CITY OF NORTH ST. PAUL
CITY COUNCIL
WORKSHOP AGENDA
JANUARY 19, 2021
5:00 PM

The City of North St. Paul is moving all of its public meetings online effective August 4, 2020. The move to online meeting access via Zoom ensures compliance with the Governor's Emergency Executive Order and face covering mandate while providing our City Council members, staff and residents with safe and comfortable access to public meetings. Access information and links to meetings are available at northstpaul.org. This change to online meeting access will remain in effect until further notice. (Stat. 13D.02 subd. 4)

The **January 19, 2021 Zoom meeting can be accessed HERE or via:**
https://wsbeng.zoom.us/ (from a PC, Mac, tablet, iPhone or Android device)
Meeting ID: 844 0909 4358
Password: 041469 or by phone at 1-929-205-6099, meeting ID 844 0909 4358, password 041469.

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

Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option in order to be heard.

I. CALL TO ORDER

II. ROLL CALL

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

III. ADOPT AGENDA

IV. TOPIC(S)

A. Budget Calendar
B. OpenGov Long-Term Debt Reporting
C. City Council Salaries
D. General Operation Update

V. OTHER BUSINESS

VI. ADJOURNMENT

Agenda Information Memorandum
North St. Paul City Council
January 19, 2021

FROM THE OFFICE OF THE FINANCE DEPARTMENT

Agenda placement: Consent

To: Honorable Mayor and City Council

Subject: 2022 Budget Calendar

Background/Facts:
During the 2021 budget process, it was determined that a formal budget calendar be created. While creating the calendar, the following factors were considered:

- A complete picture of the steps and participants in the process.
- Increased opportunity for Council to influence the budget / levy / rates.
- Creation of a comprehensive 5 year equipment and capital improvement plan.
- Utilization of new cloud based budgeting software.
- Clear direction to department heads prior to starting budgets.

The Government Finance Officers Association (GFOA) best practices also recommends a formal budget calendar be in place annually.

Recommendation: Staff is seeking Council feedback to the proposed budget calendar.

Attachments:
- Proposed FY 2022 budget calendar.

Respectfully submitted,

/s/ JZ by JK

Jason Zimmerman
Finance Director

APPROVED FOR AGENDA ENCLOSURE:

/s/ SD by JK

Scott A. Duddeck
City Manager

PROPOSED - Budget Calendar FY 2022 Budget Process

NORTH ST.PAUL
extraordinary.

April 1, 2021

Department heads receive email requesting any material changes to the 2022 budget in order to maintain city services as currently operated and any requested changes to staffing / positions (General, Enterprise, Internal Service and Special Revenue Funds).

April 9, 2021

Department heads to respond back to Finance with material changes to upcoming budget in order to maintain current city services and to Human Resources with staffing / position changes (General, Enterprise, Internal Service and Special Revenue Funds).

April 19-23

City Staff meet with department heads to discuss / create 5 year Equipment and Capital improvement plan.

May 18, 2021

City Staff presents Council with baseline budgets for General, Enterprise, Internal Service and Special Revenue Funds which incorporate:

- Proposed grade / steps and cost of living adjustments
- Removal of one time charges from prior year's budget
- General increases for contractual services and supplies
- Department input on necessary increases to maintain current City services

Staffing / position adjustments initiated by departments will be discussed and budget impact identified.

City Council input on changes / enhancements / prioritization of activities will be gathered and relayed to department heads when creating proposed budgets.

May 21, 2021

Budgets are distributed to department heads with Council requests.

June 9, 2021

Budgets are completed and returned to Finance

June 9 – June 26, 2021

City Manager & Finance review budgets with department heads

June 15, 2021

City staff presents Council with department proposed 2022-2026 Equipment and Capital Improvement Program (CIP).

July 27, 2021

Proposed 2022 budgets are disturbed to City Council

August 3, 2021

Council / Manager Meeting – Budget Workshop

August 17, 2021

Council / Manager Meeting – Budget Workshop

September 7, 2021

City Council certifies 2021 Proposed Property Tax Levy (pay 2022) and sets meeting dates for 2021-2022 General Fund, HRA, and EDA Budgets and tax levies.

Mid-Nov, 2021

Proposed Property Tax (Truth in Taxation) notices sent by County to all property owners in the City.

December 7, 2021

Truth in Taxation meeting for 2022 General Fund, HRA, and EDA Budgets and tax levies. City Council adopts 2022 Budget, 2022 Tax Levy and 2022-2026 Equipment and Capital Improvement Program (CIP).

If needed, the City Council meeting on December 21 can be used as a back up date to approve the levy and/or budgets.

Agenda Information Memorandum
North St. Paul City Council
January 19, 2021

FROM THE OFFICE OF THE FINANCE DEPARTMENT

Agenda placement: Council Workshop

Subject: City of North St. Paul Long-Term Debt

To: Honorable Mayor and City Council

Background/Facts:

- At the June 30, 2020 City Council Meeting, a contract was approved with OpenGov for services that included reporting and transparency software.

- In the new reporting software, rather than PDF, data will be presented online with dynamic interactive charts and underlying data.
    - For best presentation, staff recommends using the following web browsers: Chrome, Firefox, or Safari.

- Within the reporting module are "Stories", which are built on the OpenGov platform, utilizing embedded reporting and transparency tools.

- Staff has leveraged this technology for reporting on cash & investments, utility billing & consumption, redevelopment activity, and street & utility projects (these reports will be updated with 4Q 2020 information and presented to City Council in February).

- The newest report for presentation is the City of North St. Paul Long-Term Debt Story. This Story is intended to provide users a comprehensive view of North St. Paul's Long-Term debt. Included are charts and graphs which outline:
    - Bond Ratings
    - Legal debt margin
    - Principal and interest payments
    - Debt levy requirements

Attachments:
Link to City of North St. Paul Long-Term Debt Story

Respectfully submitted,

Jason Zimmerman
Finance Director

APPROVED FOR AGENDA ENCLOSURE:

Scott Duddeck
City Manager

CITY OF NORTH ST. PAUL

ORDINANCE NO. ____

AN ORDINANCE AMENDING TITLE III, CHAPTER 30 OF THE NORTH ST. PAUL CITY CODE CONCERNING MAYOR AND COUNCIL SALARIES

WHEREAS, the City Council adopted Ordinance No. 633 on October 17, 2000 establishing salaries for the Mayor and Council Members;

WHEREAS, Ordinance No. 633 was erroneously not included in the codification of the North St. Paul City Code;

WHEREAS, there has been no change to the Mayor or Council Member salaries since the adoption of Ordinance No. 633;

WHEREAS, the City Council desires to include the Mayor and Council Member salaries provided under Ordinance No. 633 in the City Code;

WHEREAS, Council Member Thorson desires to temporarily reduce his salary to $0 in accordance with the authorization provided under Minn. Stat. Section 415.11, subd. 3 consistent with the budget approved by the City Council for 2021;

NOW THEREFORE, the City Council of the City of North St. Paul does hereby ordain as follows:

SECTION 1. Title III, Chapter 30 of the North St. Paul City Code is amended to add the following Section:

§ 30.20 SALARIES; MAYOR AND COUNCIL PERSONS:

A. The annual salary of the Mayor shall be sixty-four hundred dollars and No/100ths ($6,400.00), which shall be paid at a rate of five hundred thirty three dollars and 33/100ths ($533.33).

B. The annual salary of each Council member shall be fifty-two hundred dollars and no/100ths ($5,200.00), which shall be paid at a rate of four hundred thirty three dollars and 33/100ths ($433.33).

C. Notwithstanding the foregoing and pursuant to Minn. Stat. § 415.11, the salary of Council Member Thorson shall be temporarily reduced to Zero dollars ($0.00) until December 31, 2021.

SECTION 2. This ordinance shall take effect on ____________, 2021.

ADOPTED by the City Council of the City of North St. Paul this ___ day of __________, 2021.

On motion by ______________________

Second by _________________________

Voting: Ayes:

Absent:

Abstain:

____

Terrence J. Furlong, Mayor

Attest: ______________________________

Scott Duddeck, City Manager