | 400 |
| Training & Travel | 1 16 4370 | 0 | 0 | 10,752 | 3,000 | 8,000 |
| Advertising & Legal Notices | 1 16 4390 | 135 | 2,987 | 156 | 1,000 | 1,000 |
| Fiber Service (IS Allocation) | 1 16 4540 | 587 | 625 | 625 | 3,408 | 3,752 |
| General Rentals | 1 16 4575 | 2,809 | 2,915 | 2,093 | 3,200 | 3,000 |
| Information Technology (IS Allocation) | 1 16 4580 | 19,500 | 18,823 | 21,986 | 19,310 | 20,400 |
| Miscellaneous | 1 16 4630 | 1,087 | 82 | 1,947 | 500 | 1,000 |
| **TOTAL CONTRACTUAL SERVICES** | | **48,598** | **52,322** | **62,396** | **61,668** | **65,302** |
| **TOTAL CAPITAL** | | - | - | - | - | - |
| **TOTAL TRANSFERS** | | - | - | - | - | - |
| **TOTAL** | | **319,097** | **297,978** | **428,060** | **454,111** | **367,587** |

## COMMUNITY DEVELOPMENT

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| **Position Title** | **2021** | **2022** | **2023** | **2024** | **2025** |
| Community & Admin Svs Director | - | - | - | - | - |
| Community Development Director | - | - | 0.20 | 0.20 | 0.45 |
| Administrative Assistant | 2.35 | 2.20 | 2.20 | 2.20 | 2.20 |
| Total FTE | 2.35 | 2.20 | 2.40 | 2.40 | 2.65 |
| Inc/(Dec) From Previous Year | | (0.15) | 0.20 | - | 0.25 |

**CITY OF NORTH ST. PAUL, MINNESOTA**
**GENERAL FUND - COMMUNITY DEVELOPMENT**
**SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION**
**2025 BUDGET**

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | - | - | - | - | - | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | - | - | - | - | - | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 162,031 | 188,650 | 211,119 | 230,675 | 265,023 | 34,348 | 15% |
| SUPPLIES | 3,193 | 4,083 | 1,563 | 4,000 | 3,225 | (775) | -19% |
| CONTRACTURAL SERVICES | 112,307 | 108,685 | 82,027 | 81,209 | 96,111 | 14,902 | 18% |
| CAPITAL | 205 | 207 | - | - | 60,000 | 60,000 | 0% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | - | - | - | - | - | - | 0% |
| **TOTAL EXPENDITURES** | **277,736** | **301,625** | **294,709** | **315,884** | **424,359** | **108,475** | **34%** |
| **CHANGE IN NET POSITION** | **(277,736)** | **(301,625)** | **(294,709)** | **(315,884)** | **(424,359)** | | |

| GENERAL LEDGER CODE | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|
| Full-Time Employees - Regular | 1 19 4010 | 88,067 | 138,950 | 159,609 | 175,865 | 201,106 |
| Full-Time Employees - Overtime | 1 19 4011 | 1,269 | 1,174 | 185 | 1,750 | 1,750 |
| Part-Time Employees | 1 19 4020 | 32,855 | 0 | 0 | 0 | 0 |
| Deferred Compensation | 1 19 4030 | 3,727 | 5,177 | 5,039 | 6,399 | 7,122 |
| PERA Contribution | 1 19 4031 | 9,164 | 10,119 | 11,984 | 13,308 | 15,201 |
| FICA Contribution | 1 19 4032 | 7,399 | 8,897 | 10,446 | 11,001 | 12,566 |
| Medicare Contribution | 1 19 4033 | 1,730 | 2,081 | 2,443 | 2,573 | 2,939 |
| Health Insurance | 1 19 4040 | 16,803 | 21,338 | 20,150 | 18,484 | 23,022 |
| Worker's Compensation Insurance | 1 19 4050 | 1,017 | 914 | 1,264 | 1,295 | 1,317 |
| **TOTAL PERSONNEL SERVICES** | | **162,031** | **188,650** | **211,119** | **230,675** | **265,023** |
| Office Supplies | 1 19 4110 | 3,098 | 3,864 | 1,204 | 3,800 | 3,000 |
| Operating Supplies | 1 19 4120 | 95 | 219 | 359 | 200 | 225 |
| **TOTAL SUPPLIES** | | **3,193** | **4,083** | **1,563** | **4,000** | **3,225** |
| General Contract/Consulting Services | 1 19 4300 | 4,905 | 3,298 | 14,854 | 7,500 | 7,725 |
| Legal Services | 1 19 4302 | 3,764 | 5,721 | 15,753 | 12,000 | 11,000 |
| Planning Services | 1 19 4303 | 62,249 | 67,085 | 13,124 | 10,000 | 25,000 |
| Engineering Services | 1 19 4304 | 11,776 | 3,185 | 3,209 | 10,000 | 7,500 |
| Software & Technology Services | 1 19 4305 | 1,994 | 3,585 | 3,484 | 3,100 | 3,100 |
| General Service Fees | 1 19 4310 | 73 | 0 | 0 | 0 | 0 |
| Communications Devices | 1 19 4320 | 244 | 350 | 0 | 300 | 700 |
| Postage | 1 19 4330 | 28 | 8 | 841 | 1,000 | 1,000 |
| Printing & Binding | 1 19 4340 | 70 | 65 | 320 | 100 | 200 |
| Dues & Subscriptions | 1 19 4360 | 265 | 913 | 865 | 700 | 800 |
| Training & Travel | 1 19 4370 | 0 | 0 | 2,114 | 4,500 | 8,000 |
| Advertising & Legal Notices | 1 19 4390 | 179 | 43 | 414 | 200 | 250 |
| Fiber Service (IS Allocation) | 1 19 4540 | 1,017 | 1,083 | 1,083 | 3,272 | 3,602 |
| General Rentals | 1 19 4575 | 8,245 | 7,154 | 6,715 | 10,000 | 7,500 |
| Information Technology (IS Allocation) | 1 19 4580 | 17,500 | 16,161 | 18,876 | 18,537 | 19,584 |
| Miscellaneous | 1 19 4630 | 0 | 36 | 375 | 0 | 150 |
| **TOTAL CONTRACTUAL SERVICES** | | **112,307** | **108,685** | **82,027** | **81,209** | **96,111** |
| Office Equipment | 1 19 4705 | 205 | 207 | 0 | 0 | 0 |
| Improvements Other Than Buildings | 1 19 4750 | 0 | 0 | 0 | 0 | 60,000 |
| **TOTAL CAPITAL** | | **205** | **207** | **-** | **-** | **60,000** |
| **TOTAL TRANSFERS** | | **-** | **-** | **-** | **-** | **-** |
| **TOTAL** | | **277,736** | **301,625** | **294,709** | **315,884** | **424,359** |

## POLICE

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Captain | - | - | - | - | - |
| Police Sergeant | 3.00 | 4.00 | 4.00 | 4.00 | 5.00 |
| Police Officer | 13.00 | 13.00 | 14.00 | 15.00 | 15.00 |
| Police Admin / Records | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Community Service Officer | 0.80 | 1.50 | 1.50 | 0.75 | 0.75 |
| Total FTE | 19.80 | 21.50 | 22.50 | 22.75 | 23.75 |
| Inc/(Dec) From Previous Year | | 1.70 | 1.00 | 0.25 | 1.00 |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - POLICE
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2025 BUDGET

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | - | - | - | - | - | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | - | - | - | - | - | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 2,566,252 | 2,746,498 | 3,015,266 | 3,291,300 | 3,638,118 | 346,818 | 11% |
| SUPPLIES | 97,983 | 156,308 | 127,285 | 127,000 | 146,000 | 19,000 | 15% |
| CONTRACTURAL SERVICES | 547,550 | 586,477 | 644,784 | 659,062 | 726,732 | 67,670 | 10% |
| CAPITAL | 5,604 | - | 1,012 | 13,000 | 5,000 | (8,000) | -62% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | - | - | - | - | - | - | 0% |
| **TOTAL EXPENDITURES** | **3,217,390** | **3,489,283** | **3,788,348** | **4,090,362** | **4,515,850** | **425,488** | **10%** |
| **CHANGE IN NET POSITION** | **(3,217,390)** | **(3,489,283)** | **(3,788,348)** | **(4,090,362)** | **(4,515,850)** | | |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - POLICE
EXPENDITURES - LINE ITEM DETAILS
2025 BUDGET

| GENERAL LEDGER CODE | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|
| Full-Time Employees - Regular | 1 21 4010 | 1,693,251 | 1,806,156 | 1,955,118 | 2,211,316 | 2,387,350 |
| Full-Time Employees - Overtime | 1 21 4011 | 191,652 | 180,517 | 131,681 | 90,000 | 95,000 |
| Part-Time Employees | 1 21 4020 | 24,248 | 10,429 | 40,443 | 36,941 | 40,040 |
| Deferred Compensation | 1 21 4030 | 42,841 | 44,283 | 44,628 | 54,387 | 55,916 |
| PERA Contribution | 1 21 4031 | 294,552 | 336,661 | 352,669 | 389,825 | 421,370 |
| FICA Contribution | 1 21 4032 | 14,998 | 12,644 | 12,688 | 12,056 | 12,563 |
| Medicare Contribution | 1 21 4033 | 26,191 | 29,225 | 30,606 | 33,560 | 36,212 |
| Educational Assistance Contribution | 1 21 4037 | 0 | 0 | 0 | 15,000 | 0 |
| Health Insurance | 1 21 4040 | 189,590 | 221,987 | 333,000 | 323,041 | 390,852 |
| Worker's Compensation Insurance | 1 21 4050 | 88,928 | 104,597 | 113,900 | 125,174 | 198,815 |
| Unemployment Claims | 1 21 4060 | 0 | 0 | 532 | 0 | 0 |
| **TOTAL PERSONNEL SERVICES** | | **2,566,252** | **2,746,498** | **3,015,266** | **3,291,300** | **3,638,118** |
| Office Supplies | 1 21 4110 | 10,485 | 2,719 | 4,705 | 7,000 | 8,000 |
| Operating Supplies | 1 21 4120 | 14,848 | 57,156 | 29,422 | 30,000 | 27,500 |
| Firearms Training Supplies | 1 21 4150 | 3,529 | 6,470 | 5,155 | 10,000 | 7,500 |
| Motor Fuels | 1 21 4210 | 24,941 | 36,420 | 35,775 | 40,000 | 38,000 |
| Uniforms | 1 21 4240 | 44,181 | 53,543 | 52,228 | 40,000 | 65,000 |
| **TOTAL SUPPLIES** | | **97,983** | **156,308** | **127,285** | **127,000** | **146,000** |
| General Contract/Consulting Services | 1 21 4300 | 57,168 | 71,371 | 84,070 | 90,000 | 90,000 |
| Legal Services | 1 21 4302 | 92,037 | 99,791 | 105,926 | 100,000 | 107,500 |
| Software & Technology Services | 1 21 4305 | 28,761 | 32,360 | 40,208 | 36,000 | 36,000 |
| General Service Fees | 1 21 4310 | 5,785 | 11,616 | 16,235 | 12,000 | 12,000 |
| Animal Shelter Boarding Fees | 1 21 4312 | 320 | 796 | 1,359 | 1,000 | 1,000 |
| Personnel Testing | 1 21 4315 | 7,021 | 5,091 | 8,055 | 6,000 | 15,000 |
| Communications Devices | 1 21 4320 | 16,668 | 12,701 | 8,898 | 14,000 | 10,000 |
| Postage | 1 21 4330 | 282 | 219 | 302 | 300 | 300 |
| Printing & Binding | 1 21 4340 | 2,982 | 2,164 | 1,394 | 3,000 | 2,000 |
| Dues & Subscriptions | 1 21 4360 | 7,578 | 9,001 | 1,643 | 10,000 | 7,500 |
| Training & Travel | 1 21 4370 | 13,323 | 16,100 | 17,732 | 20,000 | 30,000 |
| Advertising & Legal Notices | 1 21 4390 | 0 | 0 | 0 | 3,000 | 2,000 |
| Automotive Insurance | 1 21 4420 | 16,817 | 17,911 | 17,911 | 19,702 | 22,000 |
| Repair/Maintenance - Equipment | 1 21 4520 | 0 | 0 | 682 | 0 | 0 |
| Repair/Maintenance - Vehicle | 1 21 4530 | 10,525 | 31,681 | 37,261 | 0 | 40,000 |
| Fiber Service (IS Allocation) | 1 21 4540 | 4,692 | 4,998 | 4,998 | 29,995 | 33,019 |
| Equipment Rental (IS Allocation) | 1 21 4570 | 130,350 | 135,350 | 135,350 | 118,642 | 123,397 |
| General Rentals | 1 21 4575 | 2,715 | 2,158 | 2,808 | 3,500 | 3,500 |
| Information Technology (IS Allocation) | 1 21 4580 | 134,500 | 124,727 | 145,684 | 169,923 | 179,516 |
| Contracted Repair & Maintenance | 1 21 4600 | 15,007 | 1,922 | 325 | 20,000 | 10,000 |
| Miscellaneous | 1 21 4630 | 1,019 | 6,520 | 13,943 | 2,000 | 2,000 |
| **TOTAL CONTRACTUAL SERVICES** | | **547,550** | **586,477** | **644,784** | **659,062** | **726,732** |
| Office Equipment | 1 21 4705 | 3,607 | 0 | 887 | 5,000 | 3,000 |
| Field Equipment | 1 21 4710 | 424 | 0 | 125 | 8,000 | 2,000 |
| Vehicles | 1 21 4720 | 1,573 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL** | | **5,604** | **-** | **1,012** | **13,000** | **5,000** |

| | | | | | |
|---|---|---|---|---|---|
| **TOTAL TRANSFERS** | **-** | **-** | **-** | **-** | **-** |
| | | | | | |
| **TOTAL** | **3,217,390** | **3,489,283** | **3,788,348** | **4,090,362** | **4,515,850** |

## FIRE & CODE ENFORCEMENT

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| **Position Title** | **2021** | **2022** | **2023** | **2024** | **2025** |
| Fire Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Fire Chief | - | - | - | - | - |
| Fire Inspector | 1.00 | 1.00 | 2.00 | 2.00 | 2.00 |
| FT Inspection/Code Compliance | - | - | - | 1.00 | 1.00 |
| PT Inspection/Code Compliance | 1.50 | 1.50 | 1.50 | - | - |
| On Call PT Fire Fighters (Not included in total) | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 |
| Total FTE | 3.50 | 3.50 | 4.50 | 4.00 | 4.00 |
| Inc/(Dec) From Previous Year | | - | 1.00 | (0.50) | - |

**CITY OF NORTH ST. PAUL, MINNESOTA**
**GENERAL FUND - FIRE & CODE ENFORCEMENT DEPARTMENT**
**SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION**
**2025 BUDGET**

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | - | - | - | - | - | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | - | - | - | - | - | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 570,766 | 594,792 | 716,468 | 831,556 | 919,342 | 87,786 | 11% |
| SUPPLIES | 58,748 | 48,696 | 71,706 | 64,600 | 64,850 | 250 | 0% |
| CONTRACTURAL SERVICES | 282,493 | 308,271 | 319,540 | 422,003 | 432,171 | 10,168 | 2% |
| CAPITAL | 205 | - | - | - | - | - | 0% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | 91,000 | 91,000 | 91,000 | 91,000 | 94,500 | 3,500 | 4% |
| **TOTAL EXPENDITURES** | **1,003,212** | **1,042,759** | **1,198,713** | **1,409,159** | **1,510,863** | **101,704** | **7%** |
| **CHANGE IN NET POSITION** | **(1,003,212)** | **(1,042,759)** | **(1,198,713)** | **(1,409,159)** | **(1,510,863)** | | |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - FIRE & CODE ENFORCEMENT DEPARTMENT
EXPENDITURES - LINE ITEM DETAILS
2025 BUDGET

| GENERAL LEDGER CODE | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|
| Full-Time Employees - Regular | 1 26 4010 | 174,925 | 189,716 | 271,448 | 347,563 | 394,965 |
| Full-Time Employees - Overtime | 1 26 4011 | 11,289 | 8,338 | 15,436 | 15,000 | 15,000 |
| Part-Time Employees | 1 26 4020 | 254,135 | 254,764 | 244,094 | 257,050 | 270,000 |
| Deferred Compensation | 1 26 4030 | 6,577 | 6,751 | 9,608 | 12,828 | 13,600 |
| PERA Contribution | 1 26 4031 | 34,011 | 36,273 | 50,142 | 64,174 | 72,564 |
| FICA Contribution | 1 26 4032 | 16,388 | 20,375 | 25,081 | 15,937 | 16,740 |
| Medicare Contribution | 1 26 4033 | 6,296 | 6,469 | 7,647 | 8,984 | 9,859 |
| Health Insurance | 1 26 4040 | 27,343 | 32,436 | 49,894 | 63,085 | 68,303 |
| Worker's Compensation Insurance | 1 26 4050 | 39,230 | 39,099 | 42,499 | 46,285 | 57,661 |
| City Volunteer Insurance | 1 26 4055 | 570 | 570 | 618 | 650 | 650 |
| **TOTAL PERSONNEL SERVICES** | | **570,766** | **594,792** | **716,468** | **831,556** | **919,342** |
| Office Supplies | 1 26 4110 | 28 | 765 | 851 | 800 | 800 |
| Training Supplies | 1 26 4115 | 1,868 | 1,299 | 2,525 | 2,500 | 2,500 |
| Operating Supplies | 1 26 4120 | 17,272 | 20,536 | 19,264 | 19,550 | 19,550 |
| Fire Prevention Supplies | 1 26 4140 | 2,900 | 2,110 | 3,080 | 2,500 | 2,500 |
| Motor Fuels | 1 26 4210 | 9,367 | 10,602 | 11,829 | 11,500 | 12,000 |
| Lubricants & Additives | 1 26 4211 | 30 | 0 | 0 | 0 | 0 |
| Chemicals & Chemical Products | 1 26 4215 | 23 | 314 | 142 | 500 | 250 |
| Small Tools & Minor Equipment | 1 26 4230 | 1,442 | 1,495 | 1,097 | 1,500 | 1,500 |
| Maintenance Materials | 1 26 4235 | 386 | 0 | 0 | 0 | 0 |
| Uniforms | 1 26 4240 | 25,432 | 11,576 | 32,918 | 25,750 | 25,750 |
| **TOTAL SUPPLIES** | | **58,748** | **48,696** | **71,706** | **64,600** | **64,850** |
| General Contract/Consulting Services | 1 26 4300 | 43,829 | 46,505 | 47,889 | 51,000 | 52,500 |
| Legal Services | 1 26 4302 | 2,034 | 11,241 | 9,343 | 4,500 | 7,500 |
| Software & Technology Services | 1 26 4305 | 851 | 4,731 | 5,190 | 6,345 | 5,250 |
| Sanitation & Recycling Services | 1 26 4307 | 107 | 86 | 0 | 0 | 0 |
| General Service Fees | 1 26 4310 | 5,049 | 3,939 | 7,497 | 9,000 | 7,500 |
| Personnel Testing | 1 26 4315 | 2,395 | 2,358 | 2,256 | 4,000 | 2,500 |
| Communications Devices | 1 26 4320 | 11,580 | 6,683 | 5,281 | 13,800 | 8,000 |
| Postage | 1 26 4330 | 203 | 157 | 127 | 500 | 500 |
| Printing & Binding | 1 26 4340 | 347 | 800 | 1,905 | 800 | 1,050 |
| Dues & Subscriptions | 1 26 4360 | 8,266 | 4,390 | 4,084 | 3,200 | 4,100 |
| Training & Travel | 1 26 4370 | 42,505 | 38,195 | 33,590 | 33,000 | 33,990 |
| Automotive Insurance | 1 26 4420 | 3,286 | 3,500 | 3,500 | 3,850 | 4,300 |
| Fiber Service (IS Allocation) | 1 26 4540 | 3,968 | 4,226 | 4,226 | 4,772 | 5,253 |
| Building Maintenance (IS Allocation) | 1 26 4550 | 30,000 | 31,425 | 31,425 | 32,682 | 37,250 |
| Equipment Rental (IS Allocation) | 1 26 4570 | 62,150 | 62,150 | 62,150 | 182,121 | 189,418 |
| General Rentals | 1 26 4575 | 2,079 | 1,905 | 1,680 | 4,100 | 2,000 |
| Information Technology (IS Allocation) | 1 26 4580 | 36,000 | 39,167 | 45,748 | 27,033 | 28,560 |
| Contracted Repair & Maintenance | 1 26 4600 | 28,046 | 46,289 | 53,115 | 40,800 | 42,000 |
| Awards & Indemnities | 1 26 4620 | 228 | 95 | 534 | 500 | 500 |
| **TOTAL CONTRACTUAL SERVICES** | | **282,493** | **308,271** | **319,540** | **422,003** | **432,171** |
| Office Equipment | 1 26 4705 | 205 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL** | | **205** | **-** | **-** | **-** | **-** |
| Other Operating Transfers | 1 26 4920 | 91,000 | 91,000 | 91,000 | 91,000 | 94,500 |

| | | | | | |
|---|---|---|---|---|---|
| **TOTAL TRANSFERS** | **91,000** | **91,000** | **91,000** | **91,000** | **94,500** |
| | | | | | |
| **TOTAL** | **1,003,212** | **1,042,759** | **1,198,713** | **1,409,159** | **1,510,863** |

## INSPECTIONS

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| NONE | - | - | - | - | - |
| Total FTE | - | - | - | - | - |
| Inc/(Dec) From Previous Year | | - | - | - | - |

**CITY OF NORTH ST. PAUL, MINNESOTA**
**GENERAL FUND - BUILDING INSPECTIONS**
**SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION**
**2025 BUDGET**

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | - | - | - | - | - | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | - | - | - | - | - | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | - | - | - | - | - | - | 0% |
| SUPPLIES | - | - | 36 | - | - | - | 0% |
| CONTRACTURAL SERVICES | 339,338 | 708,584 | 486,550 | 500,000 | 450,000 | (50,000) | -10% |
| CAPITAL | - | - | - | - | - | - | 0% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | - | - | - | - | - | - | 0% |
| **TOTAL EXPENDITURES** | **339,338** | **708,584** | **486,585** | **500,000** | **450,000** | **(50,000)** | **-10%** |
| **CHANGE IN NET POSITION** | **(339,338)** | **(708,584)** | **(486,585)** | **(500,000)** | **(450,000)** | | |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - BUILDING INSPECTIONS
EXPENDITURES - LINE ITEM DETAILS
2025 BUDGET

| GENERAL LEDGER CODE | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|
| **TOTAL PERSONNEL SERVICES** | | - | - | - | - | - |
| Office Supplies | 1 28 4110 | 0 | 0 | 36 | 0 | 0 |
| **TOTAL SUPPLIES** | | - | - | **36** | - | - |
| General Contract/Consulting Services | 1 28 4300 | 332,594 | 701,855 | 479,111 | 500,000 | 450,000 |
| Communications Devices | 1 28 4320 | 244 | 360 | 0 | 0 | 0 |
| Information Technology (IS Allocation) | 1 28 4580 | 6,500 | 6,369 | 7,439 | 0 | 0 |
| **TOTAL CONTRACTUAL SERVICES** | | **339,338** | **708,584** | **486,550** | **500,000** | **450,000** |
| **TOTAL CAPITAL** | | - | - | - | - | - |
| **TOTAL TRANSFERS** | | - | - | - | - | - |
| **TOTAL** | | **339,338** | **708,584** | **486,585** | **500,000** | **450,000** |

## STREET MAINTENANCE

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| Public Works Director | - | 0.25 | 0.25 | 0.25 | 0.25 |
| Public Works Supervisor | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 |
| Public Works Maintenance Worker | 3.05 | 3.05 | 3.40 | 3.40 | 3.40 |
| City Mechanic | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 |
| Administrative Assistant | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 |
| Total FTE | 4.15 | 4.40 | 4.75 | 4.75 | 4.75 |
| Inc/(Dec) From Previous Year | | 0.25 | 0.35 | - | - |

| Seasonal Employment (Hours) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| Seasonal | 1,608 | 1,608 | 1,608 | 1,608 | 1,608 |

**CITY OF NORTH ST. PAUL, MINNESOTA**
**GENERAL FUND - STREET MAINTENANCE**
**SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION**
**2025 BUDGET**

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | - | - | - | - | - | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | - | - | - | - | - | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 467,423 | 515,328 | 538,202 | 609,566 | 651,700 | 42,134 | 7% |
| SUPPLIES | 149,726 | 170,519 | 164,892 | 193,660 | 182,950 | (10,710) | -6% |
| CONTRACTURAL SERVICES | 303,992 | 415,905 | 411,027 | 403,775 | 399,159 | (4,616) | -1% |
| CAPITAL | - | - | - | - | - | - | 0% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | 50,000 | - | 59,903 | - | - | - | 0% |
| **TOTAL EXPENDITURES** | **971,141** | **1,101,753** | **1,174,024** | **1,207,001** | **1,233,809** | **26,808** | **2%** |
| **CHANGE IN NET POSITION** | **(971,141)** | **(1,101,753)** | **(1,174,024)** | **(1,207,001)** | **(1,233,809)** | | |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - STREET MAINTENANCE
EXPENDITURES - LINE ITEM DETAILS
2025 BUDGET

| GENERAL LEDGER CODE | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|
| Full-Time Employees - Regular | 1 31 4010 | 303,497 | 343,519 | 348,379 | 392,672 | 420,630 |
| Full-Time Employees - Overtime | 1 31 4011 | 13,952 | 15,732 | 18,882 | 25,000 | 25,000 |
| Part-Time Employees | 1 31 4020 | 28,178 | 16,995 | 15,729 | 25,583 | 28,944 |
| Deferred Compensation | 1 31 4030 | 9,064 | 9,920 | 9,331 | 11,234 | 11,428 |
| PERA Contribution | 1 31 4031 | 23,870 | 26,548 | 27,036 | 31,241 | 33,338 |
| FICA Contribution | 1 31 4032 | 21,823 | 23,816 | 23,676 | 27,412 | 29,354 |
| Medicare Contribution | 1 31 4033 | 5,104 | 5,570 | 5,538 | 6,411 | 6,865 |
| Health Insurance | 1 31 4040 | 32,564 | 37,364 | 51,188 | 50,684 | 60,775 |
| Worker's Compensation Insurance | 1 31 4050 | 29,372 | 35,560 | 38,444 | 39,329 | 35,366 |
| Unemployment Claims | 1 31 4060 | 0 | 305 | 0 | 0 | 0 |
| **TOTAL PERSONNEL SERVICES** | | **467,423** | **515,328** | **538,202** | **609,566** | **651,700** |
| Office Supplies | 1 31 4110 | 0 | 0 | 222 | 50 | 50 |
| Operating Supplies | 1 31 4120 | 528 | 384 | 30 | 740 | 500 |
| Shop Materials | 1 31 4205 | 69 | 13 | 39 | 410 | 200 |
| City Mechanic Supplies | 1 31 4208 | 32,351 | 28,866 | 43,604 | 39,200 | 35,000 |
| City Mechanic Shop Charge | 1 31 4209 | 1,200 | 0 | 0 | 0 | 0 |
| Motor Fuels | 1 31 4210 | 17,783 | 42,951 | 35,980 | 40,000 | 40,000 |
| Sand & Salt Materials | 1 31 4216 | 53,059 | 56,325 | 55,756 | 60,000 | 60,000 |
| Signs & Sign Maintenance Materials | 1 31 4220 | 2,433 | 12,720 | 3,323 | 12,340 | 7,500 |
| Small Tools & Minor Equipment | 1 31 4230 | 1,780 | 2,346 | 6,305 | 3,140 | 3,200 |
| Maintenance Materials | 1 31 4235 | 38,361 | 24,807 | 17,115 | 35,230 | 32,500 |
| Uniforms | 1 31 4240 | 2,163 | 2,109 | 2,518 | 2,550 | 4,000 |
| **TOTAL SUPPLIES** | | **149,726** | **170,519** | **164,892** | **193,660** | **182,950** |
| General Contract/Consulting Services | 1 31 4300 | 2,011 | 3,837 | 0 | 3,500 | 0 |
| Legal Services | 1 31 4302 | 195 | 34 | 821 | 500 | 500 |
| Engineering Services | 1 31 4304 | 36,008 | 15,684 | 26,807 | 20,000 | 26,000 |
| Sanitation & Recycling Services | 1 31 4307 | 2,131 | 4,753 | 621 | 5,000 | 0 |
| General Service Fees | 1 31 4310 | 37,236 | 78,753 | 71,234 | 75,000 | 75,000 |
| Personnel Testing | 1 31 4315 | 192 | 0 | 38 | 570 | 500 |
| Communications Devices | 1 31 4320 | 1,335 | 2,165 | 1,276 | 2,500 | 2,250 |
| Postage | 1 31 4330 | 1 | 0 | 1 | 110 | 0 |
| Dues & Subscriptions | 1 31 4360 | 0 | 0 | 40 | 190 | 0 |
| Training & Travel | 1 31 4370 | 1,395 | 1,395 | 293 | 1,750 | 1,750 |
| Advertising & Legal Notices | 1 31 4390 | 0 | 975 | 120 | 500 | 500 |
| Automotive Insurance | 1 31 4420 | 3,691 | 4,431 | 3,931 | 4,324 | 4,800 |
| Fiber Service (IS Allocation) | 1 31 4540 | 2,268 | 2,415 | 2,415 | 5,999 | 6,604 |
| City Mechanic (IS Allocation) | 1 31 4560 | 8,750 | 8,750 | 8,750 | 10,083 | 10,387 |
| Equipment Rental (IS Allocation) | 1 31 4570 | 184,379 | 224,379 | 224,379 | 129,764 | 134,965 |
| General Rentals | 1 31 4575 | 237 | 0 | 15,025 | 50,000 | 50,000 |
| Information Technology (IS Allocation) | 1 31 4580 | 13,650 | 12,739 | 14,879 | 33,985 | 35,903 |
| Contracted Repair & Maintenance | 1 31 4600 | 10,513 | 55,596 | 40,398 | 60,000 | 50,000 |
| **TOTAL CONTRACTUAL SERVICES** | | **303,992** | **415,905** | **411,027** | **403,775** | **399,159** |
| **TOTAL CAPITAL** | | **-** | **-** | **-** | **-** | **-** |
| Other Operating Transfers | 1 31 4920 | 50,000 | 0 | 59,903 | 0 | 0 |

| | | | | | |
|---|---|---|---|---|---|
| **TOTAL TRANSFERS** | **50,000** | **-** | **59,903** | **-** | **-** |
| **TOTAL** | **971,141** | **1,101,753** | **1,174,024** | **1,207,001** | **1,233,809** |

## URBAN FORESTRY

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| Public Works Supervisor | 0.05 | 0.05 | 0.05 | 0.05 | 0.05 |
| City Mechanic | 0.05 | 0.05 | 0.05 | 0.05 | 0.05 |
| Public Works Maintenance Worker | 0.85 | 0.85 | 0.90 | 0.90 | 0.90 |
| Total FTE | 0.95 | 0.95 | 1.00 | 1.00 | 1.00 |
| Inc/(Dec) From Previous Year | | - | 0.05 | - | - |

| Seasonal Employment (Hours) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| Seasonal | 536 | 536 | 536 | 536 | 536 |

**CITY OF NORTH ST. PAUL, MINNESOTA**
**GENERAL FUND - URBAN FORESTRY**
**SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION**
**2025 BUDGET**

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | - | - | - | - | - | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | - | - | - | - | - | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 105,497 | 109,088 | 115,377 | 125,769 | 133,173 | 7,404 | 6% |
| SUPPLIES | 10,567 | 12,726 | 16,479 | 19,720 | 17,800 | (1,920) | -10% |
| CONTRACTURAL SERVICES | 43,785 | 42,990 | 44,038 | 45,268 | 38,726 | (6,542) | -14% |
| CAPITAL | 24,159 | 59,579 | 60,269 | 87,560 | 88,870 | 1,310 | 1% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | - | - | - | - | - | - | 0% |
| **TOTAL EXPENDITURES** | **184,009** | **224,382** | **236,163** | **278,317** | **278,569** | **252** | **0%** |
| **CHANGE IN NET POSITION** | **(184,009)** | **(224,382)** | **(236,163)** | **(278,317)** | **(278,569)** | | |

CITY OF NORTH ST. PAUL, MINNESOTA
GENERAL FUND - URBAN FORESTRY
EXPENDITURES - LINE ITEM DETAILS
2025 BUDGET

| GENERAL LEDGER CODE | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|
| Full-Time Employees - Regular | 1 36 4010 | 71,419 | 75,867 | 75,593 | 82,506 | 87,539 |
| Full-Time Employees - Overtime | 1 36 4011 | 1,019 | 1,180 | 2,023 | 1,600 | 1,600 |
| Part-Time Employees | 1 36 4020 | 4,082 | 2,556 | 5,796 | 8,528 | 9,648 |
| Deferred Compensation | 1 36 4030 | 2,103 | 2,141 | 2,028 | 2,139 | 2,139 |
| PERA Contribution | 1 36 4031 | 5,733 | 5,963 | 5,954 | 6,287 | 6,664 |
| FICA Contribution | 1 36 4032 | 5,073 | 5,317 | 5,486 | 5,726 | 6,107 |
| Medicare Contribution | 1 36 4033 | 1,186 | 1,243 | 1,283 | 1,339 | 1,428 |
| Health Insurance | 1 36 4040 | 7,486 | 7,258 | 9,179 | 9,235 | 10,302 |
| Worker's Compensation Insurance | 1 36 4050 | 7,395 | 7,563 | 8,034 | 8,409 | 7,746 |
| **TOTAL PERSONNEL SERVICES** | | **105,497** | **109,088** | **115,377** | **125,769** | **133,173** |
| Operating Supplies | 1 36 4120 | 318 | 22 | 116 | 560 | 0 |
| Shop Materials | 1 36 4205 | 0 | 88 | 4,494 | 290 | 0 |
| City Mechanic Supplies | 1 36 4208 | 1,671 | 4,751 | 2,891 | 5,000 | 4,000 |
| City Mechanic Shop Charge | 1 36 4209 | 200 | 0 | 0 | 0 | 0 |
| Motor Fuels | 1 36 4210 | 2,715 | 7,327 | 5,391 | 7,500 | 6,250 |
| Chemicals & Chemical Products | 1 36 4215 | 0 | 21 | 0 | 270 | 0 |
| Small Tools & Minor Equipment | 1 36 4230 | 2,006 | 14 | 1,952 | 2,500 | 3,000 |
| Maintenance Materials | 1 36 4235 | 3,164 | 0 | 1,068 | 3,000 | 3,750 |
| Uniforms | 1 36 4240 | 495 | 504 | 567 | 600 | 800 |
| **TOTAL SUPPLIES** | | **10,567** | **12,726** | **16,479** | **19,720** | **17,800** |
| General Contract/Consulting Services | 1 36 4300 | 3,000 | 0 | 0 | 500 | 0 |
| Software & Technology Services | 1 36 4305 | 1,750 | 1,750 | 1,604 | 2,000 | 2,000 |
| General Service Fees | 1 36 4310 | 571 | 19 | 20 | 12,500 | 5,000 |
| Communications Devices | 1 36 4320 | 46 | 71 | 66 | 85 | 85 |
| Training & Travel | 1 36 4370 | 300 | 600 | 728 | 670 | 750 |
| Automotive Insurance | 1 36 4420 | 951 | 1,013 | 1,013 | 1,114 | 1,250 |
| City Mechanic (IS Allocation) | 1 36 4560 | 1,500 | 1,500 | 1,500 | 1,728 | 1,781 |
| Equipment Rental (IS Allocation) | 1 36 4570 | 29,167 | 31,667 | 31,667 | 19,333 | 20,108 |
| Information Technology (IS Allocation) | 1 36 4580 | 6,500 | 6,369 | 7,439 | 7,338 | 7,752 |
| **TOTAL CONTRACTUAL SERVICES** | | **43,785** | **42,990** | **44,038** | **45,268** | **38,726** |
| Improvements Other Than Buildings | 1 36 4750 | 24,159 | 59,579 | 60,269 | 87,560 | 88,870 |
| **TOTAL CAPITAL** | | **24,159** | **59,579** | **60,269** | **87,560** | **88,870** |
| **TOTAL TRANSFERS** | | - | - | - | - | - |
| **TOTAL** | | **184,009** | **224,382** | **236,163** | **278,317** | **278,569** |

## PARKS

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| **Position Title** | **2021** | **2022** | **2023** | **2024** | **2025** |
| Public Works Director | - | - | - | - | - |
| Community Development Director | - | - | 0.05 | 0.05 | 0.05 |
| Public Works Supervisor | 0.15 | 0.15 | 0.15 | 0.15 | 0.15 |
| City Mechanic | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 |
| Public Works Maintenance Worker | 1.35 | 1.35 | 1.50 | 1.50 | 1.50 |
| Total FTE | 1.70 | 1.70 | 1.90 | 1.90 | 1.90 |
| Inc/(Dec) From Previous Year | | - | 0.20 | - | - |

| Seasonal Employment (Hours) | | | | | |
|---|---|---|---|---|---|
| **Position Title** | **2021** | **2022** | **2023** | **2024** | **2025** |
| Seasonal | 2,680 | 2,680 | 2,680 | 2,680 | 2,680 |

**CITY OF NORTH ST. PAUL, MINNESOTA**
**GENERAL FUND - PARKS**
**SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION**
**2025 BUDGET**

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | - | - | - | - | - | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | - | - | - | - | - | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 214,581 | 228,846 | 230,273 | 274,344 | 295,557 | 21,213 | 8% |
| SUPPLIES | 74,624 | 70,479 | 66,235 | 82,450 | 78,380 | (4,070) | -5% |
| CONTRACTURAL SERVICES | 105,036 | 119,514 | 135,328 | 126,049 | 127,438 | 1,389 | 1% |
| CAPITAL | - | 1,806 | 43,830 | 15,000 | - | (15,000) | -100% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | - | - | - | - | - | - | 0% |
| **TOTAL EXPENDITURES** | **394,241** | **420,644** | **475,666** | **497,843** | **501,375** | **3,532** | **1%** |
| **CHANGE IN NET POSITION** | **(394,241)** | **(420,644)** | **(475,666)** | **(497,843)** | **(501,375)** | | |

| GENERAL LEDGER CODE | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|
| Full-Time Employees - Regular | 1 40 4010 | 126,308 | 137,236 | 135,066 | 156,923 | 166,728 |
| Full-Time Employees - Overtime | 1 40 4011 | 4,979 | 4,910 | 3,257 | 5,000 | 5,000 |
| Part-Time Employees | 1 40 4020 | 28,636 | 28,324 | 27,436 | 42,639 | 48,240 |
| Deferred Compensation | 1 40 4030 | 3,845 | 3,949 | 3,824 | 4,271 | 4,309 |
| PERA Contribution | 1 40 4031 | 10,031 | 10,791 | 10,496 | 12,106 | 12,841 |
| FICA Contribution | 1 40 4032 | 10,163 | 11,099 | 10,500 | 12,651 | 13,606 |
| Medicare Contribution | 1 40 4033 | 2,377 | 2,596 | 2,456 | 2,959 | 3,182 |
| Health Insurance | 1 40 4040 | 13,749 | 15,410 | 21,134 | 21,242 | 25,661 |
| Worker's Compensation Insurance | 1 40 4050 | 14,492 | 14,530 | 16,105 | 16,553 | 15,990 |
| **TOTAL PERSONNEL SERVICES** | | **214,581** | **228,846** | **230,273** | **274,344** | **295,557** |
| Office Supplies | 1 40 4110 | 0 | 119 | 0 | 310 | 0 |
| Operating Supplies | 1 40 4120 | 2,005 | 287 | 1,844 | 3,040 | 3,130 |
| Shop Materials | 1 40 4205 | 2 | 261 | 842 | 630 | 0 |
| City Mechanic Supplies | 1 40 4208 | 18,720 | 15,755 | 17,211 | 16,030 | 17,250 |
| City Mechanic Shop Charge | 1 40 4209 | 820 | 0 | 0 | 0 | 0 |
| Motor Fuels | 1 40 4210 | 13,758 | 13,708 | 13,022 | 15,930 | 15,500 |
| Signs & Sign Maintenance Materials | 1 40 4220 | 730 | 0 | 35 | 320 | 300 |
| Small Tools & Minor Equipment | 1 40 4230 | 1,463 | 1,201 | 2,438 | 3,200 | 3,200 |
| Maintenance Materials | 1 40 4235 | 35,739 | 37,685 | 29,359 | 40,990 | 37,000 |
| Uniforms | 1 40 4240 | 1,388 | 1,464 | 1,483 | 2,000 | 2,000 |
| **TOTAL SUPPLIES** | | **74,624** | **70,479** | **66,235** | **82,450** | **78,380** |
| General Contract/Consulting Services | 1 40 4300 | 7,488 | -730 | 2,700 | 10,820 | 0 |
| Engineering Services | 1 40 4304 | 3,725 | 7,102 | 2,116 | 5,530 | 5,500 |
| Software & Technology Services | 1 40 4305 | 2,998 | 0 | 0 | 2,070 | 0 |
| Sanitation & Recycling Services | 1 40 4307 | 5,279 | 5,016 | 5,491 | 5,380 | 5,400 |
| General Service Fees | 1 40 4310 | 2,770 | 21,163 | 28,959 | 18,440 | 19,000 |
| Personnel Testing | 1 40 4315 | 0 | 219 | 614 | 80 | 500 |
| Communications Devices | 1 40 4320 | 139 | 218 | 202 | 280 | 280 |
| Postage | 1 40 4330 | 0 | 0 | 0 | 130 | 0 |
| Dues & Subscriptions | 1 40 4360 | 0 | 0 | 0 | 120 | 0 |
| Training & Travel | 1 40 4370 | 145 | 610 | 415 | 1,550 | 1,250 |
| Advertising & Legal Notices | 1 40 4390 | 92 | 73 | 338 | 40 | 250 |
| Automotive Insurance | 1 40 4420 | 640 | 682 | 682 | 750 | 850 |
| Fiber Service (IS Allocation) | 1 40 4540 | 6,520 | 6,944 | 6,944 | 2,386 | 2,627 |
| Building Maintenance (IS Allocation) | 1 40 4550 | 128 | 0 | 0 | 0 | 0 |
| City Mechanic (IS Allocation) | 1 40 4560 | 4,750 | 4,750 | 4,750 | 5,473 | 5,639 |
| Equipment Rental (IS Allocation) | 1 40 4570 | 48,917 | 53,917 | 53,917 | 57,603 | 59,912 |
| General Rentals | 1 40 4575 | 69 | 0 | 0 | 190 | 0 |
| Information Technology (IS Allocation) | 1 40 4580 | 19,500 | 19,108 | 22,319 | 13,517 | 14,280 |
| Contracted Repair & Maintenance | 1 40 4600 | 1,786 | 442 | 5,880 | 1,620 | 11,850 |
| Awards & Indemnities | 1 40 4620 | 91 | 0 | 0 | 70 | 100 |
| **TOTAL CONTRACTUAL SERVICES** | | **105,036** | **119,514** | **135,328** | **126,049** | **127,438** |
| Park Capital Improvements | 1 40 4745 | 0 | 1,806 | 43,830 | 15,000 | 0 |
| **TOTAL CAPITAL** | | **-** | **1,806** | **43,830** | **15,000** | **-** |

| | | | | | |
|---|---|---|---|---|---|
| **TOTAL TRANSFERS** | **-** | **-** | **-** | **-** | **-** |
| **TOTAL** | **394,241** | **420,644** | **475,666** | **497,843** | **501,375** |

## RECREATION

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| Position Title | 2021 | 2022 | 2023 | 2024 | 2025 |
| Community Development Director | - | - | 0.05 | 0.05 | 0.05 |
| Community & Admin Srvcs Director | - | - | - | - | - |
| Parks Coordinator | - | - | - | - | - |
| Total FTE | - | - | 0.05 | 0.05 | 0.05 |
| Inc/(Dec) From Previous Year | | - | 0.05 | - | - |

## CITY OF NORTH ST. PAUL, MINNESOTA
## GENERAL FUND - RECREATION
## SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
## 2025 BUDGET

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | - | - | - | - | - | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | - | - | - | - | - | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **-** | **-** | **-** | **-** | **-** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | - | 1,312 | 7,749 | 8,395 | 9,017 | 622 | 7% |
| SUPPLIES | - | 3,637 | 9,683 | 5,130 | 3,630 | (1,500) | -29% |
| CONTRACTURAL SERVICES | 618 | 641 | 97 | 27,439 | 27,208 | (231) | -1% |
| CAPITAL | - | - | - | - | - | - | 0% |
| DEBT | - | - | - | - | - | - | 0% |
| TRANSFERS | - | - | - | - | - | - | 0% |
| **TOTAL EXPENDITURES** | **618** | **5,589** | **17,530** | **40,964** | **39,855** | **(1,109)** | **-3%** |
| **CHANGE IN NET POSITION** | **(618)** | **(5,589)** | **(17,530)** | **(40,964)** | **(39,855)** | | |

NORTH ST.PAUL *extraordinary.*

**CITY OF NORTH ST. PAUL, MINNESOTA**
**GENERAL FUND - RECREATION**
**EXPENDITURES - LINE ITEM DETAILS**
**2025 BUDGET**

| GENERAL LEDGER CODE | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|
| Full-Time Employees - Regular | 1 41 4010 | 0 | 821 | 5,535 | 6,192 | 7,142 |
| Deferred Compensation | 1 41 4030 | 0 | 21 | 220 | 248 | 286 |
| PERA Contribution | 1 41 4031 | 0 | 62 | 415 | 464 | 536 |
| FICA Contribution | 1 41 4032 | 0 | 50 | 327 | 384 | 443 |
| Medicare Contribution | 1 41 4033 | 0 | 12 | 77 | 90 | 104 |
| Health Insurance | 1 41 4040 | 0 | 68 | 1,129 | 972 | 460 |
| Worker's Compensation Insurance | 1 41 4050 | 0 | 279 | 46 | 45 | 46 |
| **TOTAL PERSONNEL SERVICES** | | **-** | **1,312** | **7,749** | **8,395** | **9,017** |
| Operating Supplies | 1 41 4120 | 0 | 3,480 | 9,635 | 5,000 | 3,500 |
| City Mechanic Supplies | 1 41 4208 | 0 | 157 | 49 | 130 | 130 |
| **TOTAL SUPPLIES** | | **-** | **3,637** | **9,683** | **5,130** | **3,630** |
| General Contract/Consulting Services | 1 41 4300 | 0 | 0 | 0 | 26,000 | 26,000 |
| Communications Devices | 1 41 4320 | 520 | 641 | 97 | 725 | 725 |
| Postage | 1 41 4330 | 98 | 0 | 0 | 30 | 0 |
| Dues & Subscriptions | 1 41 4360 | 0 | 0 | 0 | 230 | 0 |
| Fiber Service (IS Allocation) | 1 41 4540 | 0 | 0 | 0 | 68 | 75 |
| Information Technology (IS Allocation) | 1 41 4580 | 0 | 0 | 0 | 386 | 408 |
| **TOTAL CONTRACTUAL SERVICES** | | **618** | **641** | **97** | **27,439** | **27,208** |
| **TOTAL CAPITAL** | | **-** | **-** | **-** | **-** | **-** |
| **TOTAL TRANSFERS** | | **-** | **-** | **-** | **-** | **-** |
| **TOTAL** | | **618** | **5,589** | **17,530** | **40,964** | **39,855** |

## HOUSING & REDEVELOPMENT AUTHORITY

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| **Position Title** | **2021** | **2022** | **2023** | **2024** | **2025** |
| City Manager | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 |
| Community Development Director | - | - | 0.20 | 0.20 | 0.20 |
| Administrative Assistant | - | 0.20 | 0.20 | 0.20 | 0.20 |
| Part Time Construction Assistant | 0.50 | - | - | - | - |
| Total FTE | 0.60 | 0.30 | 0.50 | 0.50 | 0.50 |
| Inc/(Dec) From Previous Year | | (0.30) | 0.20 | - | - |

**CITY OF NORTH ST. PAUL, MINNESOTA**
**HOUSING AND REDEVELOPMENT AUTHORITY**
**SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION**
**2025 BUDGET**

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | 189,845 | 203,793 | 3,588 | 11,000 | 50,000 | 39,000 | 355% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | 87,279 | 100,351 | 15,037 | 391,231 | 382,500 | (8,731) | -2% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **277,124** | **304,143** | **18,624** | **402,231** | **432,500** | **30,269** | **8%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 25,449 | 36,024 | 65,971 | 71,486 | 76,710 | 5,224 | 7% |
| SUPPLIES | - | - | - | - | - | - | 0% |
| CONTRACTURAL SERVICES | 10,358 | 9,966 | 12,383 | 14,678 | 19,900 | 5,222 | 36% |
| CAPITAL | 14,287 | - | 330,151 | 294,745 | 380,000 | 85,255 | 29% |
| TRANSFERS | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | - | 0% |
| **TOTAL EXPENDITURES** | **70,095** | **65,990** | **428,505** | **400,909** | **496,610** | **95,701** | **24%** |
| **CHANGE IN NET POSITION** | **207,030** | **238,153** | **(409,880)** | **1,322** | **(64,110)** | | |

CITY OF NORTH ST. PAUL, MINNESOTA
HOUSING AND REDEVELOPMENT AUTHORITY
REVENUES - LINE ITEM DETAILS
2025 BUDGET

| GENERAL LEDGER CODE | | | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|---|---|
| **TOTAL CHARGES FOR SERVICES** | | | | - | - | - | - | - |
| CURRENT PROPERTY TAX | 101 | R | 3011 | 189,118 | 204,862 | 3,786 | 11,000 | 50,000 |
| DELINQUENT PROPERTY TAX | 101 | R | 3012 | 847 | -956 | -188 | 0 | 0 |
| PENALTY & INTEREST | 101 | R | 3013 | -120 | -113 | -10 | 0 | 0 |
| **TOTAL AD VALOREM TAXES** | | | | **189,845** | **203,793** | **3,588** | **11,000** | **50,000** |
| **TOTAL OTHER FINANCING SOURCES** | | | | - | - | - | - | - |
| **TOTAL INTERGOVERNMENTAL** | | | | - | - | - | - | - |
| MARKET VALUE ADJUSTMENT | 101 | R | 3800 | -2,120 | -15,362 | 2,731 | 0 | 0 |
| INVESTMENT INCOME | 101 | R | 3801 | 1,830 | 7,272 | 5,838 | 2,500 | 2,500 |
| SALE OF GOODS & PROPERTY | 101 | R | 3804 | 53,325 | 78,218 | 0 | 388,731 | 380,000 |
| REFUNDS & REIMBURSEMENTS | 101 | R | 3865 | 34,244 | 30,223 | 6,468 | 0 | 0 |
| **TOTAL OTHER** | | | | **87,279** | **100,351** | **15,037** | **391,231** | **382,500** |
| **TOTAL OTHER TAXES** | | | | - | - | - | - | - |
| **TOTAL PERMITS** | | | | - | - | - | - | - |
| **TOTAL SPECIAL ASSESSMENTS** | | | | - | - | - | - | - |
| **TOTAL FINES** | | | | - | - | - | - | - |
| **TOTAL LICENSES** | | | | - | - | - | - | - |
| **TOTAL** | | | | **277,124** | **304,143** | **18,624** | **402,231** | **432,500** |

NORTH ST.PAUL extraordinary.

**CITY OF NORTH ST. PAUL, MINNESOTA**
**HOUSING AND REDEVELOPMENT AUTHORITY**
**EXPENDITURES - LINE ITEM DETAILS**
**2025 BUDGET**

| GENERAL LEDGER CODE | | | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|---|---|
| Full-Time Employees - Regular | 101 | 0 | 4010 | 13,602 | 26,308 | 49,844 | 54,880 | 60,313 |
| Full-Time Employees - Overtime | 101 | 0 | 4011 | 0 | 172 | 68 | 0 | 0 |
| Part-Time Employees | 101 | 0 | 4020 | 5,863 | 0 | 0 | 0 | 0 |
| Deferred Compensation | 101 | 0 | 4030 | 554 | 152 | 1,399 | 2,043 | 2,230 |
| PERA Contribution | 101 | 0 | 4031 | 901 | 1,946 | 3,738 | 4,111 | 4,519 |
| FICA Contribution | 101 | 0 | 4032 | 906 | 1,651 | 3,145 | 3,399 | 3,736 |
| Medicare Contribution | 101 | 0 | 4033 | 212 | 387 | 737 | 795 | 874 |
| Health Insurance | 101 | 0 | 4040 | 767 | 2,546 | 6,643 | 5,858 | 4,646 |
| Worker's Compensation Insurance | 101 | 0 | 4050 | 2,643 | 2,862 | 397 | 400 | 392 |
| **TOTAL PERSONNEL SERVICES** | | | | **25,449** | **36,024** | **65,971** | **71,486** | **76,710** |
| **TOTAL SUPPLIES** | | | | **-** | **-** | **-** | **-** | **-** |
| General Contract/Consulting Services | 101 | 0 | 4300 | 1,235 | 1,263 | 3,833 | 0 | 5,000 |
| Legal Services | 101 | 0 | 4302 | 0 | 0 | 0 | 5,000 | 5,150 |
| General Liability Insurance | 101 | 0 | 4400 | 1,200 | 1,278 | 1,278 | 1,406 | 1,600 |
| Property Insurance | 101 | 0 | 4410 | 5,429 | 4,793 | 4,793 | 5,272 | 5,150 |
| Utilities | 101 | 0 | 4500 | 2,494 | 2,632 | 2,479 | 3,000 | 3,000 |
| **TOTAL CONTRACTUAL SERVICES** | | | | **10,358** | **9,966** | **12,383** | **14,678** | **19,900** |
| Land | 101 | 0 | 4730 | 14,287 | 0 | 330,151 | 294,745 | 380,000 |
| **TOTAL CAPITAL** | | | | **14,287** | **-** | **330,151** | **294,745** | **380,000** |
| Transfer to other Funds | 101 | 0 | 4992 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| **TOTAL TRANSFERS** | | | | **20,000** | **20,000** | **20,000** | **20,000** | **20,000** |
| **TOTAL** | | | | **70,095** | **65,990** | **428,505** | **400,909** | **496,610** |

## ECONOMIC DEVELOPMENT AUTHORITY

### PERSONNEL SUMMARY

| Regular Employment (FTE) | | | | | |
|---|---|---|---|---|---|
| **Position Title** | **2021** | **2022** | **2023** | **2024** | **2025** |
| City Manager | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 |
| Community Development Director | - | - | 0.50 | 0.50 | 0.25 |
| Administrative Assistant | - | 0.20 | 0.20 | 0.20 | 0.20 |
| Asst To City Mgr/HR Manager | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 |
| Total FTE | 0.20 | 0.40 | 0.90 | 0.90 | 0.65 |
| Inc/(Dec) From Previous Year | | 0.20 | 0.50 | - | (0.25) |

**CITY OF NORTH ST. PAUL, MINNESOTA**
**ECONOMIC DEVELOPMENT AUTHORITY**
**SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION**
**2025 BUDGET**

| | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget | Variance from 2024 Budget to 2025 Budget Increase (Decrease) | |
|---|---|---|---|---|---|---|---|
| **REVENUES** | | | | | | | |
| CHARGES FOR SERVICES | - | - | - | - | - | - | 0% |
| AD VALOREM TAXES | 184,687 | 200,907 | 196,473 | 200,907 | 200,907 | - | 0% |
| OTHER FINANCING SOURCES | - | - | - | - | - | - | 0% |
| INTERGOVERNMENTAL | - | - | - | - | - | - | 0% |
| OTHER | 14,275 | (4,720) | 19,880 | 2,000 | 2,000 | - | 0% |
| OTHER TAXES | - | - | - | - | - | - | 0% |
| PERMITS | - | - | - | - | - | - | 0% |
| SPECIAL ASSESSMENTS | - | - | - | - | - | - | 0% |
| FINES | - | - | - | - | - | - | 0% |
| LICENSES | - | - | - | - | - | - | 0% |
| **TOTAL REVENUES** | **198,962** | **196,187** | **216,353** | **202,907** | **202,907** | **-** | **0%** |
| **EXPENDITURES** | | | | | | | |
| PERSONNEL | 25,800 | 50,913 | 125,037 | 135,328 | 127,024 | (8,304) | -6% |
| SUPPLIES | - | - | 51 | - | 100 | 100 | 0% |
| CONTRACTURAL SERVICES | 19,960 | 191,918 | 8,898 | 54,456 | 65,783 | 11,327 | 21% |
| CAPITAL | - | - | - | - | - | - | 0% |
| TRANSFERS | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | - | 0% |
| **TOTAL EXPENDITURES** | **55,760** | **252,831** | **143,986** | **199,784** | **202,907** | **3,123** | **2%** |
| **CHANGE IN NET POSITION** | **143,201** | **(56,643)** | **72,367** | **3,123** | **-** | | |

| GENERAL LEDGER CODE | | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|---|
| **TOTAL CHARGES FOR SERVICES** | | | - | - | - | - | - |
| CURRENT PROPERTY TAX | 102 R | 3011 | 184,687 | 200,907 | 196,473 | 200,907 | 200,907 |
| **TOTAL AD VALOREM TAXES** | | | **184,687** | **200,907** | **196,473** | **200,907** | **200,907** |
| **TOTAL OTHER FINANCING SOURCES** | | | - | - | - | - | - |
| **TOTAL INTERGOVERNMENTAL** | | | - | - | - | - | - |
| MARKET VALUE ADJUSTMENT | 102 R | 3800 | -3,357 | -12,360 | 5,247 | 0 | 0 |
| INVESTMENT INCOME | 102 R | 3801 | 9,030 | 5,707 | 9,777 | 2,000 | 2,000 |
| REFUNDS & REIMBURSEMENTS | 102 R | 3865 | 8,602 | 1,934 | 4,856 | 0 | 0 |
| **TOTAL OTHER** | | | **14,275** | **(4,720)** | **19,880** | **2,000** | **2,000** |
| **TOTAL OTHER TAXES** | | | - | - | - | - | - |
| **TOTAL PERMITS** | | | - | - | - | - | - |
| **TOTAL SPECIAL ASSESSMENTS** | | | - | - | - | - | - |
| **TOTAL FINES** | | | - | - | - | - | - |
| **TOTAL LICENSES** | | | - | - | - | - | - |
| **TOTAL** | | | **198,962** | **196,187** | **216,353** | **202,907** | **202,907** |

**CITY OF NORTH ST. PAUL, MINNESOTA**
**ECONOMIC DEVELOPMENT AUTHORITY**
**EXPENDITURES - LINE ITEM DETAILS**
**2025 BUDGET**

| GENERAL LEDGER CODE | | | | 2021 Actual | 2022 Actual | 2023 Actual | 2024 Budget | 2025 Proposed Budget |
|---|---|---|---|---|---|---|---|---|
| Full-Time Employees - Regular | 102 | 0 | 4010 | 21,088 | 39,974 | 92,782 | 102,638 | 100,075 |
| Full-Time Employees - Overtime | 102 | 0 | 4011 | 0 | 172 | 43 | 0 | 0 |
| Deferred Compensation | 102 | 0 | 4030 | 763 | 522 | 2,978 | 3,789 | 3,633 |
| PERA Contribution | 102 | 0 | 4031 | 1,023 | 2,971 | 6,962 | 7,693 | 7,501 |
| FICA Contribution | 102 | 0 | 4032 | 1,000 | 2,491 | 5,712 | 6,360 | 6,201 |
| Medicare Contribution | 102 | 0 | 4033 | 234 | 584 | 1,336 | 1,487 | 1,450 |
| Health Insurance | 102 | 0 | 4040 | 1,508 | 3,741 | 14,480 | 12,612 | 7,514 |
| Worker's Compensation Insurance | 102 | 0 | 4050 | 186 | 457 | 744 | 749 | 650 |
| **TOTAL PERSONNEL SERVICES** | | | | **25,800** | **50,913** | **125,037** | **135,328** | **127,024** |
| Office Supplies | 102 | 0 | 4110 | 0 | 0 | 51 | 0 | 100 |
| **TOTAL SUPPLIES** | | | | **-** | **-** | **51** | **-** | **100** |
| General Contract/Consulting Services | 102 | 0 | 4300 | 0 | 24,118 | 6,016 | 49,209 | 60,383 |
| Legal Services | 102 | 0 | 4302 | 1,052 | 663 | 1,748 | 4,000 | 4,000 |
| Engineering Services | 102 | 0 | 4304 | 12,992 | 34,184 | 0 | 0 | 0 |
| General Service Fees | 102 | 0 | 4310 | 0 | 6,810 | 0 | 0 | 0 |
| Postage | 102 | 0 | 4330 | 0 | 9 | 0 | 0 | 0 |
| General Liability Insurance | 102 | 0 | 4400 | 1,065 | 1,134 | 1,134 | 1,247 | 1,400 |
| Utilities | 102 | 0 | 4500 | 4,852 | 0 | 0 | 0 | 0 |
| Miscellaneous | 102 | 0 | 4630 | 0 | 125,000 | 0 | 0 | 0 |
| **TOTAL CONTRACTUAL SERVICES** | | | | **19,960** | **191,918** | **8,898** | **54,456** | **65,783** |
| **TOTAL CAPITAL** | | | | **-** | **-** | **-** | **-** | **-** |
| Transfer to other Funds | 102 | 0 | 4992 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| **TOTAL TRANSFERS** | | | | **10,000** | **10,000** | **10,000** | **10,000** | **10,000** |
| **TOTAL** | | | | **55,760** | **252,831** | **143,986** | **199,784** | **202,907** |

# North St. Paul Fire Department Personnel Expenditures

# Full Time Staff ~ 4 positions

- 1 Fire Chief
  - Administration
  - Fire and EMS response
- 2 Captain/Fire Inspectors
  - Rental Licensing
  - Fire Certificate of Compliance – Commercial Fire Inspections
  - Fire Sprinkler & Fire Alarm System plan review
  - Fire and EMS response
- 1 Firefighter/Code Compliance Officer
  - Code Compliance
  - Fire and EMS response

# FOCUS - Part Time - Paid on Call 32 members ~ Wages

- Fire & EMS Standby - (for all staff) $7.62
- Probationary - (1) $15:09
- Firefighter II - (22 total) $17.27
- Officers - (7 total/Lt. & Capt.) $18.87
- Assistant Chief - (1) $19.42

# Part Time Salaries Estimate *Fire & EMS Standby

- Evening Coverage (Mon thru Friday 4:30pm to 8:00am)
  - Total hours/weekly (15.5 x 5) = 77.5
  - Total hours/yearly (77.5 x 52) = 4030
  - Total hours/2 personnel (First Responders from home) = 8060
  - EMS Duty Shift from home rate $7.62 = $61,417.20

# Part Time Salaries Estimate *Fire & EMS Standby

- Weekend Coverage (1 day 24 hours and 1 day 16 hours)
  - Total hours/weekend ~ 40
  - Total hours/yearly = 2080
  - Total hours/2 personnel (First Responders from home) = 4160
  - EMS Duty Shift from home rate $7.62 = $31,699.20

# Part Time Salaries Estimate *Initial Duty at the Station

- Initial Duty Coverage (Sat. or Sun. - 1x per weekend)
  - Total hours/weekend = 8
  - Total hours/yearly = 416
  - Total hours/3 personnel = 1248
  - Average rate $18.5 = $23,088.00

# Part Time Salaries Estimate *Fire Call/Station All Call

- Fire Calls/Station All Calls
  - Station All Calls/yearly ~ 325
  - 12 FF Average response = 3900
  - Average rate $18.5 = $72,150.00

# Part Time Salaries Estimate
# * EMS Calls

- EMS Calls
  - EMS Calls/yearly ~ 1425
  - 800 Less calls covered by FT staff = 625
  - 2 FF response = 1250
  - Average rate $18.5 = $23,125.00

# Part Time Salaries Estimate *Training

- Fire and EMS Training (EMS with Regions and LVA)
  - Average hours per year = 105
  - 25 FF Average attendance = 2625
  - Average rate $18.50 = $48,563.00

# Part Time Salaries Estimate * Summary

- Evening Coverage (Mon. thru Fri.) = $61,417.20
- Weekend Coverage = $31,699.20
- Initial Duty Coverage = $23,088.00
- Fire Calls/Station All Calls = $72,150.00
- EMS Calls = $23,125.00
- Fire and EMS Training = $48,563.00

- Estimate Total = $260,042.40

# Part Time Salaries Estimate
# * 2025 Budget

- 2025 Part Time Employees Estimate $260,042.40
- 2025 Proposed Part Time Employees Budget $270,000.00

- ✓ Part Time – Paid on Call cost effective response model
  - ✓ We are one of three departments in the metro area that are PT-POC. Other surrounding departments have gone to PT staffing 24/7 or FT staffing 24/7.

# Fire and EMS Call Volume *By Year

| Year | Call volume |
|---|---|
| 2019 | 1355 |
| 2020 | 1478 |
| 2021 | 1566 |
| 2022 | 1605 |
| 2023 | 1694 |
| 2024 (As of 7/29/2024) | 1007 as compared to 950 in 2023 - 57 over |

# Average Response Time by Incident Type

- 2023 - EMS call, excluding vehicle accident with injury
  - Duty Officer/EMS First Responder 0:04:24
- 2023 - Building fire
  - Chief Officers 0:05:12 * Includes Auto Aid
  - First Engine 0:07:50

# Lakeview Ambulance
# * Average Response Time

- Lakeview Ambulance Average response Time to NSP (dispatched to unit arrived on scene, year 2023)
  - NSP Base (1057 times) – 4:10 minutes
  - HWY 36/Lake Elmo Avenue (103 times) – 7:15 minutes
  - Stillwater Base (76 times) – 9:20
  - HWY 36/HWY 95 ( 1 time) – 11:00 minutes
  - Other – In between Bases or Returning from Hospital (101 times) – 10:28 minutes
  - Total LVA responses – 1338
  - EMS Mutual Aid Received from MFD (5 times) – 7:05 minutes

# Duty Officer and EMS First Responder *Duties and Response

- What are the Duty Officer and EMS First Responder responsibilities?
  - Both respond to every call during their shift (Fire & EMS). Duty Officer is in charge and makes decisions
  - Respond to Lift Assists with no injuries – No LVA response
  - Patient care - Obtain chief complaint, vitals, medications, medical history, & allergies. Work with LVA – help set up IV, Blood Glucose monitoring, 12 lead EKG, carrying pt. out,
  - Assist with BLS in the ambulance on severe calls en-route to the hospital
  - Drive the ambulance to the hospital
  - Handle calls with LVA and limit the need for a Station All Call

# Duty Officer and EMS First Responder *Duties and Response

- Responsibilities continued…
  - Determine response when multiple calls EMS and or Fire calls come in
    - Split crews – Where is the ambulance coming from and how far out?
  - Start BLS on Cardiac Arrest and Respiratory Arrest prior to Rescue 540 crew arriving on scene
  - Duty Officer become Incident Command on Station All Calls
    - Structure Fires, Motor Vehicle Accidents/Fires, Haz-Mat, Fire Alarms, Mass Casualty Incidents (MCI) – Shootings and other Violent Incidents. Etc.

# Incident Type
# *Category: 1 - Fire

| | |
|---|---|
| 111 - Building fire | 22 |
| 113 - Cooking fire, confined to container | 7 |
| 118 - Trash or rubbish fire, contained | 2 |
| 131 - Passenger vehicle fire | 10 |
| 137 - Camper or recreational vehicle (RV) fire | 1 |
| 142 - Brush or brush-and-grass mixture fire | 5 |
| 143 - Grass fire | 1 |
| 151 - Outside rubbish, trash or waste fire | 8 |
| 154 - Dumpster or other outside trash receptacle fire | 3 |
| | Total: 59 |

# Incident Type
# *Category: 2 - Explosion

| | |
|---|---|
| 243 - Fireworks explosion (no fire) | 1 |
| | Total: 1 |

# Incident Type
# *Category: 3 - EMS

| | |
|---|---|
| 300 - Rescue, EMS incident, other | 1 |
| 3009 - Person Down | 1 |
| 311 - Medical assist, assist EMS crew | 9 |
| 321 - EMS call, excluding vehicle accident with injury | 1,283 |
| 322 - Motor vehicle accident with injuries | 27 |
| 323 - Motor vehicle/pedestrian accident (MV Ped) | 1 |
| 324 - Motor vehicle accident with no injuries. | 8 |
| 331 - Lock-in (if lock out , use 511 ) | 1 |
| 353 - Removal of victim(s) from stalled elevator | 3 |
| 361 - Swimming/recreational water areas rescue | 1 |
| 381 - Rescue or EMS standby | 1 |
| | Total: 1336 |

# Incident Type *Category: 4 - Hazardous Condition

| | |
|---|---|
| 411 - Gasoline or other flammable liquid spill | 2 |
| 412 - Gas leak (natural gas or LPG) | 23 |
| 413 - Oil or other combustible liquid spill | 1 |
| 421 - Chemical hazard (no spill or leak) | 2 |
| 424 - Carbon monoxide incident | 2 |
| 444 - Power line down | 3 |
| 445 - Arcing, shorted electrical equipment | 4 |
| 451 - Biological hazard, confirmed or suspected | 1 |
| 461 - Building or structure weakened or collapsed | 2 |
| 463 - Vehicle accident, general cleanup | 1 |
| | Total: 41 |

# Incident Type *Category: 5 - Service Call

| | |
|---|---|
| 5009 - Service Call, Keybox Request | 1 |
| 511 - Lock-out | 1 |
| 531 - Smoke or odor removal | 6 |
| 542 - Animal rescue | 1 |
| 551 - Assist police or other governmental agency | 6 |
| 553 - Public service | 40 |
| 554 - Assist invalid | 2 |
| 555 - Defective elevator, no occupants | 4 |
| 561 - Unauthorized burning | 18 |
| | Total: 79 |

# Incident Type *Category: 6 - Good Intent Call

| | |
|---|---|
| 600 - Good intent call, other | 1 |
| 611 - Dispatched and cancelled en route | 38 |
| 6111 - EMS Dispatched and cancelled en route | 17 |
| 621 - Wrong location | 1 |
| 622 - No incident found on arrival at dispatch address | 9 |
| 631 - Authorized controlled burning | 1 |
| 651 - Smoke scare, odor of smoke | 10 |
| 652 - Steam, vapor, fog or dust thought to be smoke | 1 |
| 671 - HazMat release investigation w/no HazMat | 2 |
| | Total: 80 |

# Incident Type *Category: 7 - False Alarm & False Call

| | |
|---|---|
| 711 - Municipal alarm system, malicious false alarm | 3 |
| 714 - Central station, malicious false alarm | 2 |
| 715 - Local alarm system, malicious false alarm | 8 |
| 733 - Smoke detector activation due to malfunction | 3 |
| 735 - Alarm system sounded due to malfunction | 9 |
| 736 - CO detector activation due to malfunction | 6 |
| 7409 - Area of Refuge Alarm | 1 |
| 743 - Smoke detector activation, no fire - unintentional | 11 |
| 744 - Detector activation, no fire - unintentional | 9 |
| 745 - Alarm system activation, no fire - unintentional | 30 |
| 746 - Carbon monoxide detector activation, no CO | 6 |
| 700 - False alarm or false call, other | 2 |
| | Total: 90 |

# Incident Type *Category: 8 - Severe Weather & Natural Disaster

| | |
|---|---|
| 812 - Flood assessment | 1 |
| | Total: 1 |

# Incident Type
# *Category: 9 - Special Incident Type

| | |
|---|---|
| 911 - Citizen complaint | 1 |
| | Total: 1 |

# Questions

- Do you have any question?

# THANK YOU!!