

SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE AGENDA

Monday, Monday, November 4, 2024, 5:00 – 7:00 pm | Rondo Community Library

- | | | | |
|------|---|------------------------------|---------------|
| I. | Call to Order and Roll Call | Chair Tobolt | 2 min |
| II. | Approval of Meeting Agenda | Chair Tobolt | 2 min |
| III. | Approval of Meeting Minutes: November 4 | | |
| IV. | Budget Amendments | | |
| | a. Parks RES PH 24-304 | Alice Messer | 10 min |
| | Amending the financing and spending plan in the Department of Parks and Recreation in the amount of \$250,000 to reflect funds received from the National Park Service for the Samuel Morgan Regional Trail Reconstruction project. | | |
| | b. Library: RES PH 24-305 | Joshua Schaffer | 10 min |
| | Moving \$556,879 from 2024 Library General and Special funds to the Library Agency's Transforming Libraries construction and renovation project. | | |
| V. | New Business | | |
| | a. 2025 Chair and Vice Chair Elections | Chair Tobolt | 25 min |
| | b. 2025 CIB Committee Calendar and Locations | Nichelle Bottko Woods | 20 min |
| | c. Capital Planning Team Appointments | Chair Tobolt | 5 min |
| | d. CIB 101 Refresher and Committee Discussion | Nichelle Bottko Woods | 30 min |
| VI. | Announcements | | |
| | a. Next Meeting: Monday, January 13,(Rondo Community Library), Agenda Items Include | | |
| VII. | Adjournment | | |

SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MINUTES

Monday, Monday, November 4, 2024, 5:00 – 7:00 pm | Rondo Community Library

- I. Call to Order at 5:02 pm by Chair Tobolt
 - Roll Call
 - a. Members in attendance: Makayla Cox, Lauren Dees Erickson, Raymond Hess, Robert (Brian) Jackson, Liam O' Brien, Demetrius Shaw, Darren Tobolt, Pang Yang,
 - b. Members excused:
 - c. Members absent: Carl Johnson, Pat McQuillan,
 - d. City Staff and Community Members in Attendance: Nichelle Bottko Woods, Shannon Forney, Emma Sjostrom, Robert Smith - Office of Financial Services; Alice Messer- Parks and Recreation; Jill LaCasse, Assistant Chief Jeramiah Melquist- Fire Department; Jessica Deegan, Chris Michaels – Planning and Economic Development; Jane McClure – Village/Monitor
- II. Approval of Meeting Agenda: Dees-Erickson moved to approve the agenda, O' Brien seconded, motion passed.
- III. Approval of October 14 Meeting Minutes: O' Brien moved to approve the minutes, Shaw seconded, motion passed.
- IV. Budget Amendments
 - a. Fire Department Budget Amendments – Assistant Chief Jeramiah Melquist presented the following budget amendments:
 - i. **RES PH 24-268, Fire Station 3** – Amending the budget by \$800,000 in available funding from the Green Energy capital program for energy efficiency remodel elements of Fire Station 3. O'Brien moved and Hess seconded to recommend approval of the motion. Motion passed.
 - ii. **RES PH 24-269 Fire Dept Public Art** - Amending the budget by \$105,000 for a public art project at the Fire Department Headquarters/Station 1 building. Dees-Erickson moved and O'Brien seconded to recommend approval of the motion. Motion passed.
 - b. Parks and Recreation Department Budget Amendments – Alice Messer presented the following budget amendments:
 - i. **RES PH 24-271 NECC** - Amending the budget to reflect \$72,000 in funds received for rooftop solar installations at the North End Community Center. Dees-Erickson moved and O'Brien seconded to recommend approval of the motion. Motion passed.
 - ii. **RES PH 24-278 Phalen Daylighting** – Amending the budget to reflect \$65,000 in funds for the Phalen Creek Daylighting project. Dees-Erickson moved and O'Brien seconded to recommend approval of the motion. Motion passed.

- V. New Business – Emma Sjoström (Office of Financial Services) and Chris Michaels (Familiar Faces / Planning and Economic Development) presented the following budget amendment:
- a. **RES PH 24-281 HOME ARP and Purchase of 268 Marshall Avenue** - Amending the CIB budget to allocate \$6.7M of HOME-ARP funds for the purchase and rehabilitation of property located at 268 Marshall Avenue. Shaw moved and Hess seconded to recommend approval of the motion. Motion passed.
 - b. **2025 – 2026 Process and Meeting Planning**- Nichelle Bottko Woods presented a process overview and tentative 2025 meeting calendar. She reminded the committee that 2 sub committees would be needed for upcoming CIB processes, the Capital Planning Team, and the Capital Maintenance Team. These sub-committees will be identified in January of 2025. They will read 5-year plans and department proposals in depth to make funding recommendations.
 - i. Process Overview
 - ii. CIB Committee Meeting Calendar: Locations, Recommendations, Tentative 2026 Calendar Review
 - c. **Past Department Process Feedback**- Nichelle Bottko Woods solicited feedback, looking at past documents from the 2021 Capital Planning Team application and timeline.
 - i. Capital Planning Team, 2021 CPT Timeline
 - ii. 5 Year Plan Format, Proposal Application Documents

Comments:

- How can we better incorporate data? - Should we incorporate use of community measurements like traffic safety, crime statistics, or areas of poverty (ACP50)? to prioritize projects? Is this equitable as a practice?
- Ask departments, "What community engagement have you already done for this project?"
- Capital Maintenance Team scoring seemed somewhat murky.
- Is it possible to track and get updates over time. What have we funded? Where is the project at now? Has anything changed?

- d. **Community Engagement in Dept. Process**- Chair Tobolt asked for feedback and comments on the Community Engagement process for Capital Planning Teams.

Comments:

- Won't do online engagement; in person was more successful.
- Could we arrange tours of community councils and districts?
- Need more touch points with community and district councils throughout the year.

VI. Announcements

- b. Next Meeting: Monday, December 9, Rondo Community Library, Agenda Items Include

SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE

- i. Chair and Vice Chair Elections
- ii. Finalize 2025 Calendar and Capital Planning Team Appointments
- c. If you haven't already, REMBER TO VOTE TOMORROW!
- d. Meeting Adjourned at 6:51pm

ADDITIONAL AGENDA INFORMATION

2025 – 2026 CIB COMMITTEE MEETING CALENDAR

Key

Color Code and Type	Additional Notes
Additional Process Meeting	Planned meeting in addition to regular schedule
Tentative Additional Meeting	To complete agenda items from previous meeting, if needed.

2025 Capital Improvement Budget Committee Schedule

Date	CIB Meeting Type	Tentative Agenda Items
1/13/25	Regular CIB Meeting	Department Process Kick Off- Appoint CPT members
2/10/25	Regular CIB Meeting	CDBG Process Kick Off
3/10/25	Regular CIB Meeting	
4/14/25	Regular CIB Meeting	
4/21/25	Additional Process Meeting	CDBG Proposal Presentations
4/28/25	Additional Process Meeting	CDBG Proposal Presentations
5/12/25	Regular CIB Meeting	CPT Recommendations Presented, CIB Tentative Funding Recommendations: CDBG and Department
5/19/25	Tentative Additional Process Meeting	
6/9/25	Public Hearing	2026 - 2027 Funding, CDBG Recommendations
6/16/25	Additional Process Meeting	Final Committee Recommendations
6/23/25	Tentative Additional Process Meeting	
7/14/25	Regular CIB Meeting	Capital Maintenance Process Kick Off- Appoint CMT members
8/11/25	Regular CIB Meeting	
9/8/25	Regular CIB Meeting	
10/13/25	Regular CIB Meeting	
11/10/25	Regular CIB Meeting	
12/8/25	Regular CIB Meeting	CMT Recommendations, Chair and Vice Chair Elections



City of Saint Paul

City Hall and Court House
15 West Kellogg Boulevard
Phone: 651-266-8560

Legislation Text

File #: RES PH 24-304, **Version:** 1

Amending the financing and spending plan in the Department of Parks and Recreation in the amount of \$250,000 to reflect funds received from the National Park Service for the Samuel Morgan Regional Trail Reconstruction project.

WHEREAS, the Department of Parks and Recreation submitted a project proposal to reconstruct the Samuel Morgan Regional Trail through Lower Landing to the National Park Service in 2019 for potential future inclusion into its Alternative Transportation System plan; and

WHEREAS, the project was selected to receive local assistance funding of \$250,000 in 2024; and

WHEREAS, the Department of Parks and Recreation wishes to accept said funds and amend the financing and spending plan for the Samuel Morgan Regional Trail Reconstruction project; and

WHEREAS, the required match for said funds is being provided by funds already allocated to the project; and

WHEREAS, the Mayor, pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify that there are available for appropriation, funds of \$250,000 in excess of those estimated in the 2024 Capital Improvement Budget; now, therefore, be it

RESOLVED, by the City Council of the City of Saint Paul, upon recommendation of the Mayor and the advice of the Long Range Capital Improvement Budget Committee, that \$250,000 is available for appropriation in the 2024 Capital Improvement Budget, and said 2024 budget, as heretofore adopted by the Council, is hereby amended as attached.

See Attachment

[To be filled out by the CIB Executive Secretary.]

City of Saint Paul Financial Analysis

1	File ID Number:	RES PH 24-304		
2				
3	Budget Affected:	CIB Budget	Parks and Recreation	Capital
4				
5	Total Amount of Transaction:	250,000.00		
6				
7	Funding Source:	Grant		
8				
9		Appropriation already included in budget?	No	
10				
11	Charter Citation:	10.7.1		
12				

Fiscal Analysis

16 Amending the financing and spending plan in the Department of Parks and Recreation in the amount of \$250,000 to reflect funding received
 17 from the National Park Service for the Samuel Morgan Regional Trail Reconstruction project.

Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

Spending Changes

(Action Accomplished)

GL Annual Budget				CURRENT BUDGET	CHANGES	AMENDED BUDGET
Company	Fund-Dept-Cost Center	Account	Description			
1	40041900	76805	Capital Expenditure	-	250,000.00	250,000.00
				TOTAL:	-	250,000.00

Financing Changes

(Action Accomplished)

GL Annual Budget				CURRENT BUDGET	CHANGES	AMENDED BUDGET
Company	Fund-Dept-Cost Center	Account	Description			
1	40041900	43001	Federal Direct Grants	-	250,000.00	250,000.00
				TOTAL:	-	250,000.00

ACTIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY BUDGET

Complete this section for Grants, Capital, Capital Bond Proceeds, STAR, TIF, and HRA amendments.

Spending Changes

(Action Accomplished)

Life to Date Activity Budget				CURRENT BUDGET	CHANGES	AMENDED BUDGET
Activity Group	Activity	Account Category	Description			
C-FMSCAP	C243I00834256	76010	Land Improvements	-	250,000.00	250,000.00
				TOTAL:	-	250,000.00

Financing Changes

(Action Accomplished)

Life to Date Activity Budget				CURRENT BUDGET	CHANGES	AMENDED BUDGET
Activity Group	Activity	Account Category	Description			
C-FMSCAP	C243I00834256	43199	Federal Grant	-	250,000.00	250,000.00
				TOTAL:	-	250,000.00



City of Saint Paul

City Hall and Court House
15 West Kellogg Boulevard
Phone: 651-266-8560

Legislation Text

File #: RES PH 24-305, **Version:** 1

Moving \$556,879 from 2024 Library General and Special funds to the Library Agency's Transforming Libraries construction and renovation project.

WHEREAS, the Saint Paul Public Library has a projected variance in its 2024 Personnel funds and is requesting to reallocate \$500,000; and

WHEREAS, the Library has special fund dollars through 2024 MELSA Operating Funds that are available to support Library operations as determined by SPPL and is requesting to reallocate \$56,879; and

WHEREAS, SPPL is currently underway on its Transforming Libraries project focused on constructing a new Hamline-Midway Library and renovating the Hayden Heights and Riverview libraries; and

WHEREAS, public funds are needed to fully realize the goals of the Transforming Libraries project; and

WHEREAS, the Director of the Office of Financial Services has reviewed this request and confirmed that the total amounts requested for transfer are available in the Library Agency's 2024 budget;

WHEREAS, the Mayor, pursuant to Section 10.07.4 of the Charter of the City of Saint Paul, does certify that there are available for appropriation funds of \$556,879 in excess of those estimated in the 2024 Capital Improvement Budget; now, therefore be it

RESOLVED, by the City Council of the City of Saint Paul, upon recommendation of the Mayor and advice of the Capital Improvement Budget Committee, that \$556,879 is available for appropriation in the Capital Improvement Budget, and said budget, as heretofore adopted and amended by the Council, is hereby further amended in the particulars as indicated in the attached Financial Analysis.

...Financial Analysis See Attachment

CIB Recommendation

City of Saint Paul Financial Analysis

1 File ID Number: RES PH 24-305
 2
 3 Budget Affected: Both Operating and CIB Budgets Public Library Agency Multiple Funds
 4
 5 Total Amount of Transaction: -
 6
 7 Funding Source: Transfer of Appropriations
 8
 9 Appropriation already included in budget? Yes
 10
 11 Charter Citation: 10.7.4
 12
 13

Fiscal Analysis

16 Authorizing SPPL to reallocate a total of \$556,879 of the 2024 budget from General and Special funds to the Transforming Libraries construction and renovation project.
 17
 18
 19
 20
 21

Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

Spending Changes

(Action Accomplished)

GL Annual Budget				CURRENT BUDGET	CHANGES	AMENDED BUDGET
Company	Fund-Dept-Cost Center	Account	Description			
3	27043200	60105	FULL TIME CERTIFIED	5,391,932	(420,000)	4,971,932
3	27043200	61110	PERA COORD PENSION	7.50% 670,092	(31,500)	638,592
3	27043200	61005	SOCIAL SECURITY	6.20% 553,947	(26,040)	527,907
3	27043200	61010	MEDICARE	1.45% 129,541	(6,090)	123,451
3	27043200	61550	INDIRECT	4.25% 358,802	(16,370)	342,432
1	40043900	76201	BUILDING IMPROVEMENT	500,000	500,000	1,000,000
3	27543650	65125	TECHNOLOGY SERVICES	56,879	(56,879)	-
1	40043900	76201	BUILDING IMPROVEMENT	-	56,879	56,879
				TOTAL:	7,661,193	- 7,661,193

Financing Changes

(Action Accomplished)

GL Annual Budget				CURRENT BUDGET	CHANGES	AMENDED BUDGET
Company	Fund-Dept-Cost Center	Account	Description			
1	40043900	56220	TRANSFER FR GENERAL FUND	500,000	500,000	1,000,000
3	27043200	40005	CURRENT PROPERTY TAX	22,013,146	(500,000)	21,513,146
3	27543650	43660	MELSA METRO LIBRARY SVC AG	190,834.00	(56,879)	133,955
1	40043900	56225	TRANSFER FR SPECIAL REVENUE FU	-	56,879	56,879
				TOTAL:	22,703,980	- 22,703,980

ACTIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY BUDGET

Complete this section for Grants, Capital, Capital Bond Proceeds, STAR, TIF, and HRA amendments.

Spending Changes

(Action Accomplished)

Life to Date Activity Budget				CURRENT BUDGET	CHANGES	AMENDED BUDGET
Activity Group	Activity	Account Category	Description			
C-LIBRARY	C248T33000000	76201	BUILDING IMPROVEMENT	500,000	500,000	1,000,000
C-LIBRARY	C248T33000000	76201	BUILDING IMPROVEMENT		56,879	56,879
				TOTAL:	500,000	556,879 1,056,879

Financing Changes

(Action Accomplished)

Life to Date Activity Budget				CURRENT BUDGET	CHANGES	AMENDED BUDGET
Activity Group	Activity	Account Category	Description			
C-LIBRARY	C248T33000000	56220	TRANSFER FR GENERAL FUND	500,000	500,000	1,000,000
C-LIBRARY	C248T33000000	56225	TRANSFER FR SPECIAL REVENUE FU	-	56,879	56,879
				TOTAL:	500,000	556,879 1,056,879