



South St. Paul

WORKSESSION AGENDA
SSP City Hall
125 3rd Avenue North
Training room

Monday, August 12, 2024
7:00 pm

AGENDA:

1. 2025 General Fund, Arena, Tax Levy Discussion
2. Discussion on disposition of 2023 General Fund excess fund balance
3. Discussion About ALJ Hearing for Proposed Electronic Billboard (*No Attachment*)
4. Council Comments & Questions



Agenda item: 2025 Preliminary Budget Discussion

Desired Meeting Outcomes:

- Review and discuss preliminary 2025 budget and property tax levy.
- Review HRA and EDA preliminary property tax levies and budgets.
- Provide direction to Staff regarding the preliminary 2025 Budget including any additional information required to aid in the decision-making process.

Overview:

At the May 13th Council worksession, Staff and the City Council discussed the 2025 budget process and identified the convergence of several factors unique to 2025 (Decertification of the Concord Steet No. 2 Tax Increment Financing District, Infrastructure Funding (additional \$1,000,000 for 2025), all labor agreements settled through 2025, etc.) that would impact the 2025 Budget and Levy. Following that discussion, Staff has prepared a Preliminary 2025 Annual Budget and Preliminary Proposed Property Tax Levy for Council's consideration. As we have done for the past several years, departments began developing their budgets in mid-June and Finance and Administration conducted individual departmental budget review meetings in July prior to preparing the Preliminary Budget Document, which is attached to this memo.

As a result of these efforts, Staff has arrived at a preliminary proposed Property Tax Levy for 2025 of \$17,278,271. This represents an aggregate increase of **\$1,434,762 – 9.06%** - over the Revised 2024 Levy. The notable levy increases proposed in this preliminary levy are to support General Fund Operations (a \$434,678 – 3.26% increase over the 2024 Levy to support General Fund Operations) and the Infrastructure Levy (a \$1,000,000 – 137.93% increase over 2024). Staff notes that these increases are aligned to direction received by the Council previously: keeping the operating levy within a 2% - 4% increase and “ramping up” the investment in the Infrastructure Fund as identified in the Council's Goal Setting Session(s) from 2019 - 2024. To supplement this high-level synopsis of the 2025 preliminary levy and to provide a summary of the 2025 preliminary budget, Staff would offer the following:

- Local Government Aid (LGA) is anticipated to increase by \$11,683 for 2025 to a total of \$3,760,748. LGA funding to support Capital Programs is proposed at \$1,268,129, providing funding for capital items that don't have another funding source.
- Non-levy revenues in 2025 in the General Fund are up (about \$381,680 or 4.83%) year over year against 2024. As this relatively moderate figure would indicate, most non-levy revenues are anticipated to change very little in 2025, with a few small exceptions:
 - Charges for Services are proposed to increase by \$189,187 (9.35%) year over year against 2024, with virtually all of the net increase being found in Administrative Charge revenues and Engineering Charges to major infrastructure projects.

- Fees & Fines are only budgeted to increase by \$15,140 (0.70%) for 2025, with increases related to Fines and Forfeits and Business Licenses and Permits offset by a decrease in Franchise Fees collected (as discussed and agreed upon in principle by the Council at a July Worksession) and all other Licenses and Permits.
- In keeping with the Council’s commitment to continue to “stay ahead” of the City’s many infrastructure needs, the 2025 proposal shows \$1,725,000 in levy support for the Infrastructure Fund. This is an increase of \$1,000,000 over the figure for this line item in the 2024 budget. As Council will recall, the establishment of this Fund was first identified as a priority in the 2019 Goal Setting Sessions. The fundamental premise of utilizing levy support for the infrastructure fund is to minimize if not altogether avoid the need to take on debt for routine road and utility reconstruction and rehabilitation projects. Given the expectation that significant investments in Public Facilities such as the Central Maintenance Facility, Aquatics Facilities, and Recreational Facilities will need to be evaluated and potentially programmed in the near future, Staff feels it is important to avoid borrowing for routine road and utility projects to the extent possible.
- General Fund Expenditures are proposed to increase by a total of \$816,358 (3.85%) over 2024 General Fund Expenditures. If adopted, this would represent the smallest year-over-year dollar increase in the General Fund Expenditures since 2021 (the “COVID” budget), and the second smallest (to 2020’s 2.94% increase) year-over-year percentage increase in General Fund Expenditures for more than a decade. No new positions are proposed within the 2025 Budget, and no major new initiatives requiring additional levy support are proposed in the 2025 Budget; this is a budget that generally focuses on maintenance of services and a commitment to making a strong investment in the City’s Infrastructure Program.
- Related to the above point, at the May Worksession the City Council directed staff to prepare the Preliminary 2025 – 2029 Capital Improvement Plan and present it at the same time as the Preliminary Budget and Property Tax Levy (typically the CIP is rolled into “Phase 2” of the annual budget process, later in the fall). The CIP is included for discussion and feedback. The 2025 CIP proposes more than \$21 million in Capital Projects for 2025. Council should note Page 13 of the CIP Document (Sources and Uses of Funds – Capital Programs Fund) and Page 16 (Sources and Uses of Funds – Infrastructure Fund), which highlight those projects for which LGA and Infrastructure Levy (both highlighted in the Annual Budget) serve as the primary sources of funding.
- Some notable projects found in the 2025 CIP:
 - In Buildings, we plan \$3,270,000 for 2025 which includes the feasibility and design phases for the replacement of the Central Maintenance Facility (“Public Works”) and the first of three HVAC unit replacements at City Hall. The Council will note that the Central Maintenance Facility replacement project (see Page 19 of the CIP for detail) is estimated as a \$30,000,000 project, and proposed to be funded through a new debt levy.
 - In the Central Garage (see pages 3 – 4 for summary), we plan to replace \$738,000 in vehicles, including three police cars, one large plow truck and three small vehicles for various departments.
 - At the Doug Woog Arena (see page 4 for summary), we anticipate \$830,000 in capital projects including the replacement of several rooftop HVAC units and the addition of

- dehumidification for Rink 1. We also plan to replace one Zamboni and refurbish the other; the cost for these two items will be paid from the Central Garage fund.
- Engineering (see pages 4 – 5 for summary) intends to have a busy year in 2025 with more than \$15,000,000 in projects scheduled. These include the Lead Service Line Replacement project funded with PFA settlement proceeds, phase 1 of the Marie Ave Reconstruction project partially funded with a Safe Routes to School Grant, the Verderosa Extension project primarily funded with a Federal Community Project Funding Grant, and the 4th Street S Pavement Rehabilitation project.
 - Parks and Recreation (see pages 5 – 6 for summary) also have a busy year planned with four park play structure replacements, the Kaposia Park Building Restoration and Parking Lot Mill & Overlay projects, and resurfacing the tennis courts at Summit Park. The planned projects total just under \$1,000,000.
- HRA and EDA levies are each increased by 5.23% in 2025 and remain consistent with the statutorily-prescribed maximum for each Levy:
 - HRA Levy for 2025 of \$442,631
 - Proposing a transfer of \$100,000 to the Housing Reinvestment Fund, which is a fund that provides rehabilitation loans for qualifying residential property owners in the City and has proven quite popular in its first year.
 - Proposing a transfer of \$220,452 to the Redevelopment Fund, which is a designated fund to undertake the EDA’s statutorily authorized activities related to economic development and redevelopment activities.
 - EDA Levy for 2025 of \$433,778
 - Proposing an increase in professional services with the intention of continuing our partnership with a third-party economic development and real estate consultant to assist on targeted economic development initiatives.
 - Proposing a slight increase (\$1,000) in the Conferences, Training and Travel budget to accommodate attendance by Staff and a Commissioner at the 2025 National Brownfields Conference.
 - Proposing a transfer of \$100,000 to the EDA’s Business and Development Loan Program.

Staff looks forward to receiving Council’s input and feedback on the preliminary Proposed 2025 Budget, Property Tax Levy and Capital Improvement Plan, and continuing towards our shared goal of providing our community members with a high level of service in a professional, responsible, cost-effective manner.

BUDGET SUMMARY INFORMATION

**SPENDING AND TAXES
ALL TAX LEVY SUPPORTED FUNDS**

	Revised Budget 2023	Revised Budget 2024	Proposed Budget 2025	24 TO 25 CHANGE	
				\$	%
<u>TAXES</u>					
General Fund	\$12,691,168	\$13,320,065	\$13,754,743	\$434,678	
Library	821,312	0	0	0	
Doug Woog Arena	323,000	323,000	323,000	0	
Capital/Infrastructure Program	350,000	725,000	1,725,000	1,000,000	
Debt Service	1,472,290	1,475,444	1,475,528	84	
TOTAL	\$15,657,770	\$15,843,509	\$17,278,271	\$1,434,762	9.06%
<u>SPENDING</u>					
General Fund	\$19,107,848	\$21,225,186	\$22,041,544	\$816,358	3.85%
Library	828,312	0	0	0	0.00%
Doug Woog Arena	1,062,077	1,521,421	1,439,677	(81,744)	-5.37%
Capital/Infrastructure Program	1,268,129	1,268,129	1,268,129	0	0.00%
Debt Service	1,472,290	1,475,444	1,475,528	84	0.01%
TOTAL	\$23,738,656	\$25,490,180	\$26,224,878	\$734,698	2.88%
Increased Taxes for:					
Operations					2.75%
Infrastructure Replacement					6.31%
Debt Service					0.00%
					<hr/> 9.06%

2024 BUDGET SUMMARY								
ALL LEVY SUPPORTED FUNDS								
	2025					<i>Revised</i>	2024 to 2025 Change	
	General	Doug Woog Arena	Capital Programs	Debt	Total Budget	2024 Budget		
REVENUES								
Property Tax Levy:								
Property Taxes	13,754,743	323,000	1,725,000	1,475,528	17,278,271	15,843,509	1,434,762	9.06%
Total Property Taxes	13,754,743	323,000	1,725,000	1,475,528	17,278,271	15,843,509	1,434,762	9.06%
Local Government Aid (LGA)	2,492,619	-	1,268,129	-	3,760,748	3,749,065	11,683	0.31%
Fees and Fines	2,175,595	-	-	-	2,175,595	2,160,455	15,140	0.70%
Intergovernmental	1,102,763	-	-	-	1,102,763	957,914	144,849	15.12%
Charges for Services	2,213,003	936,500	-	-	3,149,503	2,886,316	263,187	9.12%
Miscellaneous	112,821	30,000	-	-	142,821	122,000	20,821	17.07%
Transfers In	190,000	-	-	-	190,000	190,000	-	0.00%
TOTAL REVENUES	22,041,544	1,289,500	2,993,129	1,475,528	27,799,701	25,909,259	1,890,442	7.30%
APPROPRIATIONS								
General Government	3,237,985	-	-	-	3,237,985	3,159,485	78,500	2.48%
Public Safety	11,768,953	-	-	-	11,768,953	11,406,552	362,401	3.18%
Public Works	5,213,095	-	-	-	5,213,095	4,927,951	285,144	5.79%
Community Development	835,518	-	-	-	835,518	831,838	3,680	0.44%
Recreation and Library	824,993	1,439,677	-	-	2,264,670	2,311,740	(47,070)	-2.04%
Contingency	161,000	-	-	-	161,000	109,041	51,959	47.65%
Debt Service (external)	-	-	-	1,475,528	1,475,528	1,475,444	84	0.01%
Capital Improvements	-	-	1,268,129	-	1,268,129	1,268,129	-	0.00%
TOTAL APPROPRIATIONS	22,041,544	1,439,677	1,268,129	1,475,528	26,224,878	25,490,180	734,698	2.88%

OPERATING BUDGETS

GENERAL FUND

GENERAL FUND SUMMARY OF REVENUE								
Description	2022 Actual	2023 Actual	2024		2025		Revised 2024 vs Requested 2025	
			Original	Revised	Requested	Final	\$	%
PROPERTY TAXES								
Property Taxes	11,664,311	12,687,172	13,320,065	13,320,065	13,754,743	-	434,678	3.26%
OTHER TAXES								
Tax Rate generated off TIF parcels	584,329	245,230	-	-	-	-	-	0.00%
FEES AND FINES								
Franchise Fees	1,650,588	1,546,225	1,550,000	1,550,000	1,525,000	-	(25,000)	-1.61%
Fines and Forfeits	121,207	132,500	111,000	111,000	138,000	-	27,000	24.32%
License and Permits - Business	132,936	130,101	113,755	113,755	132,445	-	18,690	16.43%
License and Permits - Non-business	551,488	448,487	385,700	385,700	380,150	-	(5,550)	-1.44%
TOTAL FEES AND FINES	2,456,219	2,257,313	2,160,455	2,160,455	2,175,595	-	15,140	0.70%
INTERGOVERNMENTAL REVENUE								
Federal Grants and Aids	-	-	166,500	166,500	175,000	-	8,500	5.11%
State Grants and Aid (includes LGA)	2,196,210	2,338,396	3,057,296	3,057,296	3,199,917	-	142,621	4.66%
County Grants and Payments	81,539	85,265	79,500	79,500	79,500	-	-	0.00%
Local Grants and Payments	150,099	219,796	135,554	135,554	140,965	-	5,411	3.99%
TOTAL INTERGOVERNMENTAL	2,427,848	2,643,457	3,438,850	3,438,850	3,595,382	-	156,532	4.55%

GENERAL FUND SUMMARY OF REVENUE								
Description	2022 Actual	2023 Actual	2024		2025		Revised 2024 vs Requested 2025	
			Original	Revised	Requested	Final	\$	%
CHARGES FOR SERVICES								
Administration Charge	729,805	827,302	887,589	887,589	1,082,253	-	194,664	21.93%
Internal Service Charge	10,000	10,000	10,000	10,000	10,000	-	-	0.00%
PILOT (Payment in Lieu of tax)	50,679	49,013	50,000	50,000	49,000	-	(1,000)	-2.00%
Engineering Project Fees	-	-	350,000	350,000	400,000	-	50,000	14.29%
Parks and Recreation	149,259	179,425	167,100	167,100	168,800	-	1,700	1.02%
Rents	50,000	50,000	50,000	50,000	50,000	-	-	0.00%
Planning & Code Enforcement	139,729	99,077	89,500	89,500	64,500	-	(25,000)	-27.93%
Public Safety	1,788	2,475	1,600	1,600	1,100	-	(500)	-31.25%
Public Works - Streets	4,452	2,882	4,000	4,000	3,000	-	(1,000)	-25.00%
Antenna and Other Charges	217,321	182,847	195,000	195,000	160,000	-	(35,000)	-17.95%
Barge Terminal & Mooring Fees	174,613	178,106	181,667	181,667	185,300	-	3,633	2.00%
Other	99,040	71,634	37,360	37,360	39,050	-	1,690	4.52%
TOTAL CHARGES FOR SERVICE	1,626,686	1,652,761	2,023,816	2,023,816	2,213,003	-	189,187	9.35%
MISCELLANEOUS								
Interest on Investments	57,228	216,206	75,000	75,000	100,000	-	25,000	33.33%
Year-end adjust to Fair Value	(179,316)	83,574	-	-	-	-	-	0.00%
Other Revenue	40,657	24,546	17,000	17,000	12,821	-	(4,179)	-24.58%
TOTAL MISCELLANEOUS	(81,431)	324,326	92,000	92,000	112,821	-	20,821	22.63%

GENERAL FUND SUMMARY OF REVENUE								
Description	2022 Actual	2023 Actual	2024		2025		Revised 2024 vs Requested 2025	
			Original	Revised	Requested	Final	\$	%
			TRANSFERS IN					
Transfers in Storm Water Fee	40,000	40,000	40,000	40,000	40,000	-	-	0.00%
Transfers in Water/Sewer	100,000	100,000	100,000	100,000	100,000	-	-	0.00%
Transfers In Street Light Utility	20,000	20,000	20,000	20,000	20,000	-	-	0.00%
Transfer from HRA/EDA/Library	57,150	43,570	30,000	30,000	30,000	-	-	0.00%
TOTAL TRANSFERS IN	217,150	203,570	190,000	190,000	190,000	-	-	0.00%
TOTAL REVENUES	18,895,112	20,013,829	21,225,186	21,225,186	22,041,544	-	816,358	3.85%
Surplus/(Deficit)	1,393,151	3,608,570	-	-	-	-		
<u>DETAIL OF TAX LEVY</u>								
Current and Delinquent	8,521,226	9,682,154	10,356,687	10,356,687	10,791,365	-	434,678	
Fiscal Disparities	3,143,085	3,005,018	2,963,378	2,963,378	2,963,378	-	-	
General Fund Levy	11,664,311	12,687,172	13,320,065	13,320,065	13,754,743	-	434,678	3.26%

GENERAL FUND								
SUMMARY OF EXPENDITURES								
Description	2022 Actual	2023 Actual	2024		2025		Revised 2024 vs Requested 2025	
			Original	Revised	Requested	Final	\$	%
GENERAL GOVERNMENT								
Mayor and Council	156,796	173,657	178,459	178,710	186,144	-	7,434	4.16%
City Administration	492,679	570,617	607,774	636,052	596,994	-	(39,058)	-6.14%
Human Resources	258,894	270,118	282,269	297,000	345,688	-	48,688	16.39%
City Attorney	249,929	321,590	268,000	268,000	299,000	-	31,000	11.57%
City Clerk	232,308	222,137	313,997	279,215	237,056	-	(42,159)	-15.10%
Finance	401,185	481,786	487,827	524,305	538,335	-	14,030	2.68%
Information Technology	657,900	719,570	800,076	815,244	869,759	-	54,515	6.69%
Recycling	24,505	23,127	23,350	23,885	23,738	-	(147)	-0.62%
Community Affairs	122,721	131,259	131,687	137,074	141,271	-	4,197	3.06%
TOTAL GENERAL GOVERNMENT	2,596,917	2,913,861	3,093,439	3,159,485	3,237,985	-	78,500	2.48%
PUBLIC SAFETY								
Police Protection	6,652,751	7,304,019	8,263,184	8,634,370	8,973,156	-	338,786	3.92%
Fire Department	2,732,124	566,148	2,772,182	2,772,182	2,795,797	-	23,615	0.85%
TOTAL PUBLIC SAFETY	9,384,875	7,870,167	11,035,366	11,406,552	11,768,953	-	362,401	3.18%
PUBLIC WORKS								
Engineering	692,204	688,795	720,601	780,900	767,656	-	(13,244)	-1.70%
Public Works (Streets)	2,048,629	2,019,835	2,282,487	2,335,843	2,482,064	-	146,221	6.26%
Buildings	335,146	307,945	372,692	399,965	408,945	-	8,980	2.25%
Parks Facilities and Maintenance	1,099,165	1,162,822	1,376,503	1,411,243	1,554,430	-	143,187	10.15%
TOTAL PUBLIC WORKS	4,175,144	4,179,397	4,752,283	4,927,951	5,213,095	-	285,144	5.79%

GENERAL FUND								
SUMMARY OF EXPENDITURES								
Description	2022 Actual	2023 Actual	2024		2025		Revised 2024 vs Requested 2025	
			Original	Revised	Requested	Final	\$	%
COMMUNITY DEVELOPMENT								
Development Services	567,164	575,193	619,384	643,535	642,772	-	(763)	-0.12%
Code Enforcement	175,311	149,185	169,852	188,303	192,746	-	4,443	2.36%
TOTAL COMMUNITY DEVELOPMENT	742,475	724,378	789,236	831,838	835,518	-	3,680	0.44%
PARKS AND RECREATION								
Parks Administration	263,440	285,654	297,261	313,211	325,059	-	11,848	3.78%
Splash Pool	84,302	86,821	92,176	94,105	99,792	-	5,687	6.04%
Northview Pool	86,644	93,139	107,976	109,905	117,272	-	7,367	6.70%
Recreation Programs	168,164	251,842	257,449	273,098	282,870	-	9,772	3.58%
TOTAL PARKS AND RECREATION	602,550	717,456	754,862	790,319	824,993	-	34,674	4.39%
CONTINGENCY	-	-	800,000	109,041	161,000	-	51,959	47.65%
TRANSFERS OUT								
Transfer to Capital Project Funds	597,255	2,206,988	-	-	-	-	-	--
Transfer to Central Garage	-	250,000	-	-	-	-	-	0.00%
Transfer excess fund balance	-	1,027,985	-	-	-	-	-	0.00%
TOTAL TRANSFERS OUT	597,255	3,484,973	-	-	-	-	-	0.00%
TOTAL EXPENDITURES	18,099,216	19,890,232	21,225,186	21,225,186	22,041,544	-	816,358	3.85%

FUNCTION: General Government	DEPT. & DIV: Mayor and Council	BUSINESS UNIT: 10110
--	--	--------------------------------

Activities and Responsibilities:

The Mayor and Council program is accountable for:

- the legislative and policy-making activities of the City's government, including regular City Council meetings on the 1st and 3rd Mondays and Council Worksession meeting on the 2nd and 4th Mondays of each month.
- the exercise of the Mayor and Council's duties and responsibilities as required by law, the City Charter and City Ordinances the appointment of members to advisory boards and commissions.
- the appointment of members to advisory boards and commissions.
- Policy and Governance of the EDA & HRA.

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

-

FUNCTION: General Government	DEPT. & DIV: Mayor and Council	BUSINESS UNIT: 10110
--	--	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
Mayor	1.000	1.000	1.000	1.000
Council Members	6.000	6.000	6.000	6.000
Total Staffing	7.000	7.000	7.000	7.000

MAYOR AND COUNCIL SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10110 - MAYOR AND COUNCIL EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	64,500	64,500	64,500	21,500	64,500	64,500	
6120 - EMPLOYER CONTR FOR RETIREMENT	8,377	8,377	8,380	2,792	8,380	8,387	
6150 - WORKERS COMPENSATION	81	84	89	55	340	340	
PERSONNEL SERVICES	72,958	72,960	72,969	24,347	73,220	73,227	
SUPPLIES							
6201 - OFFICE SUPPLIES	102	20	0	0	0	0	
6245 - CLOTHING ALLOWANCE	192	203	700	0	700	700	
SUPPLIES	294	223	700	0	700	700	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	350	0	0	0	0	0	
6331 - CONFERENCES, TRAINING, TRAVEL	4,290	5,689	8,500	0	8,500	11,500	
6361 - INSURANCE	45,671	47,747	50,790	28,282	50,790	53,115	
6365 - INS CLAIMS WITHIN DEDUCTIBLE	0	4,748	0	0	0	0	
6388 - TECHNOLOGY EQUIP CHARGE	4,892	12,892	14,892	4,964	14,892	15,725	
OTHER SERVICES AND CHARGES	55,203	71,076	74,182	33,246	74,182	80,340	
MISCELLANEOUS							
6430 - MISCELLANEOUS	1,956	2,609	2,500	80	2,500	3,000	
6471 - DUES & SUBSCRIPTIONS	26,385	26,789	28,108	7,463	28,108	28,877	
MISCELLANEOUS	28,341	29,398	30,608	7,543	30,608	31,877	
TOTAL EXPENDITURES	156,796	173,657	178,459	65,136	178,710	186,144	
CHANGE 2024 REVISED TO 2025 REQUESTED PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							7,434 4.16%

MAYOR AND COUNCIL DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
MATERIALS & SUPPLIES					
6245	CLOTHING ALLOWANCE	Council Shirts	700	700	
SERVICES AND OTHER CHARGES					
6331	CONFERENCES, TRAINING, TRAVEL	National Conf for 3 Councilmembers @ \$3000 each (\$9000); Local Conferences (\$2500)	8,500	11,500	
6361	INSURANCE	Property & Liability	50,790	53,115	
6388	TECHNOLOGY EQUIP CHARGE	amortization of technology, includes charges for upgrades in Council Chambers in 2022	14,892	15,725	
MISCELLANEOUS					
6430	MISCELLANEOUS	Community Events: Kaposia Days	2,500	3,000	
6471	DUES & SUBSCRIPTIONS	LMC (\$20,960); Metro Cities (\$7607); MN Mayors Assoc Dues (\$50); River Heights Chamber Mayor Membership (\$260);	28,108	28,877	

FUNCTION: General Government	DEPT. & DIV: City Administration	BUSINESS UNIT: 10120
--	--	--------------------------------

Activities and Responsibilities:

The City Administration program is accountable for:

- providing general management for all City operations and intergovernmental relations
- advising the City Council on matters pertaining to or affecting the operation of City government
- supporting the City Administrator as the chief management and administrative officer of the City
- coordinating and monitoring response to citizen concerns
- ensuring that the laws, ordinances, resolutions, policies and programs of the City Council are enforced and implemented
- preparing the weekly Council agenda and informational packets and other communications to and from the City
- publishing the City's quarterly newsletter

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

-

FUNCTION: General Government	DEPT. & DIV: City Administration	BUSINESS UNIT: 10120
--	--	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

Staffing

	2022	2023	2024	2025
City Administrator	1.000	0.944	0.944	0.944
Asst City Administrator/HR Director	0.450	0.450	0.450	0.350
Communications Specialist	1.000	1.000	1.000	1.000
Executive Assistant	0.750	0.750	0.750	0.500
Total Staffing	3.200	3.144	3.144	2.794

CITY ADMINISTRATION							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10120 - CITY ADMINISTRATION EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	291,868	363,843	361,511	124,586	382,378	362,907	
6108 - ACCUMULATED VACATION/COMP LEAV	39,623	9,389	3,916	0	4,192	8,822	
6112 - SERVICE RECOGNITION	450	1,000	2,819	3,938	2,954	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	46,528	53,941	55,497	19,043	57,260	53,788	
6130 - EMPLOYER PAID INSURANCE	34,341	47,778	50,136	20,689	53,265	47,623	
6135 - RETIREE PAID INSURANCE			10,785	4,322	12,266	12,266	
6150 - WORKERS COMPENSATION	2,447	2,438	2,678	1,614	2,939	2,827	
6170 - EMPLOYER CONTR TO HCSP	1,131	5,745	5,557	742	5,923	5,689	
PERSONNEL SERVICES	416,387	484,134	492,899	174,935	521,177	493,922	
SUPPLIES							
6201 - OFFICE SUPPLIES	1,553	2,718	2,750	394	2,750	2,750	
6210 - OPERATING SUPPLIES	176	37	0	0	0	0	
6230 - BOOKS, MATERIALS & PERIODICALS	0	0	100	0	100	0	
6245 - CLOTHING ALLOWANCE	70	142	0	0	0	300	
SUPPLIES	1,799	2,897	2,850	394	2,850	3,050	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	31,266	30,026	41,500	4,965	41,500	47,936	
6331 - CONFERENCES, TRAINING, TRAVEL	3,066	1,007	3,000	1,115	3,000	4,000	
6344 - NEWSLETTER/BROCHURE	32,991	45,317	50,000	13,143	50,000	40,000	
6375 - OTHER CONTRACTED SERVICES	796	30	0	0	0	0	
6388 - TECHNOLOGY EQUIP CHARGE	1,165	1,191	1,525	512	1,525	1,896	
6390 - POSTAGE AND TELEPHONE	3,490	4,209	3,880	2,267	3,880	4,000	
OTHER SERVICES AND CHARGES	72,774	81,780	99,905	22,002	99,905	97,832	
MISCELLANEOUS							
6430 - MISCELLANEOUS	133	453	300	703	300	300	
6471 - DUES & SUBSCRIPTIONS	1,586	1,353	1,820	0	1,820	1,890	
MISCELLANEOUS	1,719	1,806	2,120	703	2,120	2,190	

CITY ADMINISTRATION							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
CAPITAL OUTLAY							
6572 - COMPUTER SOFTWARE	0	0	10,000	8,636	10,000	0	
CAPITAL OUTLAY	0	0	10,000	8,636	10,000	0	
TOTAL EXPENDITURES	492,679	570,617	607,774	206,671	636,052	596,994	
CHANGE 2024 REVISED TO 2025 REQUESTED							(39,058)
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							(6.14)%

CITY ADMINISTRATION					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	General Office Supplies	2,750	2,750	
6230	BOOKS, MATERIALS & PERIODICALS		100	0	
6245	CLOTHING ALLOWANCE	Clothing Allowance: 3 EE's	0	300	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Professional Services (\$10,000); Website Annual & Dept Header (5)Fees (\$18,500); Webstreaming NDC4 & Granicus (\$9,400); Goal Setting (\$5,000); Agenda Management Software Annual Fee (\$5,036)	41,500	47,936	
6331	CONFERENCES, TRAINING, TRAVEL	Conferences/Travel: In-State Conferences (\$3000); General Travel (\$1000)	3,000	4,000	
6344	NEWSLETTER/BROCHURE	City Newsletter Printing and Postage (All newsletters merged into one)	50,000	40,000	
6388	TECHNOLOGY EQUIP CHARGE	Amortization of technology	1,525	1,896	
6390	POSTAGE AND TELEPHONE	Cell Phone (\$2925); Postage (\$1075)	3,880	4,000	
MISCELLANEOUS					
6430	MISCELLANEOUS	Notary Stamp Renewal ; Miscellaneous (\$300)	300	300	
6471	DUES & SUBSCRIPTIONS	MAMA (\$60); MCMA Dues (\$220); Munici-Pals (\$60); ICMA City Administrator Membership (\$1550)	1,820	1,890	
CAPITAL OUTLAY					
6572	COMPUTER SOFTWARE		10,000	0	

FUNCTION: General Government	DEPT. & DIV: Human Resources	BUSINESS UNIT: 10125
--	--	--------------------------------

Activities and Responsibilities:

The Human Resources program is accountable for:

- Negotiation and administration of labor contracts
- Recruitment and retention of employees
- Classification and pay strategies
- Performance management
- Employee relations
- Coordinate selection and administration of employee benefits including insurances and wellness program
- Coordinate employee safety program and workplace environmental risk management
- Coordinate employee EAP and wellness programs
- Coordinate training and network opportunities for employees
- Legal compliance with State and Federal labor laws and reporting requirements
- Policy development

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

- (8500.00) Remove EE Appreciation Luncheons and Wellness Initiatives from General Budget to Medica Wellness Credit Fund 20211-227670

FUNCTION: General Government	DEPT. & DIV: Human Resources	BUSINESS UNIT: 10125
--	--	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
Asst City Administrator/HR Director	0.50	0.50	0.50	0.60
Payroll Specialist	1.00	1.00	1.00	1.00
HR Specilist/Admin Coord	0.25	0.25	0.25	0.50
Total Staffing	1.75	1.75	1.75	2.10

HUMAN RESOURCES							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10125 - HUMAN RESOURCES							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	151,923	165,696	167,920	56,889	174,411	217,183	
6102 - FULL-TIME EMPLOYEES-OVERTIME	24	518	0	0	0	0	
6108 - ACCUMULATED VACATION/COMP LEAV	1,684	1,796	729	0	757	235	
6112 - SERVICE RECOGNITION	7,404	1,000	940	0	985	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	23,478	25,170	25,638	8,590	26,631	32,928	
6130 - EMPLOYER PAID INSURANCE	22,442	22,605	23,073	10,021	25,526	31,871	
6150 - WORKERS COMPENSATION	970	1,074	1,245	735	1,332	1,654	
6170 - EMPLOYER CONTR TO HCSP	1,365	3,645	2,262	590	2,396	3,251	
PERSONNEL SERVICES	209,289	221,505	221,807	76,824	232,038	287,122	
SUPPLIES							
6201 - OFFICE SUPPLIES	1,661	914	2,000	0	2,000	0	
6240 - MINOR EQUIPMENT AND FURNITURE	2,826	99	0	0	0	0	
6245 - CLOTHING ALLOWANCE	0	0	0	0	0	200	
SUPPLIES	4,487	1,013	2,000	0	2,000	200	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	19,315	11,486	13,150	4,026	13,150	11,150	
6331 - CONFERENCES, TRAINING, TRAVEL	9,874	21,321	20,400	874	20,400	20,000	
6341 - ADVERTISING	125	395	1,000	405	1,000	2,000	
6375 - OTHER CONTRACTED SERVICES	11,144	12,054	15,554	1,672	20,054	22,056	
6388 - TECHNOLOGY EQUIP CHARGE	395	737	858	288	858	960	
6390 - POSTAGE AND TELEPHONE	675	686	675	281	675	675	
OTHER SERVICES AND CHARGES	41,528	46,679	51,637	7,546	56,137	56,841	
MISCELLANEOUS							
6430 - MISCELLANEOUS	2,920	492	6,325	0	6,325	1,025	
6471 - DUES & SUBSCRIPTIONS	671	430	500	275	500	500	
MISCELLANEOUS	3,591	922	6,825	275	6,825	1,525	
TOTAL EXPENDITURES	258,894	270,118	282,269	84,646	297,000	345,688	
CHANGE 2024 REVISED TO 2025 REQUESTED							48,688
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							16.39%

HUMAN RESOURCES					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	Toner (Move to IT Budget?)	2,000	0	
6245	CLOTHING ALLOWANCE	Clothing Allowance: 2 EE's	0	200	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Random Drug Testing & Employment Physicals (\$4000); Medtox Testing Fee (\$200); EAP (\$2900); Background Checks (\$4000); FMCSA-CDL (\$50)	13,150	11,150	
6331	CONFERENCES, TRAINING, TRAVEL	Staff Development (\$4000); HR Conferences (Local, Regional & MPELRA - \$4000); Safe Assure (\$7000); Leadership Training (\$5000)	20,400	20,000	
6341	ADVERTISING	Misc Job Postings	1,000	2,000	
6375	OTHER CONTRACTED SERVICES	NEOGOV HR Solutions-maintenance (\$13,056); Performance Evaluation Software (\$4,000); Flex Spending Admin Fee (\$500); MHR Invest Fee (\$4500)	20,054	22,056	
6388	TECHNOLOGY EQUIP CHARGE	amortization of technology	858	960	
6390	POSTAGE AND TELEPHONE	Cell Phone	675	675	
MISCELLANEOUS					
6430	MISCELLANEOUS	EE Appreciation Rewards (\$1025)	6,325	1,025	
6471	DUES & SUBSCRIPTIONS	HR Memberships (IPMA-MN - 2; NPELRA-2)	500	500	

FUNCTION: General Government	DEPT. & DIV: City Attorney	BUSINESS UNIT: 10130
--	--	--------------------------------

Activities and Responsibilities:

The City Attorney program provides for:

- Engagement of a chief legal advisor to the Mayor and City Council, and all offices, departments and agencies and of all city officers and employees in matters relating to their official powers and duties
- Representation for the City in all legal proceedings
- Special counsel for representation of the City in matters requiring special expertise (e.g. labor relations)
- Prosecution Services

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

- Increase in prosecution service fee.

FUNCTION: General Government	DEPT. & DIV: City Attorney	BUSINESS UNIT: 10130
--	--	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

Staffing

Contracted City Attorney

CITY ATTORNEY SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10130 - CITY ATTORNEY EXPENDITURES							
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	65,387	136,666	80,000	37,878	80,000	80,000	
6304 - PROFESSIONAL SVCS-CRIMINAL	166,541	166,924	170,000	48,059	170,000	201,000	
6306 - PROFESSIONAL SVCS - RETAINER	18,000	18,000	18,000	4,500	18,000	18,000	
OTHER SERVICES AND CHARGES	249,929	321,590	268,000	90,437	268,000	299,000	
TOTAL EXPENDITURES	249,929	321,590	268,000	90,437	268,000	299,000	
CHANGE 2024 REVISED TO 2025 REQUESTED PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							31,000 11.57%

CITY ATTORNEY					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES		80,000	80,000	
6304	PROFESSIONAL SVCS-CRIMINAL	Calendar Year 2025: Legal fees, not to exceed \$196,000. Other fees not included in cap: forfeitures, mileage, Lexis research, recording fees, etc. - \$5,000 estimate	170,000	201,000	
6306	PROFESSIONAL SVCS - RETAINER		18,000	18,000	

FUNCTION: General Government	DEPT. & DIV: City Clerk	BUSINESS UNIT: 10140
--	---------------------------------------	--------------------------------

Activities and Responsibilities:

The City Clerk program is accountable for:

- Administering municipal elections and serve as filing officer
- Processing all data practices requests
- Support and service to administrator and other departments
- Acting as the recording secretary to the City Council
- Serving as staff liaison for Charter Commission
- Administer all business, liquor, animal and rental licenses
- Process Rental Inspections
- Administer Charitable Gambling Licensing
- Research, recommend and draft amendments to City licensing ordinances

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

- None

Notable Expenditure Changes for 2025

-

FUNCTION: General Government	DEPT. & DIV: City Clerk	BUSINESS UNIT: 10140
--	---------------------------------------	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

- None

<u>Staffing</u>	2022	2023	2024	2025
City Clerk	0.40	1.00	1.00	1.00
Deputy City Clerk	0.70	1.00	-	-
Department Support Specialist	-	-	0.50	0.50
Total Staffing	1.10	2.00	1.50	1.50

CITY CLERK							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10140 - CITY CLERK EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	115,386	133,826	155,060	41,248	128,995	136,175	
6102 - FULL-TIME EMPLOYEES-OVERTIME	0	0	3,000	0	3,000	3,000	
6104 - TEMPORARY EMPLOYEES-REG	0	0	2,000	0	2,000	0	
6108 - ACCUMULATED VACATION/COMP LEAV	7,363	889	931	0	966	0	
6112 - SERVICE RECOGNITION	6,208	0	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	18,354	19,862	23,562	6,094	19,616	20,634	
6130 - EMPLOYER PAID INSURANCE	18,432	26,595	36,293	11,792	30,935	30,958	
6135 - RETIREE PAID INSURANCE	6,982	10,737	10,785	4,322	12,266	12,266	
6140 - UNEMPLOYMENT COMP INS.	1,141	0	0	0	0	0	
6150 - WORKERS COMPENSATION	933	1,122	1,148	781	988	1,036	
6170 - EMPLOYER CONTR TO HCSP	1,391	2,980	3,319	506	2,550	2,412	
PERSONNEL SERVICES	176,190	196,011	236,098	64,744	201,316	206,481	
SUPPLIES							
6201 - OFFICE SUPPLIES	2,137	82	500	643	500	500	
6210 - OPERATING SUPPLIES	357	739	500	725	500	1,000	
6240 - MINOR EQUIPMENT AND FURNITURE	0	0	5,500	196	5,500	0	
SUPPLIES	2,494	822	6,500	1,564	6,500	1,500	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	8,560	5,891	5,800	1,370	5,800	6,000	
6331 - CONFERENCES, TRAINING, TRAVEL	412	729	1,200	375	1,200	1,200	
6341 - ADVERTISING	1,393	575	1,000	340	1,000	1,000	
6342 - PRINTING AND BINDING	151	0	2,000	0	2,000	0	
6371 - REPAIRS & MAINT CONTRACTUAL	8,007	1,724	5,500	6,105	5,500	2,000	
6375 - OTHER CONTRACTED SERVICES	27,340	6,779	50,000	10,035	50,000	16,000	
6381 - OTHER RENTALS	2,000	0	2,850	1,100	2,850	0	
6388 - TECHNOLOGY EQUIP CHARGE	740	760	974	328	974	800	
6390 - POSTAGE AND TELEPHONE	3,880	1,386	1,200	999	1,200	1,200	
OTHER SERVICES AND CHARGES	52,483	17,843	70,524	20,651	70,524	28,200	
MISCELLANEOUS							
6412 - CREDIT CARD/ACH/BANK FEE	902	1,503	675	272	675	675	
6430 - MISCELLANEOUS	120	40	0	515	0	0	
6471 - DUES & SUBSCRIPTIONS	120	170	200	0	200	200	
MISCELLANEOUS	1,142	1,713	875	787	875	875	

CITY CLERK SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
CAPITAL OUTLAY 6580 - OTHER EQUIPMENT	0	5,748	0	0	0	0	
CAPITAL OUTLAY	0	5,748	0	0	0	0	
TOTAL EXPENDITURES	232,308	222,137	313,997	87,745	279,215	237,056	
CHANGE 2024 REVISED TO 2025 REQUESTED PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							(42,159) (15.10)%

CITY CLERK DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6102	FULL-TIME EMPLOYEES-OVERTIME	Miscellaneous overtime for Deputy Clerk if necessary.	3,000	3,000	
6104	TEMPORARY EMPLOYEES-REG	Temp work for early voting - not needed for 2025	2,000	0	
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	General Office Supplies	500	500	
6210	OPERATING SUPPLIES	Shred-It Service	500	1,000	
6240	MINOR EQUIPMENT AND FURNITURE	Replacement Election Voting booth - not needed in 2025	5,500	0	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Muni Code - Subscription Service	5,800	6,000	
6331	CONFERENCES, TRAINING, TRAVEL	Mileage and Training for City Clerk and staff, Professional Development/Conferences	1,200	1,200	
6341	ADVERTISING	Legal Publishing of Notices and charges for filing of documents at Dakota County (vacations, easements, etc)	1,000	1,000	
6342	PRINTING AND BINDING	Presidential Primary, State Primary, General Election	2,000	0	
6371	REPAIRS & MAINT CONTRACTUAL	Pollbook Maintenance - Annually	5,500	2,000	
6375	OTHER CONTRACTED SERVICES	LOGIS BL Support; No election Judges for 2025 JPA with Dakota Cty Election Support equipment maintenance.	50,000	16,000	
6381	OTHER RENTALS	Election Rentals - not needed for 2025	2,850	0	
6388	TECHNOLOGY EQUIP CHARGE	Amortization of technology equipment	974	800	
6390	POSTAGE AND TELEPHONE	Cell Phone Charges (\$75 per month = \$900) miscellaneous mailings related to city clerk office.	1,200	1,200	
MISCELLANEOUS					
6412	CREDIT CARD/ACH/BANK FEE		675	675	
6471	DUES & SUBSCRIPTIONS	Municipal Clerk Association Dues Clerk and Deputy Clerk	200	200	

FUNCTION: General Government	DEPT. & DIV: Finance	BUSINESS UNIT: 10150
--	------------------------------------	--------------------------------

Activities and Responsibilities:

The Finance program is accountable for:

- Facilitating the development and administration of the City's annual budget.
- Developing and communicating the City's long-term financial plans, including the City's Capital Improvement Plan
- Preparing interim and annual financial reports
- Managing and safeguarding of the City's financial resources and assets
- Providing fiscal analysis and counsel in support of the Mayor, City Council, Administrator and Management Team
- Providing ongoing financial support services (investments, payroll, receivables, and disbursements)

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

-

FUNCTION: General Government	DEPT. & DIV: Finance	BUSINESS UNIT: 10150
--	------------------------------------	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
Finance Director	0.80	0.80	0.80	0.80
Assistant Finance Director	0.80	0.80	0.80	0.80
Accounting Specialist - AP	0.80	0.80	0.80	0.80
Accounting Specialist - AR	-	-	0.31	0.31
Total Staffing	2.40	2.40	2.71	2.71

Currently 3 full-time staff positions, remainder of full-time staff time is charged directly to the Utility Administration Fund
 Remainder of part-time position is also charged directly to Utility Administration Fund.

FINANCE							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10150 - FINANCE							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	211,229	253,412	256,447	91,786	284,263	299,196	
6108 - ACCUMULATED VACATION/COMP LEAV	9,968	7,638	8,143	0	8,490	8,436	
6112 - SERVICE RECOGNITION	800	7,258	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	32,824	39,418	39,475	13,895	43,715	45,979	
6130 - EMPLOYER PAID INSURANCE	24,826	28,345	28,598	12,404	32,069	32,109	
6150 - WORKERS COMPENSATION	1,688	1,703	1,899	1,115	2,227	2,340	
6170 - EMPLOYER CONTR TO HCSP	2,877	9,205	5,331	810	5,607	6,233	
PERSONNEL SERVICES	284,211	346,980	339,893	120,011	376,371	394,293	
SUPPLIES							
6201 - OFFICE SUPPLIES	2,978	3,502	3,750	552	3,750	3,750	
SUPPLIES	2,978	3,502	3,750	552	3,750	3,750	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	9,396	22,449	16,000	1,906	16,000	12,000	
6331 - CONFERENCES, TRAINING, TRAVEL	5,017	5,620	6,000	1,001	6,000	6,300	
6341 - ADVERTISING	19	0	500	0	500	200	
6371 - REPAIRS & MAINT CONTRACTUAL	2,138	2,306	2,300	564	2,300	2,400	
6375 - OTHER CONTRACTED SERVICES	88,008	91,807	108,640	34,351	108,640	108,060	
6388 - TECHNOLOGY EQUIP CHARGE	2,270	2,028	1,804	604	1,804	2,392	
6390 - POSTAGE AND TELEPHONE	4,192	3,358	4,440	1,262	4,440	4,440	
OTHER SERVICES AND CHARGES	111,040	127,567	139,684	39,688	139,684	135,792	
MISCELLANEOUS							
6412 - CREDIT CARD/ACH/BANK FEE	11	0	0	0	0	0	
6430 - MISCELLANEOUS	2,212	2,915	3,500	1,476	3,500	3,500	
6471 - DUES & SUBSCRIPTIONS	733	822	1,000	505	1,000	1,000	
MISCELLANEOUS	2,956	3,737	4,500	1,981	4,500	4,500	
TOTAL EXPENDITURES	401,185	481,786	487,827	162,231	524,305	538,335	
CHANGE 2024 REVISED TO 2025 REQUESTED							14,030
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							2.68%

FINANCE					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	Checks & Deposit Tickets, Envelopes, Postage Meter Supplies, Copy Paper, Plan-It software license, Misc supplies	3,750	3,750	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Audit \$10,000; OPEB Actuary Valuation update \$2,000	16,000	12,000	
6331	CONFERENCES, TRAINING, TRAVEL	Local training (Logis, MNGFOA, Ehlers, OSA), State MNGFOA conf - FD & AFD, Natl GFOA- FD, MNCPA-AFD	6,000	6,300	
6341	ADVERTISING	Publish Financial and Budget information, public hearings for special assessments	500	200	
6371	REPAIRS & MAINT CONTRACTUAL	Postage rental payments	2,300	2,400	
6375	OTHER CONTRACTED SERVICES	Flex spending admin (\$500); Shredding (\$500), LOGIS Finance System charges-JDE Finance, HR/Payroll, Hubble Licenses and System Development (\$97,060), \$10,000 for cost adjustments for conversion to Oracle	108,640	108,060	
6388	TECHNOLOGY EQUIP CHARGE	charges for computer and printer replacements	1,804	2,392	
6390	POSTAGE AND TELEPHONE	Postage (\$3,000) and phone (FD and AFD \$1,440)	4,440	4,440	
MISCELLANEOUS					
6430	MISCELLANEOUS	Dakota Cty Assmt fees misc code violation charges (\$400); TNT costs (\$2,500); GFOA Certificate of excellence (\$600)	3,500	3,500	
6471	DUES & SUBSCRIPTIONS	MNGFOA dues \$150, GFOA dues \$250, Notary \$140, MNCPA/MNBOA \$460	1,000	1,000	

FUNCTION: General Government	DEPT. & DIV: Information Technology	BUSINESS UNIT: 10160
--	---	--------------------------------

Activities and Responsibilities:

The Information Technology program is accountable for:

- providing technical desktop and other technology support to City staff for computer hardware and software
- maintaining local server network systems for the City operations
- researching and recommending new or improved technologies for the City
- assisting in implementation of new technology for all city operations
- serving as primary representative for City membership in LOGIS
- serving as chief resource for input and advice to Mayor/City Council, City Administrator and Management Team for technology considerations

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

-

FUNCTION: General Government	DEPT. & DIV: Information Technology	BUSINESS UNIT: 10160
--	---	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
Asst City Administrator/HR Director	0.05	0.05	0.05	0.05
IT Director	1.00	1.00	1.00	1.00
IT Specialist	1.00	1.00	1.00	1.00
Total Staffing	2.05	2.05	2.05	2.05

INFORMATION TECHNOLOGY SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10160 - INFORMATION TECHNOLOGY EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	203,243	215,323	217,279	74,342	227,392	235,352	
6108 - ACCUMULATED VACATION/COMP LEAV	168	180	73	0	76	20	
6112 - SERVICE RECOGNITION	7,170	1,500	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	30,854	32,211	32,923	11,113	34,456	35,662	
6130 - EMPLOYER PAID INSURANCE	29,537	29,924	30,763	13,306	33,884	34,576	
6150 - WORKERS COMPENSATION	1,399	1,459	1,610	954	1,730	1,791	
6170 - EMPLOYER CONTR TO HCSP	1,599	8,444	5,008	692	5,286	5,762	
PERSONNEL SERVICES	273,971	289,041	287,656	100,407	302,824	313,163	
SUPPLIES							
6201 - OFFICE SUPPLIES	0	60	200	0	200	200	
6210 - OPERATING SUPPLIES	2,214	2,966	3,600	511	3,600	3,600	
6220 - REPAIR & MAINTENANCE SUPPLIES	2,601	1,183	4,000	0	4,000	4,000	
6240 - MINOR EQUIPMENT AND FURNITURE	5,785	5,998	6,000	2,588	6,000	6,000	
SUPPLIES	10,600	10,207	13,800	3,100	13,800	13,800	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	52,816	23,829	50,000	1,373	50,000	50,000	
6331 - CONFERENCES, TRAINING, TRAVEL	0	0	2,500	0	2,500	2,500	
6375 - OTHER CONTRACTED SERVICES	231,098	302,876	342,000	132,361	342,000	376,000	
6378 - COPIER MAINTENANCE AGREEMENT	1,849	6,003	7,500	1,679	7,500	7,500	
6388 - TECHNOLOGY EQUIP CHARGE	85,720	85,770	94,770	31,592	94,770	104,946	
6390 - POSTAGE AND TELEPHONE	1,845	1,845	1,850	769	1,850	1,850	
OTHER SERVICES AND CHARGES	373,329	420,322	498,620	167,774	498,620	542,796	
TOTAL EXPENDITURES	657,900	719,570	800,076	271,281	815,244	869,759	
CHANGE 2024 REVISED TO 2025 REQUESTED							54,515
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							6.69%

INFORMATION TECHNOLOGY					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES		200	200	
6210	OPERATING SUPPLIES	Printer cartridges	3,600	3,600	
6220	REPAIR & MAINTENANCE SUPPLIES	Replacement hard drives, cables, monitors or other hardware not covered under warranty. Replacement UPS batteries.	4,000	4,000	
6240	MINOR EQUIPMENT AND FURNITURE	New Misc hardware, power strips, tools, cables, adapters	6,000	6,000	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	LOGIS network support and NEW Fiber JPA	50,000	50,000	
6331	CONFERENCES, TRAINING, TRAVEL	Misc training sessions	2,500	2,500	
6375	OTHER CONTRACTED SERVICES	MNIT(internet/phone) \$12,000; Internet: 16,000 Msft Ent agreements \$75,000; webfilter: \$5000, antivirus \$7,000; Laserfiche \$30,000(LOGIS/OPG3); Phone Services \$56,000; GIS Services \$49,000; Backups: \$41,000; remote site internet: \$5000; DVR licenses:\$7000; Switch/Firewall licenses: \$5000; VMware:\$10000; Adobe:\$10000; IDprinter licenses: \$2000; Log monitoring: \$5000; Password Manager \$3000; Security services: \$28,000; shared wifi controller \$4000; LOGIS Purchasing \$6000;	342,000	376,000	
6378	COPIER MAINTENANCE AGREEMENT	includes all copiers in CH other than police	7,500	7,500	
6388	TECHNOLOGY EQUIP CHARGE	Amortization of technology equipment	94,770	104,946	
6390	POSTAGE AND TELEPHONE	Smart phone reimbursement (Hardie,5%Anderson, Max)	1,850	1,850	

FUNCTION: General Government	DEPT. & DIV: Recycling	BUSINESS UNIT: 10170
--	--------------------------------------	--------------------------------

Activities and Responsibilities:

The Recycling program is accountable for:

- Facilitating, developing and marketing the City-wide recycling program
- Managing the City compost site
- Community Events and Festival Recycling
- Complete Work Plan under Local Solid Waste Plan Grant Funding
- Conduct City Wide Clean Up Day
- Continue Joint Partnership with the City of West St. Paul, Mendota Heights and Sunfish Lake for Joint Recycling Coordinator
- Residential Outreach and Education of recycling

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

-

FUNCTION: General Government	DEPT. & DIV: Recycling	BUSINESS UNIT: 10170
--	--------------------------------------	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

Staffing

Contracted shared position with the City of West St. Paul/Sunfish Lake/Mendota Heights/Lillydale

RECYCLING PROGRAM							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10170 - RECYCLING PROGRAM EXPENDITURES							
PERSONNEL SERVICES							
6104 - TEMPORARY EMPLOYEES-REG	9,226	7,199	7,134	0	7,626	7,400	
6120 - EMPLOYER CONTR FOR RETIREMENT	1,171	920	546	0	584	567	
6150 - WORKERS COMPENSATION	62	93	70	44	75	71	
PERSONNEL SERVICES	10,459	8,212	7,750	44	8,285	8,038	
SUPPLIES							
6201 - OFFICE SUPPLIES	151	41	100	0	100	100	
6220 - REPAIR & MAINTENANCE SUPPLIES	50	0	0	0	0	0	
SUPPLIES	201	41	100	0	100	100	
OTHER SERVICES AND CHARGES							
6342 - PRINTING AND BINDING	194	400	0	0	0	0	
6375 - OTHER CONTRACTED SERVICES	1,304	1,344	0	0	0	0	
6379 - CONT SERV/REFUSE & SANITATION	799	743	500	0	500	600	
6391 - CLEAN UP DAY	11,547	12,388	15,000	0	15,000	15,000	
OTHER SERVICES AND CHARGES	13,844	14,874	15,500	0	15,500	15,600	
TOTAL EXPENDITURES	24,505	23,127	23,350	44	23,885	23,738	
CHANGE 2024 REVISED TO 2025 REQUESTED							(147)
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							(0.62)%

RECYCLING PROGRAM					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6104	TEMPORARY EMPLOYEES-REG	Compost Site Workers (Not funded by County Grant) Wages at \$15/hr.	7,626	7,400	
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	Receipt Books, Pens, Envelopes	100	100	
SERVICES AND OTHER CHARGES					
6379	CONT SERV/REFUSE & SANITATION	Portable Toilet (Not funded by County Grant)	500	600	
6391	CLEAN UP DAY	Disposal of MSW, Appliances, Scrap Metal, Tires (Partially Funded from County Grant - \$4,000)	15,000	15,000	

FUNCTION: General Government	DEPT. & DIV: Community Affairs	BUSINESS UNIT: 10530
--	--	--------------------------------

Activities and Responsibilities:

The Community Affairs program is accountable for:

- Coordination of Volunteer Programs including planting and weeding projects
- Staff person to assist the Mayor with Mayor's Youth Task Force and Pastors in Action and National Day of Prayer Task Force
- Coordination of Community Events (SSP Night to Unite, Great Halloween Get Together, SSP Farmers Market & All City Garage Sale)
- Continue linking with Community Organizations to develop Community Ownership in South St. Paul
- Solicitation of Grants/Donations for the Community Activities
- Building relationships with community groups, organizations and the City of South St. Paul
- Assist with city website and social media.
- Facilitate public housing activities and initiatives.

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

- No significant revisions

Notable Expenditure Changes for 2025

- none

FUNCTION: General Government	DEPT. & DIV: Community Affairs	BUSINESS UNIT: 10530
--	--	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

Staffing

	2022	2023	2024	2025
Community Affairs Liaison	1.00	1.00	1.00	1.00
Total Staffing	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

COMMUNITY AFFAIRS							
SUMMARY EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10530 - COMMUNITY AFFAIRS EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	84,962	88,385	88,385	29,938	91,699	94,909	
6108 - ACCUMULATED VACATION/COMP LEAV	2,287	2,380	2,380	0	2,469	2,556	
6120 - EMPLOYER CONTR FOR RETIREMENT	12,997	13,523	13,573	4,519	14,081	14,576	
6130 - EMPLOYER PAID INSURANCE	12,088	12,344	12,409	5,495	13,688	13,698	
6150 - WORKERS COMPENSATION	583	602	655	388	716	741	
6170 - EMPLOYER CONTR TO HCSP	780	4,838	2,880	338	3,016	3,091	
PERSONNEL SERVICES	113,697	122,071	120,282	40,678	125,669	129,571	
SUPPLIES							
6201 - OFFICE SUPPLIES	1,303	1,812	1,700	274	1,700	1,800	
6210 - OPERATING SUPPLIES	5,475	5,023	6,500	1,682	6,500	6,500	
SUPPLIES	6,779	6,835	8,200	1,956	8,200	8,300	
OTHER SERVICES AND CHARGES							
6331 - CONFERENCES, TRAINING, TRAVEL	0	0	300	0	300	300	
6388 - TECHNOLOGY EQUIP CHARGE	420	454	454	152	454	600	
6390 - POSTAGE AND TELEPHONE	1,344	1,345	1,351	451	1,351	1,400	
OTHER SERVICES AND CHARGES	1,764	1,799	2,105	603	2,105	2,300	
MISCELLANEOUS							
6471 - DUES & SUBSCRIPTIONS	481	553	1,100	90	1,100	1,100	
MISCELLANEOUS	481	554	1,100	90	1,100	1,100	
TOTAL EXPENDITURES	122,721	131,259	131,687	43,327	137,074	141,271	
CHANGE 2024 REVISED TO 2025 REQUESTED							4,197
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							3.06%

COMMUNITY AFFAIRS					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES		1,700	1,800	
6210	OPERATING SUPPLIES	Supplies for the Community Affairs Liaison programs- City Programming and Volunteer Recognition: Marketing & advertising program, Great Halloween Get Together - non candy safety items only, Girl & Boy Scout Community Projects/ Farmers Market - Marketing information/Celebrate History of South St. Paul Series of Events/River Beautification Project - supplies, Volunteers/Blooming Parks Program, (20 locations) - (plants & supplies) - marketing and awards/MN Night to Unite 50-60 block parties) - supplies for block parties/Adopt a Street Program (20 groups) - signage and Thank you's/Mayor and Council Projects (various every year)/Sprucing up the Parks Program - supplies and refreshments/Holidaze in SSP (200 residents) - activities &supplies /Read Across South St. Paul (100 volunteers) - marketing/ Streets in Bloom Program - 10 containers - plants, marketing/ Community Presentations or checks - 6 a year - supplies, GreenStep Cities programming, New Community programming Juneteenth/Martin Luther King events/Pastors in Action Conversation and Action plan. New Banner Program for Southview. All these programs are non Task Force/Donation functions.	6,500	6,500	
SERVICES AND OTHER CHARGES					
6331	CONFERENCES, TRAINING, TRAVEL	Conferences, Travel and parking to and from meetings, events, seminars and day to day operations for the Community Affairs Office. Budgeting for 500 mileage @.62	300	300	
6388	TECHNOLOGY EQUIP CHARGE	Amortization of technology equipment	454	600	
6390	POSTAGE AND TELEPHONE	Postage (500 pieces of mail) @.58 = \$300 Thank you's and mailings & (100 flat items)@ \$1.51= \$151 (451); Cell phone allowance (\$900)	1,351	1,400	
MISCELLANEOUS					
6471	DUES & SUBSCRIPTIONS	Membership to: MAVA - Minnesota Association of Volunteer Admin. 100 Minnesota Crime Prevention Association (Night to Unite) - \$100; ASCAP & BMI License Fees (\$850)	1,100	1,100	

FUNCTION: Public Safety	DEPT. & DIV: Police Protection	BUSINESS UNIT: 10210
-----------------------------------	--	--------------------------------

Activities and Responsibilities:

The Police Protection program is accountable for:

- Preventing and controlling criminal behavior and creating security in the community
- Aiding, assisting and protecting citizens and their property
- Resolving conflict, protecting constitutional guarantees
- Promoting and expanding community oriented-problem solving policing
- Treating all individuals with dignity and respect, while holding ourselves to the values of integrity, professionalism and courtesy.
- Updating Department Policy and training to comply with the latest State and Federal mandates, court decisions and best practices for Law Enforcement.
- Continue learning and applying specialized police training that will enhance police response to criminal incident cases.
- Investigating and preparing criminal cases for prosecution holding individuals accountable for their actions
- Enforcing State criminal and traffic laws as well as City and County ordinances
- Conducting crime prevention presentations/participating in Neighborhood Watch Groups
- Continuing on-going planning for responding to Emergency Management incidents
- Community education and awareness
- Animal patrol and related service calls
- Contracting care, boarding and when necessary euthanizing of animals
- Conducting investigations involving animal bites and potentially dangerous dogs

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

- Significant staffing turnover and market conditions prevented obtaining authorized strength of 37 sworn officers
- Temporary increase in Community Service Officer positions as we prepare to transition some to sworn officers

FUNCTION: Public Safety	DEPT. & DIV: Police Protection	BUSINESS UNIT: 10210
-----------------------------------	--	--------------------------------

Notable Expenditure Changes for 2025

- Increase in Dakota 911 member fee to support capital equipment
- Increase in fixed cost(s) for multiple contracted services

Notable Capital Project or Asset Acquisitions for 2025

- Year three of transition to Axon BWC and Fleet

<u>Staffing</u>	2022	2023	2024	2025
Police Chief	1.00	1.00	1.00	1.00
Commanders & Sergeants	8.00	8.00	8.00	8.00
Officers/Special Assignments	24.00	26.00	28.00	28.00
Community Service Officers	7.00	6.00	6.00	6.00
Office Manager	1.00	1.00	1.00	1.00
Department Support Specialist	3.00	3.00	3.00	3.00
Total Staffing	44.00	45.00	47.00	47.00

POLICE PROTECTION							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10210 - POLICE PROTECTION EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	3,364,639	3,560,648	4,184,323	1,242,998	4,365,628	4,572,991	
6102 - FULL-TIME EMPLOYEES-OVERTIME	175,915	217,226	135,000	16,763	135,000	150,000	
6108 - ACCUMULATED VACATION/COMP LEAV	223,400	222,018	225,368	0	233,733	220,112	
6112 - SERVICE RECOGNITION	25,078	6,555	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	664,662	703,335	786,003	234,596	819,932	859,707	
6130 - EMPLOYER PAID INSURANCE	463,482	459,487	583,574	193,808	646,141	636,757	
6135 - RETIREE PAID INSURANCE	151,896	180,543	152,829	71,910	183,630	185,673	
6140 - UNEMPLOYMENT COMP INS.	1,770	0	0	0	0	0	
6150 - WORKERS COMPENSATION	212,504	307,205	368,436	219,110	419,412	433,696	
6151 - WORKERS COMP DEDUCTIBLE	9,390	6,819	0	3,053	0	0	
6170 - EMPLOYER CONTR TO HCSP	29,654	109,758	100,598	11,463	103,841	105,592	
PERSONNEL SERVICES	5,322,389	5,773,593	6,536,131	1,993,700	6,907,317	7,164,528	
SUPPLIES							
6201 - OFFICE SUPPLIES	6,246	5,802	6,500	931	6,500	6,500	
6210 - OPERATING SUPPLIES	28,606	40,737	46,000	4,837	46,000	46,000	
6220 - REPAIR & MAINTENANCE SUPPLIES	1,966	5,018	4,500	3,113	4,500	6,000	
6240 - MINOR EQUIPMENT AND FURNITURE	1,105	1,535	4,000	0	4,000	4,000	
6245 - CLOTHING ALLOWANCE	36,027	39,676	50,000	8,283	50,000	50,000	
SUPPLIES	73,950	92,767	111,000	17,164	111,000	112,500	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	18,838	30,180	31,000	5,036	31,000	35,000	
6305 - DISPATCH SERVICES	463,592	534,182	541,253	231,096	541,253	573,079	
6331 - CONFERENCES, TRAINING, TRAVEL	50,694	65,884	110,300	29,105	110,300	110,300	
6341 - ADVERTISING	318	241	0	0	0	0	
6361 - INSURANCE	86,693	83,478	88,900	47,620	88,900	89,208	
6365 - INS CLAIMS WITHIN DEDUCTIBLE	0	0	3,500	0	3,500	3,500	
6371 - REPAIRS & MAINT CONTRACTUAL	17,906	20,616	33,420	7,038	33,420	17,420	
6375 - OTHER CONTRACTED SERVICES	121,945	133,427	211,800	159,145	211,800	241,031	
6378 - COPIER MAINTENANCE AGREEMENT	1,037	939	2,000	261	2,000	1,600	
6380 - CENTRAL GARAGE MAINT. CHARGE	208,060	243,658	263,151	87,720	263,151	272,361	
6382 - CENTRAL GARAGE EQUIP. CHARGE	159,365	174,609	217,240	72,416	217,240	236,364	
6385 - UTILITY SERVICE	1,210	1,516	1,100	129	1,100	700	
6388 - TECHNOLOGY EQUIP CHARGE	14,715	17,699	22,179	7,396	22,179	23,855	
6390 - POSTAGE AND TELEPHONE	28,124	30,441	35,000	7,421	35,000	35,000	
OTHER SERVICES AND CHARGES	1,172,496	1,336,871	1,560,843	654,383	1,560,843	1,639,418	

POLICE PROTECTION							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
MISCELLANEOUS							
6412 - CREDIT CARD/ACH/BANK FEE	0	0	0	3	0	0	
6430 - MISCELLANEOUS	37,244	62,547	16,500	712	16,500	18,000	
6471 - DUES & SUBSCRIPTIONS	3,154	4,327	5,710	784	5,710	5,710	
MISCELLANEOUS	40,397	66,874	22,210	1,499	22,210	23,710	
CAPITAL OUTLAY							
6580 - OTHER EQUIPMENT	43,518	33,914	33,000	1,818	33,000	33,000	
CAPITAL OUTLAY	43,518	33,914	33,000	1,818	33,000	33,000	
TOTAL EXPENDITURES	6,652,751	7,304,019	8,263,184	2,668,563	8,634,370	8,973,156	
CHANGE 2024 REVISED TO 2025 REQUESTED							338,786
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							3.92%

POLICE PROTECTION					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6102	FULL-TIME EMPLOYEES-OVERTIME	Excessive call load, late calls, staffing shortage, court, special events, critical incidents	135,000	150,000	
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	Misc. supplies, stationary, forms & printing, business cards(\$2,000) Paper, thermal paper, cartridges, computer disks/jump drives, fax cartridges, toner, drums, file folders, etc.(\$4,000) Shredding Service (\$500)	6,500	6,500	
6210	OPERATING SUPPLIES	First aid, bio-hazard, personal protection equipment/supplies (\$2,500) Fire extinguishers (\$700) Less Lethal Supplies (Chemicals & Taser) (\$4,500) Car wash, detail, de-con (\$3,000) Batteries (\$1,000) Investigative supplies, expenses, hard drives (\$4,000) Audio, video media Cards (\$1,000) Emergency equipment (\$3,000) Ammunition (duty, training, MAAG, simunition) (\$20,000); Misc. - Meals, beverages, specialized supplies, for major lengthy Incidents (\$1,000) Replace minor equipment & supplies as needed (\$1,300) K-9 (food, vet, supplies) (\$3,000) Portable Radio Batteries (\$1000)	46,000	46,000	
6220	REPAIR & MAINTENANCE SUPPLIES	Repair, maintain, calibrate electronic equipment (law enforcement - office equipment, PBT's, Radars / Lidar, Quantifit, Dataworks) (\$4500) Rug Rental (\$1500)	4,500	6,000	
6240	MINOR EQUIPMENT AND FURNITURE	Tools and Supplies for squads - door opening, traffic control, rescue, misc items. (\$2000) Taser Assurance Replacement Program (\$1,000) Repair, replace digital cameras and associated equipment (\$1,000)	4,000	4,000	
6245	CLOTHING ALLOWANCE	(37+ Officers @ \$875 yearly allowance and new hire start ups), CSO (6) Uniforms, Support Staff Uniforms	50,000	50,000	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Language Line (\$10,000) Psychological/Medical for new officers-\$1800 each (\$9,000) Transcription Services (\$3,000) Impound & disposal services for animals (\$6,500) Trans Union (\$1500), MedCompass Hearing (\$1,000)	31,000	35,000	
6305	DISPATCH SERVICES	DCC Charges - police share only (89% of total fees)	541,253	573,079	

POLICE PROTECTION					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
SERVICES AND OTHER CHARGES (CONTINUED)					
6331	CONFERENCES, TRAINING, TRAVEL	Developmental Training for Officers. Specialized and Mandated Training for MAAG, K-9 Training and Trials (\$6,000) LMCIT - "Patrol - On-line" Training (\$3,500) MN Chiefs of Police Spring Conference (Chief, 2 Commanders and Sergeant) (\$3,500) Education Reimbursement , Contractual Tuition Reimbursement (\$10,000) CIT Training - (\$5,000) Lexipol Daily Training Bulletins (\$6,700) IACP National Chief's Conference (2 Command Staff) (\$5,000) Advanced Pursuit Driving (\$3,500), Pursuit Intervention Training (\$5000) Training Range Rental (\$3,000) Street Survival Training (4 Officers) - (\$1,100) Animal Control Training (\$600) Law Enforcement Leadership Development Training (\$1,100) BCA State Conference Annual State Conference (\$900) Crime Prevention Training (\$400) Northwestern Staff & Command School (\$6,000), Officer Wellness Program (\$45,000) Instructor and Armorer Training (\$4,000)	110,300	110,300	
6361	INSURANCE	Property & Liability	88,900	89,208	
6365	INS CLAIMS WITHIN DEDUCTIBLE	\$500 deductible per claim	3,500	3,500	
6371	REPAIRS & MAINT CONTRACTUAL	MDC maintenance, repair (\$2,000) Mobile, portable, base radio repair (\$4,000) Squad repair (\$3,000) Siren (maintenance and repair) (\$5,000) Towing (\$3,000) Rapid ID Maintenance Agreement (\$420)	33,420	17,420	
6375	OTHER CONTRACTED SERVICES	Pro-Phoenix RMS (\$42,452) LOGIS Police Mobiles (\$36,290) LOGIS Citations (\$4,400), LOGIS Auto Tagging (\$1800) Leads Online (\$3,100) LEXIPOL (Policy Development) (\$5,500) CJIN shared support cost (\$43,039) Dakota County Electronic Crimes Unit (\$24,000) License Plate Reader Maintenance Agreement (\$5,000) SAFE (Evidence and Asset Tracking-New System) (\$6,200) ALPR/BWC Audits (\$3,000) K9 Tracking Software (\$400) Guardian Tracking (\$3,200) LOGIS Field OPs (\$450) Dakota County Emergency Management (\$6500) South Metro SWAT (\$18,300) Domestic Preparedness (\$16,400) 800 MHz Subscription Fee (\$21,000)	211,800	241,031	
6378	COPIER MAINTENANCE AGREEMENT	Copier Lease Agreement and Maintenance	2,000	1,600	

POLICE PROTECTION					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
SERVICES AND OTHER CHARGES (CONTINUED)					
6380	CENTRAL GARAGE MAINT. CHARGE		263,151	272,361	
6385	UTILITY SERVICE	Energy costs for Police Storage Building	1,100	700	
6388	TECHNOLOGY EQUIP CHARGE		22,179	23,855	
6390	POSTAGE AND TELEPHONE	CJDN Mobile Connect Charge / CJDN Office Connect Charge (\$2,600) Cellular/Data Service including equipment repair/replacement (\$32,000) Postage (\$1,000)	35,000	35,000	
MISCELLANEOUS					
6430	MISCELLANEOUS	Badges, ID cards, retirement plaques, awards, service pins (\$3,000), Police Reserve, Community events- Halloween, Nite to Unite, Kaposia Days, On the Road Again (\$3000) Community Policing (Citizen Academy, Freezee Friday, etc) and Recruitment Initiatives (\$4,500) Police Explorer Program (\$4,200) Buy Fund (\$300) Community Outreach Team (\$3,000)	16,500	18,000	
6471	DUES & SUBSCRIPTIONS	POST officers licenses (\$1,900) Dakota County Chiefs Association (\$900) International Association of Chief of Police (\$600) Minnesota Chief of Police (\$800) Minnesota Peace & Police Officers Association & Legal Defense Fund (\$700) Tri-County Investigators (\$90) Minnesota Animal Control Officers (\$30) Police K-9 Association (\$300) Professional Law Enforcement Administrative Assistants (\$75) International Conference of Police Chaplains (\$175) Law Enforcement Memorial Association (\$100) MAPET (\$40)	5,710	5,710	
CAPITAL OUTLAY					
6382	CENTRAL GARAGE EQUIP. CHARGE	for 2024 \$65,000 will be contributed from the 2022 excess fund balance in the General Fund	217,240	236,364	
6580	OTHER EQUIPMENT	Replace squad computers (3 year replacement schedule) (\$17,000), Replace, repair specialized equipment (MAAG K-9, Crime scene) (\$5,000) Less Lethal (\$5,000) MFF Protective Gear (\$6,000)	33,000	33,000	

FUNCTION: Public Safety	DEPT. & DIV: Fire Department	BUSINESS UNIT: 10220
-----------------------------------	--	--------------------------------

Activities and Responsibilities:

The Fire program is accountable for:

- Providing fire protection services including fire suppression, emergency medical services, hazardous materials response, and specialized rescue.
- Providing fire prevention services including Fire Code inspection and enforcement, preconstruction building plan review, fire investigation to determine cause and origin, and public safety education.
- The Cities of South St. Paul and West St. Paul entered into a joint powers agreement to consolidate the City's respective fire departments, thereby creating a new entity known as the South Metro Fire Department (SMFD) as of January 1, 2008, the operational date. The SMFD is governed by a five-member board of directors that include two council members from each joint city, and one public member which is not an employee nor a resident of either city. The activities of the SMFD will continue to be funded by each respective city, reflected in the professional service cost.
- The SMFD receives various revenues and has a separate EMS Taxing district levy. These revenues are not reflected in the City's budget directly, they are netted against expenditures to arrive at the Professional Service Charge.

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

- The professional service cost is programmed to increase by 0.85% for 2025. SSP segregates the portion of cost related to debt issued into the debt service fund.
- The Central Garage Maintenance Charge reflects the cost to provide maintenance services for the Fire department equipment - this is an in-kind cost.

FUNCTION: Public Safety	DEPT. & DIV: Fire Department	BUSINESS UNIT: 10220
-----------------------------------	--	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

FIRE PROTECTION							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10220 - FIRE PROTECTION EXPENDITURES							
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	2,705,095	535,813	2,739,420	1,369,710	2,739,420	2,761,888	
6380 - CENTRAL GARAGE MAINT. CHARGE	27,029	30,335	32,762	10,924	32,762	33,909	
OTHER SERVICES AND CHARGES	2,732,124	566,148	2,772,182	1,380,634	2,772,182	2,795,797	
TOTAL EXPENDITURES	2,732,124	566,148	2,772,182	1,380,634	2,772,182	2,795,797	
CHANGE 2024 REVISED TO 2025 REQUESTED							23,615
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							0.85%

FIRE PROTECTION					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	operations \$2,627,078; capital fund contribution \$134,810; debt service on two fire engines included with 2019A bonds	2,739,420	2,761,888	
6380	CENTRAL GARAGE MAINT. CHARGE	Maintenace charges from Garage	32,762	33,909	

FUNCTION: Public Works	DEPT. & DIV: Engineering	BUSINESS UNIT: 10315
----------------------------------	--	--------------------------------

Activities and Responsibilities:

The Engineering program is accountable for:

- managing, design, inspection and administration of all infrastructure projects and specific maintenance activities
- overseeing project budgets, estimate costs, and quantities of labor and materials
- developing and overseeing environmental projects for stormwater management and wetlands
- monitoring fill permits, NPDES permits, and permits for all activities within the right of way
- supporting economic development activities and projects
- processing all phases of assessment procedures
- managing all mapping and project as built information in GIS and AutoCAD
- plan review of private developments

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

- Addition of Departmental Support Specialist (50% Engineering)

FUNCTION: Public Works	DEPT. & DIV: Engineering	BUSINESS UNIT: 10315
----------------------------------	--	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

- The City's 2025-2029 CIP includes major infrastructure improvement projects for 2025 including the following:
 - Marie Avenue Reconstruction (3rd - 9th)
 - Citywide Sidewalk Repair Project
 - Verderosa Extension
 - 4th Street South Pavement Rehabilitation Project (9th Street to 2nd Street)

<u>Staffing</u>	2022	2023	2024	2025
City Engineer	1.00	0.50	1.00	1.00
Assistant City Engineer	-	1.00	1.00	1.00
Engineering Project Coordinator	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
Department Support Specialist	-	-	0.50	0.25
Total Staffing	3.00	3.50	4.50	4.25

ENGINEERING							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10315 - ENGINEERING EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	285,031	365,102	460,406	146,383	478,742	480,179	
6102 - FULL-TIME EMPLOYEES-OVERTIME	25,621	7,350	25,000	0	25,000	25,000	
6108 - ACCUMULATED VACATION/COMP LEAV	14,218	2,916	1,116	0	1,158	0	
6112 - SERVICE RECOGNITION	6,090	0	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	47,681	56,232	69,836	22,120	72,617	72,754	
6130 - EMPLOYER PAID INSURANCE	41,877	45,989	69,342	24,043	71,220	61,447	
6135 - RETIREE PAID INSURANCE	24,213	28,026	16,248	4,729	12,688	12,688	
6150 - WORKERS COMPENSATION	2,644	3,170	4,189	2,530	4,508	4,533	
6170 - EMPLOYER CONTR TO HCSP	2,243	12,714	9,569	1,350	10,072	10,654	
PERSONNEL SERVICES	449,617	521,498	655,706	201,155	676,005	667,255	
SUPPLIES							
6201 - OFFICE SUPPLIES	366	436	2,500	22	2,500	2,500	
6210 - OPERATING SUPPLIES	695	549	1,500	0	1,500	1,500	
6220 - REPAIR & MAINTENANCE SUPPLIES	61	0	0	0	0	0	
6240 - MINOR EQUIPMENT AND FURNITURE	0	0	1,000	0	1,000	1,000	
6245 - CLOTHING ALLOWANCE	923	0	1,500	200	1,500	750	
SUPPLIES	2,045	985	6,500	222	6,500	5,750	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	81,499	40,922	10,000	38,419	50,000	40,000	
6331 - CONFERENCES, TRAINING, TRAVEL	2,990	7,680	7,500	2,098	7,500	8,000	
6341 - ADVERTISING	0	403	500	0	500	500	
6371 - REPAIRS & MAINT CONTRACTUAL	84,891	80,189	4,500	535	4,500	4,500	
6375 - OTHER CONTRACTED SERVICES	125	0	1,500	0	1,500	1,500	
6378 - COPIER MAINTENANCE AGREEMENT	866	0	1,500	0	1,500	1,500	
6380 - CENTRAL GARAGE MAINT. CHARGE	10,555	11,846	12,794	4,268	12,794	13,242	
6382 - CENTRAL GARAGE EQUIP. CHARGE	15,558	16,336	5,460	1,820	5,460	12,204	
6388 - TECHNOLOGY EQUIP CHARGE	3,205	3,307	3,641	1,216	3,641	4,705	
6390 - POSTAGE AND TELEPHONE	4,088	4,189	5,000	1,652	5,000	5,000	
OTHER SERVICES AND CHARGES	203,777	164,871	52,395	50,008	92,395	91,151	
MISCELLANEOUS							
6412 - CREDIT CARD/ACH/BANK FEE	82	40	500	0	500	500	
6471 - DUES & SUBSCRIPTIONS	398	400	1,500	0	1,500	1,500	
MISCELLANEOUS	480	440	2,000	0	2,000	2,000	

ENGINEERING							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
CAPITAL OUTLAY							
6530 - IMPR OTHER THAN BUILDING	20,038	0	0	0	0	0	
6570 - OFFICE EQUIP & FURNISHINGS	0	0	1,000	0	1,000	0	
6571 - COMPUTER HARDWARE	0	0	2,000	0	2,000	0	
6572 - COMPUTER SOFTWARE	16,248	1,000	1,000	400	1,000	1,500	
CAPITAL OUTLAY	36,286	1,000	4,000	400	4,000	1,500	
TOTAL EXPENDITURES	692,204	688,795	720,601	251,784	780,900	767,656	
CHANGE 2024 REVISED TO 2025 REQUESTED							(13,244)
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							(1.70)%

ENGINEERING					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6102	FULL-TIME EMPLOYEES-OVERTIME	All overtime charges will be related to project construction which is charged to the projects - revenue has been increased to offset.	25,000	25,000	
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	This would be typical office supplies (i.e. pens, paper, plotter ink, etc.)	2,500	2,500	
6210	OPERATING SUPPLIES	Winter construction jacket for City Engineer and Assistant City Engineer, data plan for staff field data collection (+\$300), batteries, brush mats, washes, etc.	1,500	1,500	
6240	MINOR EQUIPMENT AND FURNITURE	Survey supplies, safety vests, hard hats, safety glasses, etc.	1,000	1,000	
6245	CLOTHING ALLOWANCE	Boot Allowance - City Engineer, Asst. City Engineer, Engineering Projects Coordinator, Engineering Tech. Jacket and shirts.	1,500	750	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Miscellaneous non-project-related studies, specialized site reviews, and grant applications.	50,000	40,000	
6331	CONFERENCES, TRAINING, TRAVEL	Required training for engineering staff certifications and/or licensure requirements. Includes state and local conferences, erosion control certifications, and MnDOT training certifications	7,500	8,000	
6341	ADVERTISING	Includes cost to advertise projects in Qwest CDN and pionner press	500	500	
6371	REPAIRS & MAINT CONTRACTUAL	Includes maintenance and repair of the print machines (est. \$900), support for computer aided drafting and design (CADD) programs (3 yr. license \$14,080 paid in 2022), GPS updates, GIS annual maintenance (\$3,600) , etc.	4,500	4,500	
6375	OTHER CONTRACTED SERVICES	This includes pictometry services from Dakota County (\$1,500) per the JPA	1,500	1,500	
6378	COPIER MAINTENANCE AGREEMENT	Maintenance agreement for continued service of the plotter and color copy usage (copier charges moved to 10160 in 2023)	1,500	1,500	
6380	CENTRAL GARAGE MAINT. CHARGE		12,794	13,242	
6388	TECHNOLOGY EQUIP CHARGE	Amortization of technology equipment	3,641	4,705	
6390	POSTAGE AND TELEPHONE	Costs are cell phone charges & postage for mailings.	5,000	5,000	

ENGINEERING					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
MISCELLANEOUS					
6412	CREDIT CARD/ACH/BANK FEE	credit card machine rent & cc fee transactions	500	500	
6471	DUES & SUBSCRIPTIONS	Membership to City Engineers Association, American Society of Civil Engineers, Mn Surveyors and Engineers Society, APWA, and other professional organizations.	1,500	1,500	
CAPITAL OUTLAY					
6382	CENTRAL GARAGE EQUIP. CHARGE		5,460	12,204	
6570	OFFICE EQUIP & FURNISHINGS		1,000	0	
6571	COMPUTER HARDWARE		2,000	0	
6572	COMPUTER SOFTWARE	Bluebeam PDF software for engineering staff	1,000	1,500	

FUNCTION: Public Works	DEPT. & DIV: Public Works	BUSINESS UNIT: 10320
----------------------------------	---	--------------------------------

Activities and Responsibilities:

The Public Works program is accountable for:

- Perform maintenance on all streets and alleys
- Maintenance of 112 miles of highways, streets & alleys including overlays, patching, sweeping, cracksealing, painting, sign repair
- Boulevard tree care, snow & ice plowing & removal
- Maintenance of certain street lights and all holiday decorations
- Maintenance and upkeep of Municipal Service Center and surrounding property
- Coordinate striping, pavement marking, sign maintenance and seal coating
- Coordinate with South St Paul Public Schools on a variety of functions

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

- Increase in supplies for increased use of paver within the City.
- Increase in central garage equipment charge for replacement funding

FUNCTION: Public Works	DEPT. & DIV: Public Works	BUSINESS UNIT: 10320
----------------------------------	---	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
Public Works Director	0.30	0.50	0.30	0.30
Public Works Superintendent	-	0.30	-	-
Streets Lead Worker	1.00	1.00	1.00	1.00
Maintenancer/Equipment Operator	6.00	6.00	6.00	6.00
Asst to the Public Works Director	0.30	0.30	0.30	0.30
Total Current Staffing	7.60	8.10	7.60	7.60

PUBLIC WORKS							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES							
PERSONNEL SERVICES							
6101 FULL-TIME EMPLOYEES-REG	516,512	554,517	570,539	193,038	597,247	622,822	
6102 FULL-TIME EMPLOYEES-OVERTIME	22,084	31,174	40,000	13,470	40,000	40,000	
6104 TEMPORARY EMPLOYEES-REG	0	0	11,560	0	11,560	11,560	
6108 ACCUMULATED VACATION/COMP LEAV	5,164	702	2,248	0	2,331	1,377	
6112 SERVICE RECOGNITION	500	2,000	0	0	0	0	
6120 EMPLOYER CONTR FOR RETIREMENT	81,389	88,140	86,611	31,022	90,659	94,475	
6130 EMPLOYER PAID INSURANCE	105,609	110,746	111,714	50,782	129,868	132,144	
6135 RETIREE PAID INSURANCE	20,044	3,425	285	0	0	0	
6150 WORKERS COMPENSATION	45,896	46,487	48,449	30,884	52,358	54,560	
6151 WORKERS COMP DEDUCTIBLE	0	0	0	394	0	0	
6170 EMPLOYER CONTR TO HCSP	5,778	12,522	12,579	2,565	13,318	13,594	
TOTAL PERSONNEL SERVICES	802,976	849,713	883,985	322,154	937,341	970,532	
SUPPLIES							
6201 OFFICE SUPPLIES	194	444	500	154	500	500	
6210 OPERATING SUPPLIES	3,761	4,670	4,000	1,121	4,000	5,000	
6220 REPAIR & MAINTENANCE SUPPLIES	128,762	150,295	200,000	10,578	200,000	250,000	
6221 SEAL COATING & TREE MAIN	164,560	118,926	140,000	10,100	140,000	140,000	
6225 ROAD SALT	188,363	121,448	127,000	75,674	127,000	127,000	
6225 1 ROAD SALT-INV ADJ	(23,565)	(21,527)	0	0	0	0	
6240 MINOR EQUIPMENT AND FURNITURE	3,663	3,591	4,000	1,570	4,000	4,000	
6245 CLOTHING ALLOWANCE	5,290	6,498	5,600	1,594	5,600	6,200	
TOTAL SUPPLIES	471,026	384,345	481,100	100,791	481,100	532,700	
OTHER SERVICES AND CHARGES							
6302 PROFESSIONAL SERVICES	54,580	13,877	0	0	0	0	
6331 CONFERENCES, TRAINING, TRAVEL	776	1,136	1,500	750	1,500	2,000	
6361 INSURANCE	19,643	22,429	23,500	13,957	23,500	26,130	
6365 INS CLAIMS WITHIN DEDUCTIBLE	1,500	0	0	500	0	0	
6371 REPAIRS & MAINT CONTRACTUAL	69,591	65,392	92,000	10,256	92,000	95,000	
6378 COPIER MAINTENANCE AGREEMENT	473	487	0	142	0	500	
6379 CONT SERV/REFUSE & SANITATION	18,910	16,728	20,000	3,019	20,000	20,600	
6380 CENTRAL GARAGE MAINT. CHARGE	300,893	346,134	373,825	124,612	373,825	386,909	
6382 CENTRAL GARAGE EQUIP. CHARGE	260,206	280,047	357,676	119,228	357,676	397,548	
6385 UTILITY SERVICE	40,358	33,215	41,000	7,036	41,000	42,000	
6388 TECHNOLOGY EQUIP CHARGE	1,410	1,476	1,476	492	1,476	1,720	
6390 POSTAGE AND TELEPHONE	4,909	4,856	5,500	1,942	5,500	5,500	
TOTAL OTHER SERVICES AND CHARGES	773,249	785,777	916,477	281,935	916,477	977,907	

PUBLIC WORKS							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
MISCELLANEOUS							
6407 OTHER CITY WATER/SEWER	250	0	0	0	0	0	
6430 MISCELLANEOUS	203	0	0	0	0	0	
6471 DUES & SUBSCRIPTIONS	925	0	925	1,127	925	925	
TOTAL MISCELLANEOUS	1,378	0	925	1,127	925	925	
TOTAL EXPENDITURES	2,048,629	2,019,835	2,282,487	706,007	2,335,843	2,482,064	
CHANGE 2024 REVISED TO 2025 REQUESTED							146,221
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							6.26%

PUBLIC WORKS					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6102	FULL-TIME EMPLOYEES-OVERTIME		40,000	40,000	
6104	TEMPORARY EMPLOYEES-REG	1 seasonal employee at \$17.00/hour for 680 hours.	11,560	11,560	
SUPPLIES					
6201	OFFICE SUPPLIES		500	500	
6210	OPERATING SUPPLIES	Safety Mats	4,000	5,000	
6220	REPAIR & MAINTENANCE SUPPLIES	For asphalt street overlays and pothole patch, gravel, dirt, sign materials & misc street maintenance materials.	200,000	250,000	
6221	SEAL COATING & TREE MAIN	Crackseal budget to allow schedule to stay on track for 8-year cycle. Offset crack sealing by City doing pre street sweeping. - (Cracksealing - \$100,000) (Tree Trimming/removal/planting \$25,000) Tree Disposal \$6000	140,000	140,000	
6225	ROAD SALT	Salt / Anti Icing liquids used over winter months	127,000	127,000	
6240	MINOR EQUIPMENT AND FURNITURE	Miscellaneous hand and power tools \$4,000	4,000	4,000	
6245	CLOTHING ALLOWANCE	Clothing allowance \$350 & boot allowance \$250. Shirts provided by City. Streets Division.	5,600	6,200	
OTHER SERVICES AND CHARGES					
6331	CONFERENCES, TRAINING, TRAVEL	Conferences for PW Superintendent and other training for Lead Workers \$1,500	1,500	2,000	
6361	INSURANCE	Property & Liability	23,500	26,130	
6371	REPAIRS & MAINT CONTRACTUAL	Various Contracted repairs for garage doors, HVAC, gates, cleaning services, repair to guard rails, pest control etc. \$35,000 - Street Striping \$15,000. Gaurd rail repairs \$12,000 Fence/Concrete and Asphalt repairs for City buildings \$33,000	92,000	95,000	
6378	COPIER MAINTENANCE AGREEMENT		0	500	
6379	CONT SERV/REFUSE & SANITATION	Trash Hauler	20,000	20,600	
6380	CENTRAL GARAGE MAINT. CHARGE		373,825	386,909	
6385	UTILITY SERVICE	Energy costs for gas and electric	41,000	42,000	
6388	TECHNOLOGY EQUIP CHARGE	technology amortization	1,476	1,720	
6390	POSTAGE AND TELEPHONE	Items include cell phones and Ipads for PW Superintendent & Lead Worker, postage.	5,500	5,500	
MISCELLANEOUS					
6471	DUES & SUBSCRIPTIONS	APWA - Annual Dues & other memberships	925	925	
CAPITAL OUTLAY					
6382	CENTRAL GARAGE EQUIP. CHARGE		357,676	397,548	

FUNCTION: Public Works	DEPT. & DIV: Buildings	BUSINESS UNIT: 10330
----------------------------------	--------------------------------------	--------------------------------

Activities and Responsibilities:

The Buildings program is accountable for:

- Providing secure and a clean environment for City Hall, Police, and Fire Dept
- Heating and cooling the City Hall, Police, and Fire Dept
- Providing general repairs and maintenance to City Hall, Police, Fire Dept
- Maintaining the City Hall, Museum and Library grounds, including snow removal and lawn care

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

- Old VAV controllers at City Hall need to be replaced as some are about 20yrs old. (about 10/yr)
- We acquired the library expenses

FUNCTION: Public Works	DEPT. & DIV: Buildings	BUSINESS UNIT: 10330
----------------------------------	--------------------------------------	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

- Roof Top units (3) need to be replaced - 1 ea over the next 3 years
Police garage door replacement

Staffing

	2022	2023	2024	2025
Asst to the Public Works Director	0.20	0.20	0.20	0.20
Facilities Maintenance Lead Worker	-	-	0.30	0.30
Facilities Maintenance & Operations	1.00	1.00	-	-
General Facilities Maintenance	-	-	1.00	1.00
Total Staffing	1.20	1.20	1.50	1.50

BUILDINGS							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10330 - BUILDINGS							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	84,724	78,237	104,009	35,080	108,821	112,823	
6102 - FULL-TIME EMPLOYEES-OVERTIME	168	1,487	1,500	220	1,500	1,500	
6108 - ACCUMULATED VACATION/COMP LEAV	84	9,436	119	0	124	150	
6112 - SERVICE RECOGNITION	0	6,300	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	12,440	12,014	15,767	5,348	16,497	17,108	
6130 - EMPLOYER PAID INSURANCE	19,974	13,970	18,535	8,207	20,452	20,466	
6135 - RETIREE PAID INSURANCE	2,235	9,396	11,609	4,729	12,688	12,688	
6150 - WORKERS COMPENSATION	5,171	5,187	5,765	3,376	6,223	6,447	
6170 - EMPLOYER CONTR TO HCSP	936	2,235	3,057	506	3,229	3,213	
PERSONNEL SERVICES	125,732	138,261	160,361	57,466	169,534	174,395	
SUPPLIES							
6210 - OPERATING SUPPLIES	7,308	7,232	7,500	2,028	7,500	7,800	
6220 - REPAIR & MAINTENANCE SUPPLIES	10,500	14,425	15,000	8,341	15,000	16,000	
6240 - MINOR EQUIPMENT AND FURNITURE	2,289	1,872	8,000	669	8,000	8,000	
6245 - CLOTHING ALLOWANCE	1,047	990	800	227	800	800	
SUPPLIES	21,144	24,518	31,300	11,264	31,300	32,600	
OTHER SERVICES AND CHARGES							
6331 - CONFERENCES, TRAINING, TRAVEL	0	0	200	90	200	200	
6361 - INSURANCE	8,598	14,014	19,250	10,412	19,250	22,367	
6371 - REPAIRS & MAINT CONTRACTUAL	132,844	91,296	100,000	45,594	101,300	100,000	
6375 - OTHER CONTRACTED SERVICES	1,091	0	0	0	0	0	
6378 - COPIER MAINTENANCE AGREEMENT	0	0	0	0	0	500	
6379 - CONT SERV/REFUSE & SANITATION	3,369	3,046	3,500	1,271	4,300	3,600	
6380 - CENTRAL GARAGE MAINT. CHARGE	0	0	5,000	1,668	5,000	5,175	
6381 - OTHER RENTALS	1,680	2,100	2,100	2,100	2,100	2,100	
6382 - CENTRAL GARAGE EQUIP. CHARGE	0	0	5,460	1,820	5,460	12,228	
6385 - UTILITY SERVICE	36,140	29,810	40,000	13,114	56,000	50,000	
6388 - TECHNOLOGY EQUIP CHARGE	480	521	521	176	521	680	
6390 - POSTAGE AND TELEPHONE	4,069	4,378	5,000	1,713	5,000	4,600	
OTHER SERVICES AND CHARGES	188,270	145,166	181,031	77,959	199,131	201,450	

BUILDINGS							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
MISCELLANEOUS							
6430 - MISCELLANEOUS	0	0	0	0	0	500	
MISCELLANEOUS	0	0	0	0	0	500	
TOTAL EXPENDITURES	335,146	307,945	372,692	146,689	399,965	408,945	
CHANGE 2024 REVISED TO 2025 REQUESTED							8,980
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							2.25%

BUILDINGS					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6102	FULL-TIME EMPLOYEES-OVERTIME	Special call out pay if applicable	1,500	1,500	
MATERIALS & SUPPLIES					
6210	OPERATING SUPPLIES	Paper and Liner - supplies for restrooms and sink areas, fuel for generator, safety mats	7,500	7,800	
6220	REPAIR & MAINTENANCE SUPPLIES	Includes paint, paint supplies, plumbing supplies, HVAC supplies, electrical supplies, cleaning supplies (not in cleaning contract), hardware supplies, etc. Annual ADA Upgrade - \$5,000	15,000	16,000	
6240	MINOR EQUIPMENT AND FURNITURE	Replace other equipment as needed. VAV replacement \$415/ea (buying 5 a year)	8,000	8,000	
6245	CLOTHING ALLOWANCE	Clothing - \$300 & Boot Allowance \$250 for Jon Elg. Plus shirts provided by City	800	800	
SERVICES AND OTHER CHARGES					
6331	CONFERENCES, TRAINING, TRAVEL	Training and mileage	200	200	
6361	INSURANCE	Property & Liability	19,250	22,367	
6371	REPAIRS & MAINT CONTRACTUAL	Includes: Contractual Mtce \$35,300; Windows \$1,280; Pest Control \$1,200; Fire Alarm Monitoring & CO testing \$2,500; Elevator Maintenance \$2,500; Sprinkler System \$500; Generator \$1,000; Backflow preventor inspec \$800; Technical support for Delta Controls Building Automation System \$3,200; Garage Door maintenance \$1,100; Other (door, elevator extinguishers etc.) \$2,500. Landscape and mulch \$5,000.	101,300	100,000	
6378	COPIER MAINTENANCE AGREEMENT	Copier/Printer	0	500	
6379	CONT SERV/REFUSE & SANITATION	City Hall & Library	4,300	3,600	
6380	CENTRAL GARAGE MAINT. CHARGE		5,000	5,175	
6381	OTHER RENTALS	Parking lot lease City Hall 7 spaces	2,100	2,100	
6385	UTILITY SERVICE	City Hall & Library	56,000	50,000	
6388	TECHNOLOGY EQUIP CHARGE	technology equipment amortization	521	680	
6390	POSTAGE AND TELEPHONE	State trunk fees \$290/month; CenturyLink \$3,700; Cell phone reimbursements.	5,000	4,600	
MISCELLANEOUS					
6430	MISCELLANEOUS	Fitness Room Repairs	0	500	
CAPITAL OUTLAY					
6382	CENTRAL GARAGE EQUIP. CHARGE		5,460	12,228	

FUNCTION: Public Works	DEPT. & DIV: Parks Facilities and Maintenance	BUSINESS UNIT: 10340
----------------------------------	---	--------------------------------

Activities and Responsibilities:

The Parks Facilities and Maintenance program is accountable fo

- General maintenance of all city parks, recreational facilities, boat landing, Wakota Wall, Regional trail and Pools
- Holiday lighting (in cooperation with street dept.)
- Maintenance of outdoor skating/hockey rinks
- Tree and shrub trimming on boulevards, and City property
- Trash removal at parks and trail locations

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

-

FUNCTION: Public Works	DEPT. & DIV: Parks Facilities and Maintenance	BUSINESS UNIT: 10340
----------------------------------	---	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

- Forestry Mulcher
-
-

<u>Staffing</u>	2022	2023	2024	2025
Parks Lead Worker	1.00	1.00	1.00	1.00
Maintenance/Equipment Operator	6.00	6.00	5.63	5.63
Total Staffing	<u>7.00</u>	<u>7.00</u>	<u>6.63</u>	<u>6.63</u>

PARKS FACILITIES AND MTNCE							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10340 - PARKS FACILITIES AND MTNCE EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	374,683	429,145	474,786	159,978	495,703	521,204	
6102 - FULL-TIME EMPLOYEES-OVERTIME	14,217	15,536	24,000	749	24,000	24,000	
6104 - TEMPORARY EMPLOYEES-REG	50,533	47,391	62,560	0	62,560	62,560	
6105 - TEMPORARY EMPLOYEES-OVERTIME	0	26	0	0	0	0	
6108 - ACCUMULATED VACATION/COMP LEAV	4,716	1,789	2,941	0	3,082	1,702	
6120 - EMPLOYER CONTR FOR RETIREMENT	63,124	71,228	72,158	24,334	75,334	79,102	
6130 - EMPLOYER PAID INSURANCE	64,215	69,567	79,925	33,929	86,742	87,468	
6140 - UNEMPLOYMENT COMP INS.	215	0	0	0	0	0	
6150 - WORKERS COMPENSATION	30,076	38,668	36,174	25,203	39,145	41,365	
6170 - EMPLOYER CONTR TO HCSP	4,030	13,379	12,586	2,025	13,304	13,652	
PERSONNEL SERVICES	605,808	686,729	765,130	246,218	799,870	831,053	
SUPPLIES							
6220 - REPAIR & MAINTENANCE SUPPLIES	53,999	53,388	92,000	7,316	92,000	95,000	
6221 - SEAL COATING & TREE MAIN	0	0	10,000	0	10,000	10,000	
6240 - MINOR EQUIPMENT AND FURNITURE	9,474	8,679	15,000	536	15,000	15,000	
6245 - CLOTHING ALLOWANCE	6,506	5,099	5,000	2,473	5,000	6,200	
SUPPLIES	69,980	67,166	122,000	10,326	122,000	126,200	
OTHER SERVICES AND CHARGES							
6331 - CONFERENCES, TRAINING, TRAVEL	318	1,306	1,600	1,039	1,600	1,600	
6361 - INSURANCE	34,051	18,632	19,400	11,889	19,400	22,249	
6371 - REPAIRS & MAINT CONTRACTUAL	137,936	108,006	120,000	6,820	120,000	120,000	
6379 - CONT SERV/REFUSE & SANITATION	9,564	11,629	16,000	929	16,000	16,350	
6380 - CENTRAL GARAGE MAINT. CHARGE	135,647	152,236	164,415	54,808	164,415	170,170	
6381 - OTHER RENTALS	0	70	0	0	0	0	
6382 - CENTRAL GARAGE EQUIP. CHARGE	79,454	83,427	99,404	33,136	99,404	206,688	
6385 - UTILITY SERVICE	22,365	22,441	23,500	4,009	23,500	25,000	
6388 - TECHNOLOGY EQUIP CHARGE	1,020	1,054	1,054	352	1,054	1,120	
6390 - POSTAGE AND TELEPHONE	3,023	3,095	4,000	1,255	4,000	4,000	
OTHER SERVICES AND CHARGES	423,377	401,895	449,373	114,237	449,373	567,177	

PARKS FACILITIES AND MTNCE							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
CAPITAL OUTLAY							
6580 - OTHER EQUIPMENT	0	7,031	40,000	0	40,000	30,000	
CAPITAL OUTLAY	0	7,031	40,000	0	40,000	30,000	
TOTAL EXPENDITURES	1,099,165	1,162,822	1,376,503	370,781	1,411,243	1,554,430	
CHANGE 2024 REVISED TO 2025 REQUESTED							143,187
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							10.15%

PARKS FACILITIES AND MTNCE					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6102	FULL-TIME EMPLOYEES-OVERTIME		24,000	24,000	
6104	TEMPORARY EMPLOYEES-REG	Summer Maintenance Employees - 6 workers for 85 days @ \$17.00/hr(avg).	62,560	62,560	
MATERIALS & SUPPLIES					
6220	REPAIR & MAINTENANCE SUPPLIES	Sprinkler maintenance supplies - \$3,000; 200 tons of Ag-Lime \$2,200; 2 tons of marking material \$900; 400 gallons of field marking paint \$3,300; Infield material (Clay, Diamond Dry) \$1,600; paint, lumber hardware, restroom supplies, black dirt, mulch, fencing, seed, sod, etc. Increase \$10,000 based on 3 year average also increase \$10,000 to replace asphalt walking trails. Play ground repair supplies \$10,000.	92,000	95,000	
6221	SEAL COATING & TREE MAIN		10,000	10,000	
6240	MINOR EQUIPMENT AND FURNITURE	8ft Picnic tables \$4,600; tables \$1,000; tools for parks and rinks \$1,000; athletic facility nets \$200; field chalkers \$400; Increase for Misc. equipment at McMorrow and Kaposia Landings - \$2,500, Misc equipment as needed \$4,500	15,000	15,000	
6245	CLOTHING ALLOWANCE	Rental of uniforms shirts/pants \$350; boot allowance \$250 per person per union contract. City provided shirts.Parks Div. 1 permanent part-time.	5,000	6,200	
SERVICES AND OTHER CHARGES					
6331	CONFERENCES, TRAINING, TRAVEL	Park Maintenance Conference for Lead Worker, Playground inspections, Herbicide certification	1,600	1,600	
6361	INSURANCE	Property & Liability	19,400	22,249	
6371	REPAIRS & MAINT CONTRACTUAL	Field Restoration Program (includes seeding, top dressing, broadleaf control, work at all City Parks, irrigation repairs. Treating of Trees \$1,200. Tree trim/removals - \$20,000. Mulching for parks \$5,000.	120,000	120,000	
6379	CONT SERV/REFUSE & SANITATION	Trash and Recycling.	16,000	16,350	
6380	CENTRAL GARAGE MAINT. CHARGE		164,415	170,170	
6385	UTILITY SERVICE	Lighting of Park and Field lights, plus electricity for warming shacks and safety lighting in all parks.	23,500	25,000	
6388	TECHNOLOGY EQUIP CHARGE	tecnology equipment amortization	1,054	1,120	
6390	POSTAGE AND TELEPHONE	Telephone at park buildings, cell phone & Ipad service.	4,000	4,000	

PARKS FACILITIES AND MTNCE					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
CAPITAL OUTLAY					
6382	CENTRAL GARAGE EQUIP. CHARGE	for 2024 \$25,000 will be contributed from the 2022 excess fund balance in the General Fund	99,404	206,688	
6580	OTHER EQUIPMENT	Forestry Mulcher	40,000	30,000	

FUNCTION: Community Development	DEPT. & DIV: Development Services	BUSINESS UNIT: 10410
---	---	--------------------------------

Activities and Responsibilities:

The Development Services Program is Accountable for :

- Comprehensive land-use planning and zoning for the City
- Providing staff services to the Planning Commission
- Administering all aspects of the comprehensive plan and zoning ordinances
- Enforcing land use ordinances
- Reviewing, processing, and coordinating building permit applications and issue building permits
- Performing field inspections of building construction related to permit applications
- Researching and interpreting building codes
- Coordinating development review with Engineering and other City Departments for proposed development projects
- Providing counter service to residents and businesses who have questions about their property

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-
- **Notable Expenditure Changes for 2025**
 - Training budget is being reduced by \$750- The Planning Manager and Associate Planner attended a national conference in 2024 that was in Minneapolis. It is not in Minnesota this year and they will not be attending. The Building Official's conference costs increased slightly. The Building/Inspections Support Specialist is going to start attending an annual training.
 - The professional services contract is being increased by \$15,000 to reflect the fact that the City has paid the contracted electrical inspector at least \$40,000 annually for the past several years so the \$25,000 line item is not accurate. This expense is completely offset by fees paid for electrical permits.
 - The expense for the workstation for a shared Dept. Support position has been eliminated.
 - The Building/Inspections Support Specialist is joining a professional organization with \$100 in annual dues.

FUNCTION: Community Development	DEPT. & DIV: Development Services	BUSINESS UNIT: 10410
---	---	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
City Planner/Zoning Administrator	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00
Associate Planner	0.50	0.50	0.50	0.50
Department Support Specialist	1.00	0.60	0.85	0.85
Total Staffing	3.50	3.10	3.35	3.35

DEVELOPMENT SERVICES							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10410 - DEVELOPMENT SERVICES							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	299,854	297,874	333,726	103,657	346,827	343,149	
6102 - FULL-TIME EMPLOYEES-OVERTIME	1,249	0	1,200	0	1,200	1,200	
6108 - ACCUMULATED VACATION/COMP LEAV	6,878	2,970	2,480	0	2,573	572	
6112 - SERVICE RECOGNITION	5,670	3,000	0	0	0	3,684	
6120 - EMPLOYER CONTR FOR RETIREMENT	45,786	44,704	50,749	15,444	52,741	52,318	
6130 - EMPLOYER PAID INSURANCE	52,067	52,763	61,709	22,760	70,117	59,662	
6150 - WORKERS COMPENSATION	1,016	2,069	2,679	1,546	2,890	2,843	
6170 - EMPLOYER CONTR TO HCSP	2,665	6,113	6,359	1,046	6,705	5,277	
PERSONNEL SERVICES	415,184	409,492	458,902	144,453	483,053	468,705	
SUPPLIES							
6201 - OFFICE SUPPLIES	1,317	884	1,500	0	1,500	1,500	
6210 - OPERATING SUPPLIES	421	103	1,000	0	1,000	1,000	
6245 - CLOTHING ALLOWANCE	461	0	200	0	200	0	
SUPPLIES	2,199	987	2,700	0	2,700	2,500	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	100,713	110,073	85,000	24,584	85,000	100,000	
6331 - CONFERENCES, TRAINING, TRAVEL	1,641	1,516	3,950	1,710	3,950	3,200	
6341 - ADVERTISING	509	768	1,250	288	1,250	1,250	
6371 - REPAIRS & MAINT CONTRACTUAL	127	0	0	0	0	0	
6375 - OTHER CONTRACTED SERVICES	39,679	41,276	42,828	11,542	42,828	44,403	
6378 - COPIER MAINTENANCE AGREEMENT	1,869	492	0	0	0	0	
6380 - CENTRAL GARAGE MAINT. CHARGE	0	0	5,000	1,668	5,000	5,175	
6382 - CENTRAL GARAGE EQUIP. CHARGE	0	0	6,036	2,012	6,036	5,376	
6388 - TECHNOLOGY EQUIP CHARGE	1,410	621	2,063	688	2,063	1,408	
6390 - POSTAGE AND TELEPHONE	2,379	2,748	3,000	696	3,000	3,000	
OTHER SERVICES AND CHARGES	148,327	157,493	149,127	43,187	149,127	163,812	
MISCELLANEOUS							
6412 - CREDIT CARD/ACH/BANK FEE	494	6,363	6,500	836	6,500	6,500	
6471 - DUES & SUBSCRIPTIONS	888	857	1,155	667	1,155	1,255	
MISCELLANEOUS	1,382	7,220	7,655	1,503	7,655	7,755	

DEVELOPMENT SERVICES							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
CAPITAL OUTLAY							
6570 - OFFICE EQUIP & FURNISHINGS	71	0	1,000	0	1,000	0	
CAPITAL OUTLAY	71	0	1,000	0	1,000	0	
TOTAL EXPENDITURES	567,164	575,193	619,384	189,143	643,535	642,772	
CHANGE 2024 REVISED TO 2025 REQUESTED							(763)
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							(0.12)%

DEVELOPMENT SERVICES					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6102	FULL-TIME EMPLOYEES-OVERTIME		1,200	1,200	
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	General office supplies (toner, envelopes, copy paper), water cooler	1,500	1,500	
6210	OPERATING SUPPLIES	Building Official essential tools & supplies	1,000	1,000	
6245	CLOTHING ALLOWANCE		200	0	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Electrical Inspections (\$40,000); Contract Building Inspections (\$60,000)	85,000	100,000	
6331	CONFERENCES, TRAINING, TRAVEL	City Planner (\$1,000): MnAPA/APA Conference; Building Official (\$900): ICC, 10,000 Lakes; Associate Planner: (\$1,000) - MnAPA Conf; Building/Inspections Support Specialist: (\$300)- MBTA Association Annual Conference	3,950	3,200	
6341	ADVERTISING	Public Hearing Communications - Pioneer Press	1,250	1,250	
6375	OTHER CONTRACTED SERVICES	Software Maintenance and Development (LOGIS & PIMs)	42,828	44,403	
6380	CENTRAL GARAGE MAINT. CHARGE		5,000	5,175	
6388	TECHNOLOGY EQUIP CHARGE	technology equipment amortization	2,063	1,408	
6390	POSTAGE AND TELEPHONE	Mailings (Planning Commisison items 1/month); Cell Phone (P&Z, Building Official); HotSpot for Building Official	3,000	3,000	
MISCELLANEOUS					
6412	CREDIT CARD/ACH/BANK FEE	ePermits - credit card payments	6,500	6,500	
6471	DUES & SUBSCRIPTIONS	City Planner: Annual APA (\$500); Building Official (\$300); Associate Planner: Annual APA (\$355); Building/ Inspections Support Specialist: Annual MBTA (\$100)	1,155	1,255	
CAPITAL OUTLAY					
6382	CENTRAL GARAGE EQUIP. CHARGE		6,036	5,376	
6570	OFFICE EQUIP & FURNISHINGS	workstation for shared Dept Supp position	1,000	0	

FUNCTION: Community Development	DEPT. & DIV: Code Enforcement	BUSINESS UNIT: 10420
---	---	--------------------------------

Activities and Responsibilities:

The Code Enforcement program is accountable for:

- Investigate complaints related to city and zoning code
- Notification to owners and business of violations and issuance of citations
- Address questions and concerns from residents regarding city ordinances
- Process on-line complaints
- Promotes public awareness on common code violations and property complaints

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

- Reducing postage and telephone expense line to line up better with historic expenses.

FUNCTION: Community Development	DEPT. & DIV: Code Enforcement	BUSINESS UNIT: 10420
---	---	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
Licensing/Code Enforcement Mgr*	0.60	-	-	-
Code enforcement Officer	1.00	1.00	1.00	1.00
Department Support Specialist	0.30	0.40	0.40	0.40
Total Staffing	1.90	1.40	1.40	1.40

* Code Enforcement Officer is now overseen by Planning/Zoning Manager

CODE ENFORCEMENT							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10420 - CODE ENFORCEMENT EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	88,402	92,128	95,518	31,865	99,626	106,506	
6102 - FULL-TIME EMPLOYEES-OVERTIME	0	0	1,200	0	1,200	1,200	
6108 - ACCUMULATED VACATION/COMP LEAV	11,045	0	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	14,161	13,893	14,471	4,799	15,094	16,138	
6130 - EMPLOYER PAID INSURANCE	10,090	8,112	7,948	8,411	21,498	21,520	
6140 - UNEMPLOYMENT COMP INS.	14,716	0	0	0	0	0	
6150 - WORKERS COMPENSATION	1,907	907	830	498	893	956	
6170 - EMPLOYER CONTR TO HCSP	1,425	1,591	1,671	473	1,778	1,821	
PERSONNEL SERVICES	141,745	116,631	121,638	46,044	140,089	148,141	
SUPPLIES							
6201 - OFFICE SUPPLIES	540	774	1,000	153	1,000	1,000	
6210 - OPERATING SUPPLIES	315	37	0	0	0	0	
6245 - CLOTHING ALLOWANCE	229	200	150	0	150	150	
SUPPLIES	1,083	1,011	1,150	153	1,150	1,150	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	0	4,106	7,000	0	7,000	7,000	
6331 - CONFERENCES, TRAINING, TRAVEL	68	38	500	55	500	500	
6371 - REPAIRS & MAINT CONTRACTUAL	9,452	10,823	15,000	0	15,000	15,000	
6375 - OTHER CONTRACTED SERVICES	2,748	2,892	3,275	731	3,275	3,275	
6380 - CENTRAL GARAGE MAINT. CHARGE	4,596	5,158	5,571	1,860	5,571	5,766	
6382 - CENTRAL GARAGE EQUIP. CHARGE	4,113	4,319	9,480	3,160	9,480	5,112	
6388 - TECHNOLOGY EQUIP CHARGE	1,270	2,276	588	196	588	1,152	
6390 - POSTAGE AND TELEPHONE	2,297	1,674	5,000	178	5,000	5,000	
OTHER SERVICES AND CHARGES	24,544	31,285	46,414	6,180	46,414	42,805	
MISCELLANEOUS							
6412 - CREDIT CARD/ACH/BANK FEE	6,466	258	500	330	500	500	
6471 - DUES & SUBSCRIPTIONS	0	0	150	0	150	150	
MISCELLANEOUS	6,466	258	650	330	650	650	

CODE ENFORCEMENT							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
CAPITAL OUTLAY 6580 - OTHER EQUIPMENT	1,472	0	0	0	0	0	
CAPITAL OUTLAY	1,472	0	0	0	0	0	
TOTAL EXPENDITURES	175,311	149,185	169,852	52,707	188,303	192,746	
CHANGE 2024 REVISED TO 2025 REQUESTED PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							4,443 2.36%

CODE ENFORCEMENT					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6102	FULL-TIME EMPLOYEES-OVERTIME		1,200	1,200	
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	General Office Supplies, toner, envelopes, code enforcement forms.	1,000	1,000	
6245	CLOTHING ALLOWANCE	Safety shoe allowance for Code Enforcement (\$150)	150	150	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Administrative Citation Program (\$2000), Odor Consultant Services (\$5,000).	7,000	7,000	
6331	CONFERENCES, TRAINING, TRAVEL	Educational Training & mileage for staff	500	500	
6371	REPAIRS & MAINT CONTRACTUAL	Services provided for graffiti abatement, payment to contractor for general abatement of properties, mowing lawns and snow shoveling of foreclosures and problem properties.	15,000	15,000	
6375	OTHER CONTRACTED SERVICES	Software maintenance and development Code Enforcement and Licensing - LOGIS (PIMS), Nasal Ranger Calibration	3,275	3,275	
6380	CENTRAL GARAGE MAINT. CHARGE		5,571	5,766	
6388	TECHNOLOGY EQUIP CHARGE	Amortization of technology equipment	588	1,152	
6390	POSTAGE AND TELEPHONE	Mailings for department, cell phone usage generated by Code Enforcement Officer.	5,000	5,000	
MISCELLANEOUS					
6412	CREDIT CARD/ACH/BANK FEE	charges for credit card payments on invoices issued	500	500	
6471	DUES & SUBSCRIPTIONS	Membership Dues for Code Enforcement Officer	150	150	
CAPITAL OUTLAY					
6382	CENTRAL GARAGE EQUIP. CHARGE		9,480	5,112	

FUNCTION: Cultural and Recreation	DEPT. & DIV: Park and Recreation Administration	BUSINESS UNIT: 10520
---	---	--------------------------------

Activities and Responsibilities:

The Park and Recreation Administration program is accountable

- Administer and direct the operation and programming of all city park land.
- Coordinate park and trail capital improvement projects.
- Plan, administer and evaluate all city-sponsored recreation programs and activities.
- Coordinate and schedule athletic fields, programs, activities, and other community events.
- Administer and direct the operation of the Splash Pool at Lorraine Park and Northview Pool facilities.
- Administer the admission of city park facilities including disc golf course and off-leash dog area.
- Coordinate rental of city park facilities including park shelters, Kaposia Park Pavilion, & Community Garden plots.

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

-

FUNCTION: Cultural and Recreation	DEPT. & DIV: Park and Recreation Administration	BUSINESS UNIT: 10520
---	---	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
Park & Recreation Director	0.90	0.90	0.90	0.90
Recreation Supervisor	0.20	0.20	0.20	0.20
Recreation Specialist	-	0.20	0.20	0.20
Department Support Specialist	0.50	0.50	0.50	0.50
Total Staffing	1.60	1.80	1.80	1.80

PARKS ADMINISTRATION							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10520 - PARKS ADMINISTRATION							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	149,750	169,035	176,510	57,629	178,659	188,186	
6102 - FULL-TIME EMPLOYEES-OVERTIME	1,159	159	0	0	0	0	
6108 - ACCUMULATED VACATION/COMP LEAV	8,419	7,248	6,121	0	6,402	5,907	
6112 - SERVICE RECOGNITION	200	5,977	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	23,462	26,531	27,209	8,646	27,556	28,967	
6130 - EMPLOYER PAID INSURANCE	13,358	19,600	17,391	11,530	29,627	29,659	
6140 - UNEMPLOYMENT COMP INS.	11,105	0	0	0	0	0	
6150 - WORKERS COMPENSATION	1,497	1,278	1,308	793	1,408	1,478	
6151 - WORKERS COMP DEDUCTIBLE	66	0	0	0	0	0	
6170 - EMPLOYER CONTR TO HCSP	858	2,567	2,434	608	3,271	3,308	
PERSONNEL SERVICES	209,875	232,395	230,973	79,205	246,923	257,505	
SUPPLIES							
6201 - OFFICE SUPPLIES	602	533	1,800	0	1,800	1,800	
6210 - OPERATING SUPPLIES	2,370	2,226	1,500	181	1,500	1,500	
6240 - MINOR EQUIPMENT AND FURNITURE	0	0	5,330	0	5,330	5,000	
SUPPLIES	2,972	2,760	8,630	181	8,630	8,300	
OTHER SERVICES AND CHARGES							
6331 - CONFERENCES, TRAINING, TRAVEL	1,273	1,414	5,550	0	5,550	5,550	
6371 - REPAIRS & MAINT CONTRACTUAL	25,163	27,212	27,375	8,400	27,375	28,690	
6375 - OTHER CONTRACTED SERVICES	486	511	0	0	0	0	
6378 - COPIER MAINTENANCE AGREEMENT	282	0	0	0	0	0	
6381 - OTHER RENTALS	14,814	13,652	16,000	689	16,000	16,000	
6388 - TECHNOLOGY EQUIP CHARGE	4,212	2,868	3,088	1,032	3,088	3,344	
6390 - POSTAGE AND TELEPHONE	1,143	1,369	1,770	542	1,770	1,770	
OTHER SERVICES AND CHARGES	47,373	47,025	53,783	10,663	53,783	55,354	
MISCELLANEOUS							
6412 - CREDIT CARD/ACH/BANK FEE	2,121	2,585	2,500	563	2,500	2,500	
6471 - DUES & SUBSCRIPTIONS	1,100	890	1,375	360	1,375	1,400	
MISCELLANEOUS	3,221	3,475	3,875	923	3,875	3,900	
TOTAL EXPENDITURES	263,440	285,654	297,261	90,971	313,211	325,059	
CHANGE 2024 REVISED TO 2025 REQUESTED							11,848
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							3.78%

PARKS ADMINISTRATION					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	Paper, envelopes, folders, disks, work station accessories, letterhead	1,800	1,800	
6210	OPERATING SUPPLIES	Special Event Supplies in support of Kaposia Days and Parks & Recreation Advisory Commission initiatives	1,500	1,500	
6240	MINOR EQUIPMENT AND FURNITURE	Supplies for Parks, Misc items	5,330	5,000	
SERVICES AND OTHER CHARGES					
6331	CONFERENCES, TRAINING, TRAVEL	Local Workshops, Training, & Mileage \$1,400; MRPA State Conference (3 participants) \$2250; NRPA National Congress (1 participant) \$1,900	5,550	5,550	
6371	REPAIRS & MAINT CONTRACTUAL	RecTrac and WebTrac Software Maintenance LOGIS	27,375	28,690	
6381	OTHER RENTALS	Portable Toilet Rental (Moved from Park Maintenance)	16,000	16,000	
6388	TECHNOLOGY EQUIP CHARGE	Amortization of technology equipment	3,088	3,344	
6390	POSTAGE AND TELEPHONE	Mobile Phones \$1170 annually Correspondence Postage = \$600	1,770	1,770	
MISCELLANEOUS					
6412	CREDIT CARD/ACH/BANK FEE	Credit Card Processing: in-person and on-line registration.	2,500	2,500	
6471	DUES & SUBSCRIPTIONS	MN Recreation & Park Association Professional Memberships = \$900 National Recreation and Park Association Agency Membership = \$475, MASS Membership	1,375	1,400	

FUNCTION: Cultural and Recreation	DEPT. & DIV: Splash Pool	BUSINESS UNIT: 10527
---	--	--------------------------------

Activities and Responsibilities:

The Splash Pool program is accountable for:

- Providing a safe and accessible outdoor water play structure featuring a zero-depth entry.
- Providing certified and trained lifeguard and water safety staff to monitor the pool areas during operation.
- Concession sales and operation.
- Daily hours of operation (weather permitting): 12:30 -6:00 p.m. (plus 11:00-12:30 toddler swim).
- Available for private pool party rental.
- Providing clean and accessible locker rooms for changing, showering, and secure storage of belongings.

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

- Replace Funbrella -Have not replaced in past 5 years

FUNCTION: Cultural and Recreation	DEPT. & DIV: Splash Pool	BUSINESS UNIT: 10527
---	--	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
Park & Recreation Director	0.03	-	-	-
Recreation Supervisor	0.10	0.10	0.10	0.10
Total Staffing	<u>0.13</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>

SPLASH POOL							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10527 - SPLASH POOL EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	8,270	10,171	8,157	2,993	9,358	9,612	
6104 - TEMPORARY EMPLOYEES-REG	38,072	35,675	35,000	0	35,000	37,000	
6108 - ACCUMULATED VACATION/COMP LEAV	19	835	80	0	93	0	
6112 - SERVICE RECOGNITION	100	0	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	4,175	4,319	6,545	435	6,728	7,063	
6130 - EMPLOYER PAID INSURANCE	1,210	1,633	1,817	890	2,319	2,321	
6140 - UNEMPLOYMENT COMP INS.	64	0	0	0	0	0	
6150 - WORKERS COMPENSATION	2,022	2,150	2,623	1,501	2,634	2,864	
6170 - EMPLOYER CONTR TO HCSP	78	433	164	34	183	162	
PERSONNEL SERVICES	54,010	55,216	54,386	5,852	56,315	59,022	
SUPPLIES							
6210 - OPERATING SUPPLIES	3,088	2,218	2,500	790	2,500	2,500	
6220 - REPAIR & MAINTENANCE SUPPLIES	10,311	9,501	10,000	0	10,000	10,000	
6240 - MINOR EQUIPMENT AND FURNITURE	0	104	5,500	0	5,500	5,500	
6250 - MERCHANDISE FOR RESALE	5,843	5,624	4,000	0	4,000	5,000	
SUPPLIES	19,242	17,446	22,000	790	22,000	23,000	
OTHER SERVICES AND CHARGES							
6331 - CONFERENCES, TRAINING, TRAVEL	1,004	629	1,000	310	1,000	1,000	
6371 - REPAIRS & MAINT CONTRACTUAL	673	3,296	6,000	90	6,000	6,000	
6375 - OTHER CONTRACTED SERVICES	500	0	0	0	0	0	
6379 - CONT SERV/REFUSE & SANITATION	0	0	200	0	200	0	
6385 - UTILITY SERVICE	8,533	10,136	8,500	779	8,500	10,000	
6390 - POSTAGE AND TELEPHONE	90	97	90	37	90	100	
OTHER SERVICES AND CHARGES	10,800	14,158	15,790	1,217	15,790	17,100	
MISCELLANEOUS							
6430 - MISCELLANEOUS	250	0	0	0	0	0	
6471 - DUES & SUBSCRIPTIONS	0	0	0	0	0	670	
MISCELLANEOUS	250	0	0	0	0	670	
TOTAL EXPENDITURES	84,302	86,821	92,176	7,858	94,105	99,792	
CHANGE 2024 REVISED TO 2025 REQUESTED							5,687
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							6.04%

SPLASH POOL					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6104	TEMPORARY EMPLOYEES-REG	Lifeguards, Concession Operators, Manager, Lead Lifeguards.	35,000	37,000	
MATERIALS & SUPPLIES					
6210	OPERATING SUPPLIES	Cleaning supplies. Staff equipment and apparel. Timesheet system.	2,500	2,500	
6220	REPAIR & MAINTENANCE SUPPLIES	Chemicals for the pool: testing equipment, soda ash, other supplies. Unanticipated repairs.	10,000	10,000	
6240	MINOR EQUIPMENT AND FURNITURE	Rescue tubes and safety equipment. Incremental replacement of deck furnishings. Replace Funbrella \$4000	5,500	5,500	
6250	MERCHANDISE FOR RESALE	Products sold at concession stand.	4,000	5,000	
SERVICES AND OTHER CHARGES					
6331	CONFERENCES, TRAINING, TRAVEL	Lifeguard Certification \$400, Pool Manager Milage \$200 (Transferred from Parks & Rec Admin budget)	1,000	1,000	
6371	REPAIRS & MAINT CONTRACTUAL		6,000	6,000	
6379	CONT SERV/REFUSE & SANITATION	Pest control.	200	0	
6385	UTILITY SERVICE	Based on historic actuals.	8,500	10,000	
6390	POSTAGE AND TELEPHONE	Cell phone.	90	100	
MISCELLANEOUS					
6471	DUES & SUBSCRIPTIONS	MDH Pool License	0	670	

FUNCTION: Cultural and Recreation	DEPT. & DIV: Northview Pool	BUSINESS UNIT: 10528
---	---	--------------------------------

Activities and Responsibilities:

The Northview Pool program is accountable for:

- Providing an eleven week swim season: June - August (Daily hours of operation 1:00 - 7:00 p.m.).
- Providing a safe and accessible swimming environment in 1950s era box-type pool.
- Providing certified and trained lifeguard and water safety staff to monitor the pool areas during operation.
- Concession sales and operation.
- Hosting of special community events.
- Available for private pool party rental.
- Providing clean and accessible locker rooms for changing, showering, and secure storage of belongings.

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

-

FUNCTION: Cultural and Recreation	DEPT. & DIV: Northview Pool	BUSINESS UNIT: 10528
---	---	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
Park & Recreation Director	0.03	-	-	-
Recreation Supervisor	0.10	0.10	0.10	0.10
Total Staffing	0.13	0.10	0.10	0.10

NORTHVIEW POOL							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10528 - NORTHVIEW POOL							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	8,270	10,171	8,157	2,993	9,358	9,612	
6104 - TEMPORARY EMPLOYEES-REG	39,691	39,429	35,000	0	35,000	40,000	
6108 - ACCUMULATED VACATION/COMP LEAV	19	835	80	0	93	0	
6112 - SERVICE RECOGNITION	100	0	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	4,299	4,606	6,545	435	6,728	7,517	
6130 - EMPLOYER PAID INSURANCE	1,210	1,633	1,817	890	2,319	2,321	
6150 - WORKERS COMPENSATION	2,022	2,150	2,623	1,501	2,634	3,090	
6170 - EMPLOYER CONTR TO HCSP	78	433	164	34	183	162	
PERSONNEL SERVICES	55,689	59,257	54,386	5,852	56,315	62,702	
SUPPLIES							
6210 - OPERATING SUPPLIES	2,741	1,986	2,500	790	2,500	2,500	
6220 - REPAIR & MAINTENANCE SUPPLIES	7,842	9,101	7,500	0	7,500	10,000	
6240 - MINOR EQUIPMENT AND FURNITURE	0	334	2,500	0	2,500	2,500	
6250 - MERCHANDISE FOR RESALE	5,918	7,347	5,000	0	5,000	6,000	
SUPPLIES	16,502	18,769	17,500	790	17,500	21,000	
OTHER SERVICES AND CHARGES							
6331 - CONFERENCES, TRAINING, TRAVEL	944	556	1,000	0	1,000	1,000	
6371 - REPAIRS & MAINT CONTRACTUAL	1,414	5,780	17,800	0	17,800	17,800	
6375 - OTHER CONTRACTED SERVICES	0	0	5,000	0	5,000	5,000	
6379 - CONT SERV/REFUSE & SANITATION	0	0	200	0	200	0	
6385 - UTILITY SERVICE	12,007	8,680	12,000	19	12,000	9,000	
6390 - POSTAGE AND TELEPHONE	90	97	90	37	90	100	
OTHER SERVICES AND CHARGES	14,453	15,113	36,090	57	36,090	32,900	
MISCELLANEOUS							
6471 - DUES & SUBSCRIPTIONS	0	0	0	0	0	670	
MISCELLANEOUS	0	0	0	0	0	670	
TOTAL EXPENDITURES	86,644	93,139	107,976	6,698	109,905	117,272	
CHANGE 2024 REVISED TO 2025 REQUESTED							7,367
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							6.70%

NORTHVIEW POOL					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6104	TEMPORARY EMPLOYEES-REG	Lifeguards, Concession Operators, Manager, Lead Lifeguards.	35,000	40,000	
MATERIALS & SUPPLIES					
6210	OPERATING SUPPLIES	Cleaning supplies. Staff equipment and apparel. Timesheet system.	2,500	2,500	
6220	REPAIR & MAINTENANCE SUPPLIES	Chemicals for the pool: testing equipment, soda ash, other supplies. Repairs for mechanical, deck area, building.	7,500	10,000	
6240	MINOR EQUIPMENT AND FURNITURE	Rescue tubes and safety equipment. Incremental replacement of deck furnishings.	2,500	2,500	
6250	MERCHANDISE FOR RESALE	Products sold at concession stand	5,000	6,000	
SERVICES AND OTHER CHARGES					
6331	CONFERENCES, TRAINING, TRAVEL	Lifeguard Certification \$400, Pool Manager Milage \$200 (Transferred from Parks & Rec Admin Budget)	1,000	1,000	
6371	REPAIRS & MAINT CONTRACTUAL	Water heater replacement \$1800, add'l based on history \$16,000	17,800	17,800	
6375	OTHER CONTRACTED SERVICES	Improvements based upon age of the facility and ADA Transition Plan	5,000	5,000	
6379	CONT SERV/REFUSE & SANITATION	Pest Control (Remove-Added to 6371)	200	0	
6385	UTILITY SERVICE	Based upon historic actuals	12,000	9,000	
6390	POSTAGE AND TELEPHONE	Cell phone	90	100	
MISCELLANEOUS					
6471	DUES & SUBSCRIPTIONS	MDH Pool License	0	670	

FUNCTION: Cultural and Recreation	DEPT. & DIV: Recreational Programs	BUSINESS UNIT: 10529
---	--	--------------------------------

Activities and Responsibilities:

The Recreational Programs program is accountable for:

- Providing recreational activities, fall, winter, spring and summer for youth, teens, and adults.
- Providing youth programs, special events, and field trips programming.
- Coordinate and promote the Summer Playhouse program.
- Administer the youth sport leagues of football and T-ball.
- Coordinate winter season outdoor rink and warming house operation at four locations.
- Coordinate the rental and use of athletic fields, picnic shelters, Kaposia Pavilion building, and Community Garden plots.
- Coordinating adult softball leagues.

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

-

FUNCTION: Cultural and Recreation	DEPT. & DIV: Recreational Programs	BUSINESS UNIT: 10529
---	--	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
Park & Recreation Director	0.05	0.10	0.10	0.10
Recreation Supervisor	0.70	0.60	0.60	0.60
Recreation Specialist	-	0.80	0.80	0.80
Total Staffing	0.75	1.50	1.50	1.50

RECREATIONAL PROGRAMS							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
10529 - RECREATIONAL PROGRAMS EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	60,428	117,627	111,519	39,063	121,143	125,079	
6102 - FULL-TIME EMPLOYEES-OVERTIME	0	141	0	0	0	0	
6104 - TEMPORARY EMPLOYEES-REG	47,624	47,536	45,000	2,463	45,000	48,000	
6108 - ACCUMULATED VACATION/COMP LEAV	696	5,625	1,144	0	1,251	657	
6112 - SERVICE RECOGNITION	600	0	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	12,890	21,804	23,802	5,992	25,266	26,276	
6130 - EMPLOYER PAID INSURANCE	9,007	20,027	22,024	10,260	26,185	26,199	
6140 - UNEMPLOYMENT COMP INS.	737	158	0	0	0	0	
6150 - WORKERS COMPENSATION	627	1,345	1,241	780	1,346	1,413	
6170 - EMPLOYER CONTR TO HCSP	546	3,547	2,249	506	2,437	2,327	
PERSONNEL SERVICES	133,154	217,809	206,979	59,063	222,628	229,951	
SUPPLIES							
6201 - OFFICE SUPPLIES	40	0	0	147	0	0	
6210 - OPERATING SUPPLIES	19,737	16,008	19,000	1,695	19,000	21,000	
6245 - CLOTHING ALLOWANCE	0	0	0	0	0	450	
SUPPLIES	19,776	16,008	19,000	1,842	19,000	21,450	
OTHER SERVICES AND CHARGES							
6341 - ADVERTISING	91	0	0	0	0	0	
6375 - OTHER CONTRACTED SERVICES	260	0	0	0	0	0	
6380 - CENTRAL GARAGE MAINT. CHARGE	8,951	10,045	10,849	3,620	10,849	11,229	
6381 - OTHER RENTALS	1,423	2,870	2,800	1,512	2,800	2,800	
6382 - CENTRAL GARAGE EQUIP. CHARGE	1,427	1,498	12,372	4,124	12,372	13,524	
6385 - UTILITY SERVICE	377	0	0	0	0	0	
6388 - TECHNOLOGY EQUIP CHARGE	1,108	988	949	320	949	916	
6390 - POSTAGE AND TELEPHONE	630	1,336	1,500	563	1,500	1,500	
OTHER SERVICES AND CHARGES	14,267	16,738	28,470	10,139	28,470	29,969	
MISCELLANEOUS							
6452 - TRIPS AND TOURS	966	1,288	3,000	755	3,000	1,500	
MISCELLANEOUS	966	1,288	3,000	755	3,000	1,500	
TOTAL EXPENDITURES	168,164	251,842	257,449	71,799	273,098	282,870	
CHANGE 2024 REVISED TO 2025 REQUESTED PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							9,772 3.58%

RECREATIONAL PROGRAMS					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6104	TEMPORARY EMPLOYEES-REG	Playground Leaders, Playground Aids, Day Camp Leaders, Teen Supervisors, Tot Leaders, Safety Camp Leaders, Football Referees, Special Event and Field Trip Leaders, Summer Playhouse, Outdoor Rink Attendants, Kaposia Landing Field Attendant	45,000	48,000	
MATERIALS & SUPPLIES					
6210	OPERATING SUPPLIES	Supplies for all fall, winter, spring and summer recreation programs. Balls, uniforms, trophies, arts and crafts, first aid, t-ball, football supplies, and dog park passes. Increase for Summer Playhouse replacement supplies.	19,000	21,000	
6245	CLOTHING ALLOWANCE	Staff Director, Recreation Supervisor, Rec Specialist	0	450	
SERVICES AND OTHER CHARGES					
6331	CONFERENCES, TRAINING, TRAVEL				
6380	CENTRAL GARAGE MAINT. CHARGE	maintenance of 15-person Van	10,849	11,229	
6381	OTHER RENTALS	3 month rental, set up, and removal of temporary Harmon Park and Bromley outdoor rink warming house shelter.	2,800	2,800	
6388	TECHNOLOGY EQUIP CHARGE	Amortization of technology equipment	949	916	
6390	POSTAGE AND TELEPHONE	Cell phones.	1,500	1,500	
MISCELLANEOUS					
6452	TRIPS AND TOURS	Cost for trip bus rental, fees, and admissions, shared with partner organizations. Revenue collected to off-set this expense.	3,000	1,500	
CAPITAL OUTLAY					
6382	CENTRAL GARAGE EQUIP. CHARGE	amortization of van	12,372	13,524	

OPERATING BUDGETS

DOUG WOOG ARENA FUND

FUNCTION: Cultural and Recreation	DEPT. & DIV: Doug Woog Arena	BUSINESS UNIT: 20243
---	--	--------------------------------

Activities and Responsibilities:

The Doug Woog Arena program is accountable for:

- Providing operation and ice-time rentals for 2 sheets of ice, seven days a week.
- Providing concession sales to patrons of the facility.
- Host facility for Youth, High School and Independent hockey leagues and tournaments.
- Host for figure skating, learn to skate lessons, and open general skating.
- Facilitate community special events.
- Accounting for operational and capital expenditures.

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

- Purchase new Zamboni Rink 1.
- Refurbish existing Zamboni Rink 2

FUNCTION: Cultural and Recreation	DEPT. & DIV: Doug Woog Arena	BUSINESS UNIT: 20243
---	--	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
Facility & Operations Supervisor	1.00	1.00	1.00	1.00
Facility Maintenance Lead Worker	1.00	1.00	0.70	0.70
General Facility Maintenance	3.40	3.40	4.20	4.20
Total Staffing	5.40	5.40	5.90	5.90

DOUG WOOG ARENA							
SUMMARY OF REVENUES AND EXPENDITURES							
	2022 Actual	2023 Actual	2024		2025		Requested 2024 vs 2025
			Original	Revised	Requested	Final	
Revenues							
Operational	1,342,215	1,459,964	1,215,500	1,215,500	1,289,500		74,000
Capital Outlay	-	-	-	-	-	-	-
Total	1,342,215	1,459,964	1,215,500	1,215,500	1,289,500	-	74,000
Expenditures							
Operational	1,153,841	1,275,015	1,151,767	1,171,421	1,229,677	-	58,256
Capital Outlay/Debt Service/Transfers	53,664	14,753	350,000	350,000	210,000	-	(140,000)
Total	1,207,505	1,289,768	1,501,767	1,521,421	1,439,677	-	(81,744)
Change in Fund Balance	134,710	170,196	(286,267)	(305,921)	(150,177)	-	
Cash and Investment Balance *	(645,069)	(617,725)	(903,992)	(923,646)	(1,073,823)		
* - estimated for 2024 and 2025							

DOUG WOOG ARENA							
SUMMARY OF REVENUE							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
20243 - DOUG WOOG ARENA							
REVENUE							
TAXES							
4110 - CURRENT AD VALOREM TAX	322,954	323,000	323,000	0	323,000	323,000	
TAXES	322,954	323,000	323,000	0	323,000	323,000	
CHARGES FOR SERVICES							
DOUG WOOG ARENA							
4501 - ICE RENTALS-FALL & WINTER	509,586	641,684	518,000	233,197	518,000	550,000	
4502 - ICE RENTALS-SUMMER	315,166	294,907	250,000	41,993	250,000	250,000	
4505 - PUBLIC SKATING	2,683	6,056	1,500	4,447	1,500	2,000	
4506 - FIGURE SKATING	15,611	28,455	10,000	6,073	10,000	14,000	
4508 - SKATE SHARPENING	1,629	1,438	500	587	500	1,000	
4509 - ICE TRAINING SESSIONS	0	0	0	0	0	20,000	
4510 - CONCESSION SALES	69,548	91,452	50,000	43,738	50,000	65,000	
4511 - RENTAL-LEASE	31,504	30,000	30,000	15,000	30,000	30,000	
4513 - SIGN RENTAL	8,164	6,023	0	400	0	0	
4515 - VENDING - WOOG ARENA	6,047	5,315	2,500	2,078	2,500	4,000	
4402 - RENT	4,529	2,557	0	657	0	500	
DOUG WOOG ARENA	964,467	1,107,887	862,500	348,171	862,500	936,500	
CHARGES FOR SERVICES	964,467	1,107,887	862,500	348,171	862,500	936,500	
INTEREST							
4681 - UNREALIZED GAIN/LOSS ON INV	18,644	(6,441)	0	0	0	0	
INTEREST	18,644	(6,441)	0	0	0	0	
MISCELLANEOUS							
4672 - OTHER	4,673	4,773	0	3,227	0	0	
4673 - CASH OVER/SHORT	35	85	0	37	0	0	
4675 - INSURANCE DIVIDEND	1,441	830	0	0	0	0	
4685 - CONTRIB-ARENA CAPITAL	30,000	30,000	30,000	0	30,000	30,000	
MISCELLANEOUS	36,149	35,517	30,000	3,264	30,000	30,000	
REVENUE	1,342,215	1,459,964	1,215,500	351,435	1,215,500	1,289,500	

DOUG WOOG ARENA							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
20243 - DOUG WOOG ARENA							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	360,156	376,849	412,645	125,217	425,450	440,465	
6102 - FULL-TIME EMPLOYEES-OVERTIME	18,726	20,296	8,000	4,446	8,000	8,000	
6104 - TEMPORARY EMPLOYEES-REG	52,321	69,288	40,000	27,579	40,000	40,000	
6105 - TEMPORARY EMPLOYEES-OVERTIME	188	0	0	0	0	0	
6108 - ACCUMULATED VACATION/COMP LEAV	1,970	940	2,353	0	2,446	1,781	
6112 - SERVICE RECOGNITION	0	2,000	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	60,512	65,903	62,698	21,797	64,644	66,878	
6130 - EMPLOYER PAID INSURANCE	58,757	62,009	74,827	29,429	76,404	76,078	
6140 - UNEMPLOYMENT COMP INS.	1,703	0	0	0	0	0	
6150 - WORKERS COMPENSATION	13,298	16,534	19,146	11,431	21,881	19,375	
6151 - WORKERS COMP DEDUCTIBLE	0	1,773	0	0	0	0	
6170 - EMPLOYER CONTR TO HCSP	3,120	9,826	10,085	1,587	10,583	10,821	
PERSONNEL SERVICES	570,750	625,420	629,754	221,485	649,408	663,398	
SUPPLIES							
6201 - OFFICE SUPPLIES	1,160	698	500	96	500	500	
6210 - OPERATING SUPPLIES	15,633	14,261	13,000	5,245	13,000	13,000	
6220 - REPAIR & MAINTENANCE SUPPLIES	48,195	79,365	30,000	14,177	30,000	30,000	
6240 - MINOR EQUIPMENT AND FURNITURE	6,273	8,673	2,500	1,716	2,500	2,500	
6245 - CLOTHING ALLOWANCE	2,441	4,533	3,500	0	3,500	3,500	
6250 - MERCHANDISE FOR RESALE	21,008	33,234	25,000	18,327	25,000	25,000	
SUPPLIES	94,709	140,764	74,500	39,562	74,500	74,500	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	3,151	6,008	4,200	419	4,200	5,000	
6331 - CONFERENCES, TRAINING, TRAVEL	973	4,665	2,500	0	2,500	2,500	
6341 - ADVERTISING	6,537	3,200	1,500	0	1,500	1,500	
6361 - INSURANCE	16,261	25,072	26,050	15,933	26,050	29,792	
6365 - INS CLAIMS WITHIN DEDUCTIBLE	3,056	0	0	0	0	0	
6371 - REPAIRS & MAINT CONTRACTUAL	54,018	51,578	60,000	16,196	60,000	60,000	
6373 - INTERNAL LABOR CHARGE	10,000	10,000	10,000	3,336	10,000	10,000	
6374 - ADMINISTRATION SUPPORT FEE	62,379	69,001	84,976	28,328	84,976	110,388	
6375 - OTHER CONTRACTED SERVICES	31,783	28,011	16,000	10,743	16,000	30,000	
6378 - COPIER MAINTENANCE AGREEMENT	696	842	600	223	600	600	
6379 - CONT SERV/REFUSE & SANITATION	3,903	5,007	4,800	1,420	4,800	4,800	
6380 - CENTRAL GARAGE MAINT. CHARGE	230	258	279	96	279	289	
6382 - CENTRAL GARAGE EQUIP. CHARGE	11,904	12,499	23,512	7,840	23,512	24,228	

DOUG WOOG ARENA							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
OTHER SERVICES AND CHARGES (CONTINUED)							
6385 - UTILITY SERVICE	270,790	263,994	200,000	63,970	200,000	200,000	
6388 - TECHNOLOGY EQUIP CHARGE	2,964	3,166	3,196	1,068	3,196	3,982	
6390 - POSTAGE AND TELEPHONE	2,640	2,851	2,800	1,169	2,800	2,800	
6396 - HVAC CONTRACTUAL MAINT	3,184	0	5,000	0	5,000	0	
OTHER SERVICES AND CHARGES	484,468	486,151	445,413	150,741	445,413	485,879	
MISCELLANEOUS							
6412 - CREDIT CARD/ACH/BANK FEE	3,132	4,878	1,000	917	1,000	4,800	
6471 - DUES & SUBSCRIPTIONS	781	1,131	1,100	60	1,100	1,100	
MISCELLANEOUS	3,913	6,009	2,100	977	2,100	5,900	
CAPITAL OUTLAY							
6520 - BUILDINGS AND STRUCTURE	0	0	335,000	0	335,000	185,000	
6570 - OFFICE EQUIP & FURNISHINGS	0	350	0	0	0	0	
6580 - OTHER EQUIPMENT	48,106	14,403	0	0	0	0	
CAPITAL OUTLAY	48,106	14,753	335,000	0	335,000	185,000	
DEBT SERVICE							
6612 - INTEREST EXPENSE	5,558	16,671	15,000	0	15,000	25,000	
DEBT SERVICE	5,558	16,671	15,000	0	15,000	25,000	
TOTAL EXPENDITURES	1,207,505	1,289,768	1,501,767	412,764	1,521,421	1,439,677	
CHANGE 2024 REVISED TO 2025 REQUESTED							(81,744)
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							(5.37)%

DOUG WOOG ARENA					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6102	FULL-TIME EMPLOYEES-OVERTIME	OT amounts had not been entered in for past budgets (prior to 2023) although OT has been paid out	8,000	8,000	
6104	TEMPORARY EMPLOYEES-REG	More seasonals due to increase ice hours and concessions	40,000	40,000	
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	Copy paper, letter head, envelopes and misc supplies	500	500	
6210	OPERATING SUPPLIES	Restroom and cleaning products, auto gas,and misc. consumables.	13,000	13,000	
6220	REPAIR & MAINTENANCE SUPPLIES	Paint, Glycol, HVAC and refrigeration parts, fastners, and Ice maintenance equipment, rink glass, misc. batteries, door parts, Zamboni blades and sharpening	30,000	30,000	
6240	MINOR EQUIPMENT AND FURNITURE	Misc. tools \$2,500	2,500	2,500	
6245	CLOTHING ALLOWANCE	Employee Uniforms not labor contract related	3,500	3,500	
6250	MERCHANDISE FOR RESALE	Concession Stand Consumables	25,000	25,000	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Audit & Legal Fees	4,200	5,000	
6331	CONFERENCES, TRAINING, TRAVEL	MIAMA spring and fall workshops, misc staff training	2,500	2,500	
6341	ADVERTISING	Rink advertising - Doug Woog ice logo replacements	1,500	1,500	
6361	INSURANCE	Property & Liability	26,050	29,792	
6371	REPAIRS & MAINT CONTRACTUAL	Contractual repairs and maintenance contracts for building including electrical & plumbing.	60,000	60,000	
6373	INTERNAL LABOR CHARGE	Snow Plowing, Mowing and other Labor from Service Center	10,000	10,000	
6374	ADMINISTRATION SUPPORT FEE		84,976	110,388	
6375	OTHER CONTRACTED SERVICES	Condensor water treatment, fire monitoring, pest control, Refrigeration PM, annual ice scheduling software fee,cable, Elevator	16,000	30,000	
6378	COPIER MAINTENANCE AGREEMENT	Service Agreement	600	600	
6379	CONT SERV/REFUSE & SANITATION	Two 6 cubic yard container plus recycling	4,800	4,800	
6380	CENTRAL GARAGE MAINT. CHARGE	Maintenance charge for ice resurfacers	279	289	
6385	UTILITY SERVICE	Electric and Natural Gas	200,000	200,000	
6388	TECHNOLOGY EQUIP CHARGE	Amortization of technology equipment	3,196	3,982	
6390	POSTAGE AND TELEPHONE	Cell phone reimbursement	2,800	2,800	
6396	HVAC CONTRACTUAL MAINT	Repair and preventative maintence contract on HVAC and dehumidication equipment in the Arena. (Internal Maint. Staff)	5,000	0	

DOUG WOOG ARENA					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
MISCELLANEOUS					
6412	CREDIT CARD/ACH/BANK FEE	Credit card fees	1,000	4,800	
6471	DUES & SUBSCRIPTIONS	Minnesota Ice Arena Manager Association \$350, Ice Skating Insitute \$450, ISI endorsements for competitions \$300	1,100	1,100	
CAPITAL OUTLAY					
6382	CENTRAL GARAGE EQUIP. CHARGE	Ice resurfacers replacement schedule contribution	23,512	24,228	
6520	BUILDINGS AND STRUCTURE	25 CIP - HVAC units 1,2,3 4 (19-12), Replace drop ceiling tiles & grid (19-5), Mezzanine-warm viewing area flooring (19-8)	335,000	185,000	
DEBT SERVICE					
6612	INTEREST EXPENSE	Internal loan	15,000	25,000	

DEBT SERVICE BUDGETS

SCHEDULED DEBT SERVICE

FUNCTION: Debt	FUND/PROGRAM: Debt Service Funds/Debt Service	BUSINESS UNIT: 303XX
--------------------------	---	--------------------------------

SUMMARY OF REVENUES AND EXPENDITURES

Business Unit	DESCRIPTION	Final Maturity	2022 Budget	2023 Budget	2024 Budget	2025 Proposed	2025 Final
	<u>REVENUES</u>						
	Property Taxes		1,511,385	1,472,290	1,475,444	1,475,528	-
	TOTAL REVENUES		1,511,385	1,472,290	1,475,444	1,475,528	-
	<u>EXPENDITURES</u>						
30318	GO Improvement & Refunding Bonds - 2012A	2/1/2030	316,569	271,839	278,952	278,322	-
30320	GO Park Referendum Bonds - 2014B	2/1/2035	487,581	490,639	492,608	492,555	-
30321	GO Park Referendum Bonds - 2015B	2/1/2036	218,361	220,671	217,626	219,070	-
30323	GO Bonds Series 2017B-equipment	2/1/2027	183,645	182,805	187,005	185,535	-
30323	GO Bonds Series 2017B-streets	2/1/2038	74,221	78,571	61,711	66,481	-
30324	GO Bonds 2019A - streets	2/1/2040	135,038	132,110	139,682	136,335	-
30324	GO Bonds 2019A - Fire equip	2/1/2029	95,970	95,655	97,860	97,230	-
	TOTAL EXPENDITURES		1,511,385	1,472,290	1,475,444	1,475,528	-

OPERATING BUDGETS

HOUSING FUND (HRA LEVY)

FUNCTION: Community Development	DEPT. & DIV: Housing Division	BUSINESS UNIT: 20260
---	---	--------------------------------

Activities and Responsibilities:

The Housing program is accountable for:

- Administration of the City's HUD Public Housing for Seniors program at the John Carroll and Nan McKay Public Highrises.
- Providing professional and technical support to contracted support service providers at the John Carroll and Nan McKay Public Highrise properties.
- Providing professional and technical support to homeowners that have utilized legacy CDBG-funded programs that remain within the purview of the City, and technical support to Dakota County CDA for programs that have been recently turned over to the CDA. Loan monitoring and administration.
- Administration and oversight of HUD and other grant programs that benefit and serve residential housing within the City.
- Identifying, researching, applying for, and administering grant programs that support a range of Community Development programs and initiatives.
- Administration and implementation of the Master Housing Assessment and Strategy, including program development and facilitation of residential redevelopment projects.

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

-

Revenues

- (Estimated) Maximum HRA levy is \$442,631
- Administrative charge to the public housing program is \$784,333; this revenue source comes from HUD and funds the program staff.

FUNCTION: Community Development	DEPT. & DIV: Housing Division	BUSINESS UNIT: 20260
---	---	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

-

<u>Staffing</u>	2022	2023	2024	2025
Community Development Director	0.20	-	-	-
Housing Manager	1.00	1.00	1.00	1.00
HRA Property Manager	-	2.00	2.00	2.00
HRA Maintenance	-	2.00	2.00	2.00
HRA Caretaker	-	2.00	2.00	2.00
Department Support Specialist	0.80	0.90	0.90	0.90
Total Staffing	2.00	7.90	7.90	7.90

HOUSING GENERAL							
SUMMARY OF REVENUES AND EXPENDITURES							
	2022 Actual	2023 Actual	2024		2025		Requested 2024 vs 2025
			Original	Revised	Requested	Final	
Revenues							
Operational	582,151	1,102,117	1,127,694	1,127,694	1,226,964	-	99,270
Capital Outlay	-	-	-	-	-	-	-
Total	582,151	1,102,117	1,127,694	1,127,694	1,226,964	-	99,270
Expenditures							
Operational	385,512	764,597	802,519	802,519	906,512	-	103,993
Capital Outlay/Debt Service/Transfers	-	625,522	325,175	325,175	320,452	-	(4,723)
Total	385,512	1,390,119	1,127,694	1,127,694	1,226,964	-	99,270
Change in Fund Balance	196,639	(288,002)	-	-	-	-	
Cash and Investment Balance	616,442	340,123	340,123	340,123	340,123	340,123	

HOUSING GENERAL							
SUMMARY OF REVENUE							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
20260 - HOUSING GENERAL							
REVENUE							
TAXES							
4110 - CURRENT AD VALOREM TAX	265,685	290,562	420,634	0	420,634	442,631	
4120 - DELINQUENT AD VALOREM TAX	4,090	3,195	0	0	0	0	
4125 - PENALTIES & INT ON AD VAL TAX	(3)	(9)	0	0	0	0	
4130 - MOBILE HOME TAX	56	46	0	0	0	0	
4140 - FISCAL DISPARITIES	78,749	70,263	0	0	0	0	
TAXES	348,577	364,057	420,634	0	420,634	442,631	
CHARGES FOR SERVICES							
ADMINISTRATIVE CHARGES							
4409 - ADMINISTRATIVE CHARGE	131,140	0	0	0	0	0	
ADMINISTRATIVE CHARGES	131,140	0	0	0	0	0	
CHARGES FOR SERVICES	131,140	0	0	0	0	0	
INTEREST							
4671 - INTEREST EARNINGS	12,978	48,398	0	0	0	0	
4681 - UNREALIZED GAIN/LOSS ON INV	(41,573)	18,775	0	0	0	0	
INTEREST	(28,595)	67,173	0	0	0	0	
MISCELLANEOUS							
4672 - OTHER	525	0	0	0	0	0	
4675 - INSURANCE DIVIDEND	31	52	0	0	0	0	
MISCELLANEOUS	556	52	0	0	0	0	
REVENUE	451,679	431,282	420,634	0	420,634	442,631	

HOUSING GENERAL							
SUMMARY OF REVENUE							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
20261 - HOUSING-ADMIN SAL&BENEFITS							
REVENUE							
CHARGES FOR SERVICES							
COMMUNITY DEVELOPMENT							
4493 - OTHER CHARGE FOR SERVICE - COM	59,982	355,286	370,709	128,542	370,709	407,131	
COMMUNITY DEVELOPMENT	59,982	355,286	370,709	128,542	370,709	407,131	
CHARGES FOR SERVICES	59,982	355,286	370,709	128,542	370,709	407,131	
REVENUE	59,982	355,286	370,709	128,542	370,709	407,131	
20267 - HOUSING-NM SAL&BENEFITS							
REVENUE							
CHARGES FOR SERVICES							
COMMUNITY DEVELOPMENT							
4493 - OTHER CHARGE FOR SERVICE - COM	33,489	124,580	159,967	52,075	159,967	176,638	
COMMUNITY DEVELOPMENT	33,489	124,580	159,967	52,075	159,967	176,638	
CHARGES FOR SERVICES	33,489	124,580	159,967	52,075	159,967	176,638	
REVENUE	33,489	124,580	159,967	52,075	159,967	176,638	
20268 - HOUSING-JC SAL&BENEFITS							
REVENUE							
CHARGES FOR SERVICES							
COMMUNITY DEVELOPMENT							
4493 - OTHER CHARGE FOR SERVICE - COM	37,001	190,969	176,384	69,374	176,384	200,564	
COMMUNITY DEVELOPMENT	37,001	190,969	176,384	69,374	176,384	200,564	
CHARGES FOR SERVICES	37,001	190,969	176,384	69,374	176,384	200,564	
REVENUE	37,001	190,969	176,384	69,374	176,384	200,564	

HOUSING GENERAL							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
20260 - HOUSING GENERAL							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	152,228	38,622	37,625	12,633	37,625	40,660	
6102 - FULL-TIME EMPLOYEES-OVERTIME	0	1,944	0	1,943	0	0	
6108 - ACCUMULATED VACATION/COMP LEAV	2,284	442	363	0	363	394	
6112 - SERVICE RECOGNITION	1,500	0	0	0	0	797	
6120 - EMPLOYER CONTR FOR RETIREMENT	22,598	6,107	5,728	2,149	5,728	6,254	
6130 - EMPLOYER PAID INSURANCE	29,166	8,536	6,884	2,942	6,884	7,679	
6150 - WORKERS COMPENSATION	751	598	280	170	280	313	
6170 - EMPLOYER CONTR TO HCSP	1,495	715	651	152	651	700	
PERSONNEL SERVICES	210,023	56,962	51,531	19,988	51,531	56,797	
SUPPLIES							
6201 - OFFICE SUPPLIES	1,981	2,362	2,000	373	2,000	2,000	
6210 - OPERATING SUPPLIES	317	316	500	53	500	500	
SUPPLIES	2,299	2,677	2,500	427	2,500	2,500	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	2,363	4,730	5,000	1,233	5,000	5,000	
6331 - CONFERENCES, TRAINING, TRAVEL	598	0	5,000	0	5,000	5,000	
6341 - ADVERTISING	32	0	0	0	0	0	
6361 - INSURANCE	517	1,596	1,750	1,105	1,750	2,106	
6371 - REPAIRS & MAINT CONTRACTUAL	34	0	0	0	0	0	
6374 - ADMINISTRATION SUPPORT FEE	23,058	17,835	25,920	8,640	25,920	46,886	
6375 - OTHER CONTRACTED SERVICES	11,044	0	0	0	0	0	
6378 - COPIER MAINTENANCE AGREEMENT	1,063	492	0	0	0	0	
6381 - OTHER RENTALS	176	37	0	0	0	0	
6388 - TECHNOLOGY EQUIP CHARGE	1,920	4,728	1,508	504	1,508	1,640	
6390 - POSTAGE AND TELEPHONE	1,386	409	1,750	233	1,750	1,750	
OTHER SERVICES AND CHARGES	42,191	29,827	40,928	11,715	40,928	62,382	
MISCELLANEOUS							
6430 - MISCELLANEOUS	6	4,020	0	0	0	0	
6471 - DUES & SUBSCRIPTIONS	0	0	500	0	500	500	
MISCELLANEOUS	6	4,020	500	0	500	500	
CAPITAL OUTLAY							
6570 - OFFICE EQUIP & FURNISHINGS	71	0	0	0	0	0	
CAPITAL OUTLAY	71	0	0	0	0	0	

HOUSING GENERAL							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
TRANSFERS							
6720 - OPERATING TRANSFERS	0	625,522	325,175	0	325,175	320,452	
TRANSFERS	0	625,522	325,175	0	325,175	320,452	
TOTAL EXPENDITURES	254,590	719,009	420,634	32,129	420,634	442,631	
CHANGE 2024 REVISED TO 2025 REQUESTED							21,997
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							5.23%

HOUSING GENERAL							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
20261 - HOUSING-ADMIN SAL&BENEFITS							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	46,357	260,464	272,110	91,078	272,110	295,278	
6108 - ACCUMULATED VACATION/COMP LEAV	167	2,915	1,280	0	1,280	1,181	
6112 - SERVICE RECOGNITION	0	0	0	0	0	2,389	
6120 - EMPLOYER CONTR FOR RETIREMENT	7,032	39,185	41,323	13,554	41,323	45,015	
6130 - EMPLOYER PAID INSURANCE	5,514	44,489	45,631	20,343	45,631	51,789	
6150 - WORKERS COMPENSATION	392	1,666	2,289	1,026	2,289	2,571	
6170 - EMPLOYER CONTR TO HCSP	520	5,339	5,308	1,164	5,308	5,308	
PERSONNEL SERVICES	59,982	354,057	367,941	127,164	367,941	403,531	
OTHER SERVICES AND CHARGES							
6388 - TECHNOLOGY EQUIP CHARGE	0	0	668	224	668	800	
6390 - POSTAGE AND TELEPHONE	0	1,840	2,100	1,154	2,100	2,800	
OTHER SERVICES AND CHARGES	0	1,840	2,768	1,378	2,768	3,600	
TOTAL EXPENDITURES	59,982	355,898	370,709	128,542	370,709	407,131	
CHANGE 2024 REVISED TO 2025 REQUESTED							36,422
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							9.82%

HOUSING GENERAL							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
20267 - HOUSING-NM SAL&BENEFITS							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	23,796	83,380	114,567	33,311	114,567	125,974	
6102 - FULL-TIME EMPLOYEES-OVERTIME	896	7,418	0	1,257	0	0	
6108 - ACCUMULATED VACATION/COMP LEAV	78	0	95	938	95	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	3,615	13,745	17,364	5,280	17,364	19,089	
6130 - EMPLOYER PAID INSURANCE	4,994	16,755	22,510	9,676	22,510	25,649	
6150 - WORKERS COMPENSATION	202	863	1,055	538	1,055	1,198	
6170 - EMPLOYER CONTR TO HCSP	358	2,296	1,934	563	1,934	2,088	
PERSONNEL SERVICES	33,939	124,457	157,525	51,564	157,525	173,998	
SUPPLIES							
6245 - CLOTHING ALLOWANCE	0	0	600	0	600	600	
SUPPLIES	0	0	600	0	600	600	
OTHER SERVICES AND CHARGES							
6388 - TECHNOLOGY EQUIP CHARGE	0	0	1,002	336	1,002	1,200	
6390 - POSTAGE AND TELEPHONE	0	245	840	175	840	840	
OTHER SERVICES AND CHARGES	0	245	1,842	511	1,842	2,040	
TOTAL EXPENDITURES	33,939	124,702	159,967	52,075	159,967	176,638	
CHANGE 2024 REVISED TO 2025 REQUESTED							16,671
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							10.42%

HOUSING GENERAL							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
20268 - HOUSING-JC SAL&BENEFITS							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	25,432	110,819	116,280	40,215	116,280	131,746	
6102 - FULL-TIME EMPLOYEES-OVERTIME	1,306	20,868	0	5,121	0	0	
6108 - ACCUMULATED VACATION/COMP LEAV	78	0	95	0	95	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	3,939	18,816	17,623	6,430	17,623	19,963	
6130 - EMPLOYER PAID INSURANCE	5,655	35,971	36,157	15,696	36,157	41,990	
6150 - WORKERS COMPENSATION	202	869	1,070	550	1,070	1,252	
6170 - EMPLOYER CONTR TO HCSP	390	2,679	2,717	675	2,717	2,973	
PERSONNEL SERVICES	37,001	190,021	173,942	68,688	173,942	197,924	
SUPPLIES							
6245 - CLOTHING ALLOWANCE	0	0	600	0	600	600	
SUPPLIES	0	0	600	0	600	600	
OTHER SERVICES AND CHARGES							
6388 - TECHNOLOGY EQUIP CHARGE	0	0	1,002	336	1,002	1,200	
6390 - POSTAGE AND TELEPHONE	0	490	840	350	840	840	
OTHER SERVICES AND CHARGES	0	490	1,842	686	1,842	2,040	
TOTAL EXPENDITURES	37,001	190,511	176,384	69,374	176,384	200,564	
CHANGE 2024 REVISED TO 2025 REQUESTED							24,180
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							13.71%

HOUSING GENERAL					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES		2,000	2,000	
6210	OPERATING SUPPLIES	Shredding	500	500	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Audit, Legal	5,000	5,000	
6331	CONFERENCES, TRAINING, TRAVEL	Yardi Training	5,000	5,000	
6361	INSURANCE	Property & Liability	1,750	2,106	
6374	ADMINISTRATION SUPPORT FEE		25,920	46,886	
6388	TECHNOLOGY EQUIP CHARGE	Amortization of technology equipment, includes computers at NM & JC; will be included in administrative charge for staff and equipment	1,508	1,640	
6390	POSTAGE AND TELEPHONE	Housing Program Admin. Cell Phone, Postage	1,750	1,750	
MISCELLANEOUS					
6471	DUES & SUBSCRIPTIONS	MnNAHRO Agency Membership	500	500	
TRANSFERS					
6720	OPERATING TRANSFERS	Redevelopment Fund (20284) for Hardman Triangle Implementation (\$220,452), Housing Loan Fund (\$100,000)	325,175	320,452	

HOUSING-ADMIN SAL&BENEFITS					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
SERVICES AND OTHER CHARGES					
6388	TECHNOLOGY EQUIP CHARGE	computer replacement charges	668	800	
6390	POSTAGE AND TELEPHONE	Phone allowance for Property Managers, Housing Manager	2,100	2,800	

HOUSING-NM SAL&BENEFITS					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
MATERIALS & SUPPLIES					
6245	CLOTHING ALLOWANCE	for maintenance & caretaker at building	600	600	
SERVICES AND OTHER CHARGES					
6388	TECHNOLOGY EQUIP CHARGE	computer replacement charges	1,002	1,200	
6390	POSTAGE AND TELEPHONE	Cell phone benefit for mtnce & caretaker at building	840	840	

HOUSING-NM SAL&BENEFITS					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
MATERIALS & SUPPLIES					
6245	CLOTHING ALLOWANCE	for maintenance & caretaker at building	600	600	
SERVICES AND OTHER CHARGES					
6388	TECHNOLOGY EQUIP CHARGE	computer replacement charges	1,002	1,200	
6390	POSTAGE AND TELEPHONE	Cell phone benefit for mtnce & caretaker at building	840	840	

OPERATING BUDGETS

ECONOMIC DEVELOPMENT FUND (EDA LEVY)

FUNCTION: Community Development	DEPT. & DIV: Community Development - Economic Development	BUSINESS UNIT: 20280
---	---	--------------------------------

Activities and Responsibilities:

The Economic Development program is accountable for:

- Developing and implementing plans and strategies for advancing economic and community development.
- Assisting existing and prospective businesses and developers.
- Assisting existing businesses with expansion and reconstruction projects. Providing guidance to bring new development projects to fruition.
- Providing expertise regarding available public and private business financing resources, including state assistance, possible local initiatives and other funding sources.
- Administration of Tax Increment Financing (TIF) plans and Business and Development Loan Programs.
- Providing staff services to the EDA and City Council.
- Administration of portfolio of vacant properties located throughout the City and held for future resale and redevelopment, including managing property maintenance issues.

Budget Highlights and Changes:

Significant Revisions - 2024 Original vs. 2024 Revisions

-

Notable Expenditure Changes for 2025

- Staff is proposing an increase in professional services (6302) for 2025, as we recommend continuing to work with our economic development consultant to assist with business attraction, marketing, and deal-making efforts related to the Hardman Triangle and Concord / Concord Exchange corridors in particular.
- Staff is proposing a \$1,000 increase in Conferences, Training and Travel (6331) for 2025. Given all of the City's recent and anticipated experience and examples of Contaminated Site cleanup and development, we think this conference is an opportunity to possibly highlight our experiences and work (as presenter) and also for an EDA member to potentially attend.
- Staff is proposing an operating transfer of \$100,000 to the City's Business and Development Loan Program. This program has seen a slight uptick in activity in the past year and staff recommends using a portion of the EDA levy to support this important economic development tool.

FUNCTION: Community Development	DEPT. & DIV: Community Development - Economic Development	BUSINESS UNIT: 20280
---	---	--------------------------------

Revenues

- (Estimated) Maximum EDA levy is \$433,778

Notable Capital Project or Asset Acquisitions for 2025

-

Staffing

	2022	2023	2024	2024
City Administrator	-	0.06	0.06	0.06
Community Development Director	1.00	-	-	-
Associate Planner	0.50	0.50	0.50	0.50
Department Support Specialist	0.20	0.10	0.10	0.10
Total Staffing	<u>1.70</u>	<u>0.66</u>	<u>0.66</u>	<u>0.66</u>

ECONOMIC DEVELOPMENT GENERAL							
SUMMARY OF REVENUES AND EXPENDITURES							
	2022 Actual	2023 Actual	2024		2025		Requested 2024 vs 2025
			Original	Revised	Requested	Final	
Revenues							
Operational	315,878	420,426	412,221	412,221	433,778	-	21,557
Capital Outlay	-	-	-	-	-	-	-
Total	315,878	420,426	412,221	412,221	433,778	-	21,557
Expenditures							
Operational	211,717	141,142	220,959	220,959	279,870	-	58,911
Capital Outlay/Debt Service/Transfers	30,071	80,000	191,262	191,262	153,908	-	(37,354)
Total	241,788	221,142	412,221	412,221	433,778	-	21,557
Change in Fund Balance	74,090	199,284	-	-	-	-	
Cash and Investment Balance	160,394	378,776	378,776	378,776	378,776	378,776	

ECON DEV GENERAL							
SUMMARY OF REVENUE							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
20280 - ECON DEV GENERAL							
REVENUE							
TAXES							
4110 - CURRENT AD VALOREM TAX	260,218	284,748	412,221	0	412,221	433,778	
4120 - DELINQUENT AD VALOREM TAX	3,861	3,002	0	0	0	0	
4125 - PENALTIES & INT ON AD VAL TAX	(3)	(9)	0	0	0	0	
4130 - MOBILE HOME TAX	49	45	0	0	0	0	
4140 - FISCAL DISPARITIES	77,261	68,816	0	0	0	0	
TAXES	341,386	356,602	412,221	0	412,221	433,778	
INTEREST							
4671 - INTEREST EARNINGS	11,817	46,042	0	0	0	0	
4681 - UNREALIZED GAIN/LOSS ON INV	(37,754)	17,282	0	0	0	0	
INTEREST	(25,937)	63,325	0	0	0	0	
MISCELLANEOUS							
4672 - OTHER	0	460	0	0	0	0	
4675 - INSURANCE DIVIDEND	428	40	0	0	0	0	
MISCELLANEOUS	428	500	0	0	0	0	
REVENUE	315,878	420,426	412,221	0	412,221	433,778	

ECON DEV GENERAL							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
20280 - ECON DEV GENERAL							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	110,946	51,664	53,316	17,888	53,316	58,285	
6102 - FULL-TIME EMPLOYEES-OVERTIME	306	0	0	0	0	0	
6108 - ACCUMULATED VACATION/COMP LEAV	2,446	555	186	0	186	521	
6120 - EMPLOYER CONTR FOR RETIREMENT	16,560	7,742	8,093	2,700	8,093	8,762	
6130 - EMPLOYER PAID INSURANCE	18,330	8,499	8,552	3,638	8,552	9,345	
6150 - WORKERS COMPENSATION	980	351	396	234	396	449	
6170 - EMPLOYER CONTR TO HCSP	910	1,654	1,264	203	1,264	1,361	
PERSONNEL SERVICES	150,478	70,464	71,807	24,663	71,807	78,723	
SUPPLIES							
6201 - OFFICE SUPPLIES	228	0	500	0	500	500	
6230 - BOOKS, MATERIALS & PERIODICALS	0	0	125	0	125	200	
SUPPLIES	228	0	625	0	625	700	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	20,699	5,592	70,000	1,464	70,000	105,000	
6331 - CONFERENCES, TRAINING, TRAVEL	2,343	1,031	1,500	570	1,500	2,500	
6341 - ADVERTISING	338	87	0	0	0	0	
6361 - INSURANCE	3,883	1,112	1,350	623	1,350	1,179	
6365 - INS CLAIMS WITHIN DEDUCTIBLE	0	1,738	0	0	0	0	
6374 - ADMINISTRATION SUPPORT FEE	21,100	23,978	24,757	8,256	24,757	24,278	
6375 - OTHER CONTRACTED SERVICES	8,056	34,535	50,000	19,110	50,000	65,000	
6378 - COPIER MAINTENANCE AGREEMENT	1,992	492	0	0	0	0	
6388 - TECHNOLOGY EQUIP CHARGE	570	621	120	40	120	240	
6390 - POSTAGE AND TELEPHONE	1,436	762	300	301	300	1,500	
OTHER SERVICES AND CHARGES	60,418	69,948	148,027	30,364	148,027	199,697	
MISCELLANEOUS							
6430 - MISCELLANEOUS	30	20	0	0	0	0	
6471 - DUES & SUBSCRIPTIONS	563	710	500	0	500	750	
MISCELLANEOUS	593	730	500	0	500	750	

ECON DEV GENERAL							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
CAPITAL OUTLAY							
6570 - OFFICE EQUIP & FURNISHINGS	71	0	0	0	0	0	
CAPITAL OUTLAY	71	0	0	0	0	0	
TRANSFERS							
6720 - OPERATING TRANSFERS	30,000	80,000	191,262	10,000	191,262	153,908	
TRANSFERS	30,000	80,000	191,262	10,000	191,262	153,908	
TOTAL EXPENDITURES	241,788	221,142	412,221	65,027	412,221	433,778	
CHANGE 2024 REVISED TO 2025 REQUESTED							21,557
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							5.23%

ECON DEV GENERAL					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	General office (envelopes, business cards, toner, copy paper)	500	500	
6230	BOOKS, MATERIALS & PERIODICALS	Minneapolis/St. Paul Business Journal	125	200	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Legal Services, Economic Development Consultant, Audit 1000	70,000	105,000	
6331	CONFERENCES, TRAINING, TRAVEL	Chamber & MREJ Events, National Brownfields Conference	1,500	2,500	
6361	INSURANCE	Property & Liability	1,350	1,179	
6374	ADMINISTRATION SUPPORT FEE		24,757	24,278	
6375	OTHER CONTRACTED SERVICES	JPA w/ Dakota Co. CDA for Small Bus Advisor; Progress Plus Investment, Property Maintenance Vacant Lots and Gateway Corridors	50,000	65,000	
6388	TECHNOLOGY EQUIP CHARGE	amortization of technology equipment	120	240	
6390	POSTAGE AND TELEPHONE	Mailings, Legal Notices	300	1,500	
MISCELLANEOUS					
6471	DUES & SUBSCRIPTIONS	River Heights Chamber (President and Exec. Director), ULIMN	500	750	
TRANSFERS					
6720	OPERATING TRANSFERS	City Admin & Planning Costs \$30,000, Business Loan Fund (20283) \$100,000, Redevelopment Fund (20284) \$23,908	191,262	153,908	

OPERATING BUDGETS

CENTRAL GARAGE FUND

FUNCTION: Internal Service	DEPT. & DIV: Central Garage	BUSINESS UNIT: 60703
--------------------------------------	---	--------------------------------

Activities and Responsibilities:**The Central Garage program is accountable for:**

- Maintenance of all vehicles & equipment for Public Works, Engineering, Code Enforcement, Parks & Police
- Maintenance of all vehicles & equipment for South Metro Fire District (SMFD)
- Fuel Sales and maintenance expenditures
- Replacement of vehicles and equipment

Budget Highlights and Changes:**Significant Revisions - 2024 Original vs. 2024 Revisions**

-

Notable Expenditure Changes for 2025

-

FUNCTION: Internal Service	DEPT. & DIV: Central Garage	BUSINESS UNIT: 60703
--------------------------------------	---	--------------------------------

Notable Capital Project or Asset Acquisitions for 2025

● **Police - Replace**

- 2020 Ford Interceptor Utility Unit #2151 - replace with 2025 Ford Interceptor Utility Unit, \$65,000
- 2020 Ford Interceptor Utility Unit #2152 - replace with 2025 Ford Interceptor Utility Unit, \$65,000
- 2020 Ford Interceptor Utility Unit #2160 - replace with 2025 Ford Interceptor Utility Unit, \$65,000

● **Public Works/Utility - Replace**

- Plow Truck and Equip Unit #336 - Replace with 2025 Plow Truck and Equipment, \$330,000
- 2012 Utility Truck and Equip Unit #338 - Replace with 2025 Truck and Equipment, \$100,000
- 2015 F-150 w/Topper #205 (Engineering) - Replace with 2025 Like Equipment, \$60,000
- 2005 F-350 Passenger Van Unit #346 (Parks & Rec) - Replace with 2025 Like Equip, \$53,000

Staffing

	2022	2023	2024	2025
Public Works Director	0.10	0.10	0.10	0.10
Mechanic Lead	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00
Asst to the Public Works Director	0.10	0.10	0.10	0.10
Total Staffing	2.20	2.20	2.20	2.20

**CENTRAL GARAGE FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	2022 Actual	2023 Actual	2024		2025		Requested 2024 vs 2025
			Original	Revised	Requested	Final	
Revenues							
Operational	829,570	1,001,114	1,018,592	1,018,592	1,027,884	-	9,292
Capital Outlay/Transfers **	832,912	1,125,826	868,200	868,200	1,104,244	-	236,044
Total	1,662,482	2,126,940	1,886,792	1,886,792	2,132,128	-	245,336
Expenditures							
Operational	1,047,612	1,036,527	1,018,148	1,018,148	1,074,568	-	56,420
Capital Outlay/Transfers	593,790	268,641	1,195,500	1,195,500	830,000	-	(365,500)
Total	1,641,402	1,305,168	2,213,648	2,213,648	1,904,568	-	(309,080)
Change in Fund Balance	21,080	821,772	(326,856)	(326,856)	227,560	-	554,416
Cash and Investment Balance *	2,966,281	3,789,317	3,462,461	3,462,461	3,690,021	-	
* - estimated for 2024 and 2025							
** \$250,000 for 2024 replacement charges was transferred from the General Fund 2022 excess fund balance in 2023							

CENTRAL GARAGE FUND							
SUMMARY OF REVENUE							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
60703 - CENTRAL GARAGE FUND							
REVENUE							
INTEREST							
4671 - INTEREST EARNINGS	19,101	69,970	25,000	0	25,000	50,000	
4681 - UNREALIZED GAIN/LOSS ON INV	(63,326)	26,488		0			
INTEREST	(44,225)	96,458	25,000	0	25,000	50,000	
MISCELLANEOUS							
4672 - OTHER	8,814	2,343	0	403	0	0	
4675 - INSURANCE DIVIDEND	5,211	1,821	0	0	0	0	
MISCELLANEOUS	14,025	4,164	0	403	0	0	
OTHER CHARGES							
4801 - INTERNAL SERVICE - MUNICIPAL	1,486,213	1,652,188	1,861,792	620,640	1,861,792	2,082,128	
OTHER CHARGES	1,486,213	1,652,188	1,861,792	620,640	1,861,792	2,082,128	
OTHER FINANCING SOURCES							
4902 - INS PROCEEDS-FIXED ASSETS	133,527	63,071	0	18,772	0	0	
4903 - SALE OF GENERAL FIXED ASSETS	117,653	70,584	0	15,567	0	0	
4919 - GAIN ON DISP-CAP ASSETS	(44,711)	(9,525)	0	0	0	0	
4920 - INTERFUND OPERATING TRANSFER	0	250,000	0	0	0	0	
OTHER FINANCING SOURCES	206,470	374,130	0	34,339	0	0	
REVENUE	1,662,482	2,126,940	1,886,792	655,382	1,886,792	2,132,128	

CENTRAL GARAGE FUND							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
60703 - CENTRAL GARAGE FUND							
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	162,500	176,122	178,351	60,506	186,685	193,495	
6102 - FULL-TIME EMPLOYEES-OVERTIME	862	500	4,500	0	4,500	4,500	
6108 - ACCUMULATED VACATION/COMP LEAV	2,376	181	1,563	0	1,629	901	
6120 - EMPLOYER CONTR FOR RETIREMENT	24,901	26,747	27,139	9,109	28,407	29,390	
6130 - EMPLOYER PAID INSURANCE	25,990	27,556	27,779	12,270	30,644	30,733	
6135 - RETIREE PAID INSURANCE	1,117	1,142	95	0	0	0	
6140 - UNEMPLOYMENT COMP INS.	1,249	0	0	0	0	0	
6150 - WORKERS COMPENSATION	6,466	6,588	7,168	4,307	7,777	8,028	
6170 - EMPLOYER CONTR TO HCSP	1,677	6,111	4,965	743	5,241	5,351	
PERSONNEL SERVICES	227,138	244,946	251,560	86,934	264,883	272,398	
SUPPLIES							
6210 - OPERATING SUPPLIES	215,306	199,101	215,000	45,864	215,000	220,000	
6220 - REPAIR & MAINTENANCE SUPPLIES	259,039	215,728	273,000	58,087	273,000	273,000	
6240 - MINOR EQUIPMENT AND FURNITURE	1,810	2,829	4,500	704	4,500	4,500	
6245 - CLOTHING ALLOWANCE	5,389	6,246	5,000	1,616	5,000	6,500	
SUPPLIES	481,545	423,904	497,500	106,271	497,500	504,000	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	4,978	8,264	6,000	1,145	6,000	6,500	
6331 - CONFERENCES, TRAINING, TRAVEL	60	357	1,000	0	1,000	1,000	
6361 - INSURANCE	53,008	54,303	56,850	32,563	56,850	60,832	
6371 - REPAIRS & MAINT CONTRACTUAL	176,315	141,682	80,000	35,126	80,000	82,500	
6374 - ADMINISTRATION SUPPORT FEE	97,124	108,556	121,928	40,644	121,928	143,818	
6381 - OTHER RENTALS	0	36,000	0	0	0	0	
6388 - TECHNOLOGY EQUIP CHARGE	1,200	1,309	1,310	440	1,310	1,520	
6390 - POSTAGE AND TELEPHONE	1,935	1,980	2,000	825	2,000	2,000	
OTHER SERVICES AND CHARGES	334,620	352,451	269,088	110,743	269,088	298,170	
MISCELLANEOUS							
6420 - DEPRECIATION	494,089	510,661	0	0	0	0	
MISCELLANEOUS	494,089	510,661	0	0	0	0	

CENTRAL GARAGE FUND							
SUMMARY OF EXPENDITURES							
Description	2022 Actual	2023 Actual	2024 Original Budget	April 2024 Actual	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
CAPITAL OUTLAY							
6550 - MOTOR VEHICLES	1,971	8,028	1,180,500	50,434	1,180,500	738,000	
6580 - OTHER EQUIPMENT	2,337	7,198	15,000	9,835	15,000	92,000	
CAPITAL OUTLAY	4,308	15,226	1,195,500	60,269	1,195,500	830,000	
TRANSFERS							
6710 - CAPITAL CONTRIBUTIONS	0	(42,494)	0	0	0	0	
TRANSFERS	0	(42,494)	0	0	0	0	
TOTAL EXPENDITURES	1,541,701	1,504,694	2,213,648	364,216	2,226,971	1,904,568	
CHANGE 2024 REVISED TO 2025 REQUESTED							(322,403)
PERCENT CHANGE 2024 REVISED TO 2025 REQUESTED							(14.48)%

CENTRAL GARAGE FUND					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2024 Revised Budget	2025 Requested Budget	2025 Final Budget
EXPENDITURES					
PERSONNEL SERVICES					
6102	FULL-TIME EMPLOYEES-OVERTIME		4,500	4,500	
MATERIALS & SUPPLIES					
6210	OPERATING SUPPLIES	Fuel for all equipment	215,000	220,000	
6220	REPAIR & MAINTENANCE SUPPLIES	Parts & shop supplies for equipment repairs.	273,000	273,000	
6240	MINOR EQUIPMENT AND FURNITURE	Mechanics tool allowance per contract 2 @ \$975, Chain Saws, Backpack Blowers, Weed Whips, Push Mowers	4,500	4,500	
6245	CLOTHING ALLOWANCE	Contractual obligation & Boot allowance \$250. City provided shirts, and Uniforms.	5,000	6,500	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Audit \$6,500	6,000	6,500	
6331	CONFERENCES, TRAINING, TRAVEL		1,000	1,000	
6361	INSURANCE	Property & Liability	56,850	60,832	
6371	REPAIRS & MAINT CONTRACTUAL	Miscellaneous vehicle repairs, unable to be fixed in-house \$40,000; Sandblast & sanders to keep fleet service life of vehicle \$5,000. Maintenance software service and All Data services.	80,000	82,500	
6374	ADMINISTRATION SUPPORT FEE		121,928	143,818	
6388	TECHNOLOGY EQUIP CHARGE	amortization of technology equipment	1,310	1,520	
6390	POSTAGE AND TELEPHONE	phones for mechanics and supervisors	2,000	2,000	
CAPITAL OUTLAY					
6550	MOTOR VEHICLES	3 Police Vehicle replacements \$195,000. (See 2024 Squad Proposal prepared by Police Dept. for details on squads and changeovers). Replace Unit 336 Plow Truck and Equipment \$330,000. Replace Unit 338 \$100,000. Replace Unit 205 \$60,000. Replace Unit 346 \$ 53,000.	1,180,500	738,000	
6580	OTHER EQUIPMENT	Equipment rental (contingent) \$5,000: Replace column lifts. \$87,000	15,000	92,000	

PRELIMINARY

2025 – 2029

Capital Improvement Plan

Does not include Airport, Water and Sewer, Storm Water



City of South St. Paul

**PROJECTS &
FUNDING SOURCES
BY DEPARTMENT**

PRELIMINARY

City of South St. Paul, Minnesota

Capital Improvement Plan

2025 thru 2029

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2025	2026	2027	2028	2029	Total
Buildings							
New Public Works Building	BLD - 22-2	3,000,000	27,000,000				30,000,000
Rooftop HVAC Units (3) at City Hall	BLD - 25-1	200,000	240,000	110,000			550,000
Fire Station Garage Floor	BLD - 25-2	30,000					30,000
City Hall Police Garage Door Replacement	BLD - 25-3	40,000					40,000
Renovation of Library Building	BLD- 22-01		1,500,000				1,500,000
	Buildings Total	3,270,000	28,740,000	110,000			32,120,000
Capital Program Funds		270,000	1,740,000	110,000			2,120,000
Debt - Tax Levy		3,000,000	27,000,000				30,000,000
	Buildings Total	3,270,000	28,740,000	110,000			32,120,000
Central Garage							
Police Vehicles	CG - 14-101	195,000	202,800	210,912	219,348	228,122	1,056,182
Unit 336 - Streets Department	CG - 17-06	330,000					330,000
Unit 338 - Utility Department	CG - 17-12	100,000					100,000
Unit 322 - Water Department	CG - 17-13			60,000			60,000
Unit 205 - Engineering Department	CG - 17-20	60,000					60,000
Replace Asphalt Tack Trailer	CG - 21-102			50,000			50,000
Replace John Deere Zero-Turn Mower	CG - 22-1		40,000	20,000			60,000
Unit 265 - Public Works/Parks & Rec	CG - 25-265			30,000			30,000
Unit 313 - Buildings/Arena	CG - 25-313				45,000		45,000
Unit 346 - Parks & Rec Department	CG - 25-346	53,000					53,000
Unit 331 - Streets Department	CG - 26-331		330,000				330,000
Unit 201 - Engineering Department	CG - 27-201			40,000			40,000
Unit 207 - Code Enforcement	CG - 27-207			35,000			35,000
Unit 301 - Building Inspections Department	CG - 27-301			40,000			40,000
Unit 306 - Water Department	CG - 27-306					60,000	60,000
Unit 328 - Parks Department	CG - 27-328			55,000			55,000
Unit 335 - Streets Department	CG - 27-335			330,000			330,000
Unit 311 - Parks Department	CG - 28-311				35,000		35,000
Unit 314 - Streets Department	CG - 28-314				47,500		47,500
Unit 319 - Streets Department	CG - 28-319				66,300		66,300
Unit 320 - Streets Department	CG - 28-320				66,300		66,300
Unit 325 - Parks Department	CG - 28-325				60,800		60,800
Unit 329 - Parks Department	CG - 28-329				71,800		71,800
Unit 337 - Streets Department	CG - 28-337				330,000		330,000

Department	Project #	2025	2026	2027	2028	2029	Total
Central Garage Total		738,000	572,800	870,912	942,048	288,122	3,411,882
<i>Central Garage Fund</i>		738,000	572,800	870,912	942,048	288,122	3,411,882
Central Garage Total		738,000	572,800	870,912	942,048	288,122	3,411,882
City Administration							
ERP Replacement-Through LOGIS	ADM - 22-1	270,000					270,000
City Administration Total		270,000					270,000
<i>Capital Program Funds</i>		160,000					160,000
<i>Water Utility</i>		110,000					110,000
City Administration Total		270,000					270,000
Doug Woog Arena							
Replace Rooftop HVAC Units 6, 7, 8, 9, 10	DWA - 14-105	160,000					160,000
Concession Stand Remodel	DWA - 19-11		50,000				50,000
Replace HVAC Unit #1, 2, 3	DWA - 19-12	120,000					120,000
Rink 2 floor and dasher boards	DWA - 19-13		1,650,000				1,650,000
Scissor Lift Replacement	DWA - 19-3				32,000		32,000
Replace Drop Ceiling Tiles & Grid	DWA - 19-5				35,000		35,000
Mezzanine-Warm Viewing Area Flooring	DWA - 19-8	30,000					30,000
Woog Arena Sprinkler Fire Suppression System	DWA - 20-1				25,000		25,000
Woog Arena Roof Replacement	DWA - 20-2		260,000				260,000
Replace Rink One Floor and Boards	DWA - 21-2			1,650,000			1,650,000
Zamboni Rink 2 Replacement (WA-1)	DWA - 23-3	200,000					200,000
Zamboni Rink 2 Refurbish (WA-2)	DWA - 23-5	40,000					40,000
Dehumidifiers for Rink 1	DWA - 24-1	280,000					280,000
Low Emissivity Ceiling for Rink 2	DWA - 27-02			60,000			60,000
Doug Woog Arena Total		830,000	1,960,000	1,710,000	92,000		4,592,000
<i>Central Garage Fund</i>		240,000					240,000
<i>Tax Levy - Arena</i>		590,000	1,960,000	1,710,000	92,000		4,352,000
Doug Woog Arena Total		830,000	1,960,000	1,710,000	92,000		4,592,000
Engineering							
Marie Ave Reconstruction - 3rd Ave to 9th Ave	ENG - 12-102	3,050,000					3,050,000
12th Avenue Reconstruction	ENG - 12-121		300,000	5,450,000			5,750,000
Stickney Improvement Project	ENG - 19-1				1,620,000		1,620,000
Warner Avenue Improvements	ENG - 24-2		15,000	475,000			490,000
4th Street S Pavement Rehabilitation	ENG - 25-3	545,500					545,500
Verderosa Extension Project	ENG - 25-4	3,300,000					3,300,000
2025 Sidewalk Repair Program	ENG - 25-5	260,000					260,000
Lead Service Line Replacement Project	ENG - 25-6	7,616,000					7,616,000
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1	250,000	6,050,000				6,300,000

Department	Project #	2025	2026	2027	2028	2029	Total
2026 Sidewalk Repair Program	ENG - 26-2	10,000	320,000				330,000
South St Reconstruction 5th St to 7th St	ENG - 26-3	20,000	780,000				800,000
Bircher/Willis Area Street Improvements	ENG - 27-1			300,000	2,300,000		2,600,000
2027 Sidewalk Repair Program	ENG - 27-3		15,000	260,000			275,000
16th and 17th Avenue Improvments	ENG - 28-1				350,000	3,400,000	3,750,000
Alley Improvements	ENG - 28-3			20,000	555,000		575,000
2028 Sidewalk Repair Program	ENG - 28-4			15,000	260,000		275,000
2029 Pavement Rehabilitation Project	ENG - 29-2					575,000	575,000
2029 Sidewalk Repair Program	ENG - 29-3				15,000	260,000	275,000
Engineering Total		15,051,500	7,480,000	6,520,000	5,100,000	4,235,000	38,386,500

Assessments (Paid by Property Owners)		140,500	142,000	595,000	495,000	418,500	1,791,000
Federal		4,000,000	1,000,000				5,000,000
Infrastructure Fund		1,745,000	2,348,000	2,625,000	2,240,000	2,366,500	11,324,500
MSA Funds		500,000	1,000,000	1,000,000	800,000	300,000	3,600,000
Sanitary Sewer Utility		50,000	590,000	550,000	350,000	300,000	1,840,000
State		7,616,000					7,616,000
Storm Sewer Utility		650,000	1,060,000	500,000	150,000	250,000	2,610,000
Water Utility		350,000	1,340,000	1,250,000	1,065,000	600,000	4,605,000
Engineering Total		15,051,500	7,480,000	6,520,000	5,100,000	4,235,000	38,386,500

Information Technology

Fiber Network Project	IT - 13-103	29,980	29,980	29,980	29,980	29,980	149,900
Fiber Optic Cable Infrastructure	IT - 19-1		250,000		250,000		500,000
Information Technology Total		29,980	279,980	29,980	279,980	29,980	649,900

Capital Program Funds

		29,980	279,980	29,980	279,980	29,980	649,900
Information Technology Total		29,980	279,980	29,980	279,980	29,980	649,900

Park & Recreation

McGuire Field Bleacher Replacement	PR - 08-100			35,000			35,000
Lorraine Hockey Rink Upgrades	PR - 16-1				200,000		200,000
Harmon Park Play Structure Replacement	PR - 18-10			150,000			150,000
Summit Play Structure Replace	PR - 18-6	150,000					150,000
Lorraine Park Play Structure Replacement	PR - 18-7	300,000					300,000
Kaposia Park Play Structure Replacement	PR - 18-8	175,000					175,000
Splash Pool Improvements	PR - 21- 10			200,000			200,000
Northview Pool Replacement	PR - 21 11		5,500,000				5,500,000
Kaposia Park Building Restoration	PR - 22-05	100,000					100,000
Grandview Park Playground Replacement	PR - 25-1	150,000					150,000
Kaposia Park Parking Lot Mill & Overlay	PR - 25-2	75,000					75,000
Summit Park Tennis Court	PR - 25-3	15,450					15,450
Spruce Park Playground Replacement	PR - 26-1		125,000				125,000
Ball field Rehabilitation	PR - 26-101		35,000				35,000
Jefferson Park Playground Replacement	PR - 26-2		125,000				125,000

Department	Project #	2025	2026	2027	2028	2029	Total
Northview Playground Replacement	PR - 27-1			250,000			250,000
Veterans Field Playground Replacement	PR - 27-2			200,000			200,000
Park & Recreation Total		965,450	5,785,000	835,000	200,000		7,785,450
Bond Referendum			5,500,000				5,500,000
Capital Program Funds		957,725	285,000	835,000	200,000		2,277,725
Other Grants		7,725					7,725
Park & Recreation Total		965,450	5,785,000	835,000	200,000		7,785,450
Police Protection							
Police Storage Building Loft	POL -20-1		25,000				25,000
Thermal Imaging-Handheld	POL -22-1		20,000	20,000			40,000
Outdoor Weather Warning Sirens	POL -22-10	25,000	25,000	25,000	25,000		100,000
Thermal Imaging-Squad Mounted	POL -22-2			15,000	15,000	15,000	45,000
Handguns	POL -22-4		30,000				30,000
Rifles	POL -22-5				50,000		50,000
Less Lethal - 40MM Launchers	POL -22-6				30,000		30,000
Digital Speed Signs	POL -22-7		25,000	25,000			50,000
AXON Body Worn and Squad Cameras	POL -23-3	90,000	90,000	90,000			270,000
Taser Replacement	POL -23-4				50,000		50,000
Police Protection Total		115,000	215,000	175,000	170,000	15,000	690,000
Capital Program Funds		115,000	215,000	175,000	170,000	15,000	690,000
Police Protection Total		115,000	215,000	175,000	170,000	15,000	690,000
Grand Total		21,269,930	45,032,780	10,250,892	6,784,028	4,568,102	87,905,732

PROJECTS
BY
FUNDING SOURCE

PRELIMINARY

City of South St. Paul, Minnesota

Capital Improvement Plan

2025 thru 2029

PROJECTS BY FUNDING SOURCE

Source	Project #	2025	2026	2027	2028	2029	Total
Assessments (Paid by Property Owner)							
Marie Ave Reconstruction - 3rd Ave to 9th Ave	ENG - 12-102	135,000					135,000
12th Avenue Reconstruction	ENG - 12-121			560,000			560,000
Stickney Improvement Project	ENG - 19-1				95,000		95,000
Warner Avenue Improvements	ENG - 24-2			35,000			35,000
4th Street S Pavement Rehabilitation	ENG - 25-3	5,500					5,500
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1		130,000				130,000
South St Reconstruction 5th St to 7th St	ENG - 26-3		12,000				12,000
Bircher/Willis Area Street Improvements	ENG - 27-1				300,000		300,000
16th and 17th Avenue Improvments	ENG - 28-1					368,500	368,500
Alley Improvements	ENG - 28-3				100,000		100,000
2029 Pavement Rehabilitation Project	ENG - 29-2					50,000	50,000
Assessments (Paid by Property Owners) Total		140,500	142,000	595,000	495,000	418,500	1,791,000
Bond Referendum							
Northview Pool Replacement	PR - 21 11		5,500,000				5,500,000
Bond Referendum Total			5,500,000				5,500,000
Capital Program Funds							
ERP Replacement-Through LOGIS	ADM - 22-1	160,000					160,000
Rooftop HVAC Units (3) at City Hall	BLD - 25-1	200,000	240,000	110,000			550,000
Fire Station Garage Floor	BLD - 25-2	30,000					30,000
City Hall Police Garage Door Replacement	BLD - 25-3	40,000					40,000
Renovation of Library Building	BLD- 22-01		1,500,000				1,500,000
Fiber Network Project	IT - 13-103	29,980	29,980	29,980	29,980	29,980	149,900
Fiber Optic Cable Infrastructure	IT - 19-1		250,000		250,000		500,000
Police Storage Building Loft	POL -20-1		25,000				25,000
Thermal Imaging-Handheld	POL -22-1		20,000	20,000			40,000
Outdoor Weather Warning Sirens	POL -22-10	25,000	25,000	25,000	25,000		100,000
Thermal Imaging-Squad Mounted	POL -22-2			15,000	15,000	15,000	45,000
Handguns	POL -22-4		30,000				30,000
Rifles	POL -22-5				50,000		50,000
Less Lethal - 40MM Launchers	POL -22-6				30,000		30,000
Digital Speed Signs	POL -22-7		25,000	25,000			50,000
AXON Body Worn and Squad Cameras	POL -23-3	90,000	90,000	90,000			270,000
Taser Replacement	POL -23-4				50,000		50,000
McGuire Field Bleacher Replacement	PR - 08-100			35,000			35,000
Lorraine Hockey Rink Upgrades	PR - 16-1				200,000		200,000
Harmon Park Play Structure Replacement	PR - 18-10			150,000			150,000
Summit Play Structure Replace	PR - 18-6	150,000					150,000
Lorraine Park Play Structure Replacement	PR - 18-7	300,000					300,000
Kaposia Park Play Structure Replacement	PR - 18-8	175,000					175,000

Source	Project #	2025	2026	2027	2028	2029	Total
Splash Pool Improvements	PR - 21- 10			200,000			200,000
Kaposia Park Building Restoration	PR - 22-05	100,000					100,000
Grandview Park Playground Replacement	PR - 25-1	150,000					150,000
Kaposia Park Parking Lot Mill & Overlay	PR - 25-2	75,000					75,000
Summit Park Tennis Court	PR - 25-3	7,725					7,725
Spruce Park Playground Replacement	PR - 26-1		125,000				125,000
Ball field Rehabilitation	PR - 26-101		35,000				35,000
Jefferson Park Playground Replacement	PR - 26-2		125,000				125,000
Northview Playground Replacement	PR - 27-1			250,000			250,000
Veterans Field Playground Replacement	PR - 27-2			200,000			200,000
Capital Program Funds Total		1,532,705	2,519,980	1,149,980	649,980	44,980	5,897,625

Central Garage Fund

Police Vehicles	CG - 14-101	195,000	202,800	210,912	219,348	228,122	1,056,182
Unit 336 - Streets Department	CG - 17-06	330,000					330,000
Unit 338 - Utility Department	CG - 17-12	100,000					100,000
Unit 322 - Water Department	CG - 17-13			60,000			60,000
Unit 205 - Engineering Department	CG - 17-20	60,000					60,000
Replace Asphalt Tack Trailer	CG - 21-102			50,000			50,000
Replace John Deere Zero-Turn Mower	CG - 22-1		40,000	20,000			60,000
Unit 265 - Public Works/Parks & Rec	CG - 25-265			30,000			30,000
Unit 313 - Buildings/Arena	CG - 25-313				45,000		45,000
Unit 346 - Parks & Rec Department	CG - 25-346	53,000					53,000
Unit 331 - Streets Department	CG - 26-331		330,000				330,000
Unit 201 - Engineering Department	CG - 27-201			40,000			40,000
Unit 207 - Code Enforcement	CG - 27-207			35,000			35,000
Unit 301 - Building Inspections Department	CG - 27-301			40,000			40,000
Unit 306 - Water Department	CG - 27-306					60,000	60,000
Unit 328 - Parks Department	CG - 27-328			55,000			55,000
Unit 335 - Streets Department	CG - 27-335			330,000			330,000
Unit 311 - Parks Department	CG - 28-311				35,000		35,000
Unit 314 - Streets Department	CG - 28-314				47,500		47,500
Unit 319 - Streets Department	CG - 28-319				66,300		66,300
Unit 320 - Streets Department	CG - 28-320				66,300		66,300
Unit 325 - Parks Department	CG - 28-325				60,800		60,800
Unit 329 - Parks Department	CG - 28-329				71,800		71,800
Unit 337 - Streets Department	CG - 28-337				330,000		330,000
Zamboni Rink 2 Replacement (WA-1)	DWA - 23-3	200,000					200,000
Zamboni Rink 2 Refurbish (WA-2)	DWA - 23-5	40,000					40,000
Central Garage Fund Total		978,000	572,800	870,912	942,048	288,122	3,651,882

Debt - Tax Levy

New Public Works Building	BLD - 22-2	3,000,000	27,000,000				30,000,000
Debt - Tax Levy Total		3,000,000	27,000,000				30,000,000

Federal

Marie Ave Reconstruction - 3rd Ave to 9th Ave	ENG - 12-102	1,000,000					1,000,000
Verderosa Extension Project	ENG - 25-4	3,000,000					3,000,000
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1		1,000,000				1,000,000

Source	Project #	2025	2026	2027	2028	2029	Total
Federal Total		4,000,000	1,000,000				5,000,000
Infrastructure Fund							
Marie Ave Reconstruction - 3rd Ave to 9th Ave	ENG - 12-102	365,000					365,000
12th Avenue Reconstruction	ENG - 12-121		300,000	1,790,000			2,090,000
Stickney Improvement Project	ENG - 19-1				410,000		410,000
Warner Avenue Improvements	ENG - 24-2		15,000	240,000			255,000
4th Street S Pavement Rehabilitation	ENG - 25-3	540,000					540,000
Verderosa Extension Project	ENG - 25-4	300,000					300,000
2025 Sidewalk Repair Program	ENG - 25-5	260,000					260,000
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1	250,000	1,295,000				1,545,000
2026 Sidewalk Repair Program	ENG - 26-2	10,000	320,000				330,000
South St Reconstruction 5th St to 7th St	ENG - 26-3	20,000	403,000				423,000
Bircher/Willis Area Street Improvements	ENG - 27-1			300,000	750,000		1,050,000
2027 Sidewalk Repair Program	ENG - 27-3		15,000	260,000			275,000
16th and 17th Avenue Improvments	ENG - 28-1				350,000	1,581,500	1,931,500
Alley Improvements	ENG - 28-3			20,000	455,000		475,000
2028 Sidewalk Repair Program	ENG - 28-4			15,000	260,000		275,000
2029 Pavement Rehabilitation Project	ENG - 29-2					525,000	525,000
2029 Sidewalk Repair Program	ENG - 29-3				15,000	260,000	275,000
Infrastructure Fund Total		1,745,000	2,348,000	2,625,000	2,240,000	2,366,500	11,324,500
MSA Funds							
Marie Ave Reconstruction - 3rd Ave to 9th Ave	ENG - 12-102	500,000					500,000
12th Avenue Reconstruction	ENG - 12-121			1,000,000			1,000,000
Stickney Improvement Project	ENG - 19-1				500,000		500,000
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1		1,000,000				1,000,000
Bircher/Willis Area Street Improvements	ENG - 27-1				300,000		300,000
16th and 17th Avenue Improvments	ENG - 28-1					300,000	300,000
MSA Funds Total		500,000	1,000,000	1,000,000	800,000	300,000	3,600,000
Other Grants							
Summit Park Tennis Court	PR - 25-3	7,725					7,725
Other Grants Total		7,725					7,725
Sanitary Sewer Utility							
Marie Ave Reconstruction - 3rd Ave to 9th Ave	ENG - 12-102	50,000					50,000
12th Avenue Reconstruction	ENG - 12-121			500,000			500,000
Stickney Improvement Project	ENG - 19-1				100,000		100,000
Warner Avenue Improvements	ENG - 24-2			50,000			50,000
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1		500,000				500,000
South St Reconstruction 5th St to 7th St	ENG - 26-3		90,000				90,000
Bircher/Willis Area Street Improvements	ENG - 27-1				250,000		250,000
16th and 17th Avenue Improvments	ENG - 28-1					300,000	300,000
Sanitary Sewer Utility Total		50,000	590,000	550,000	350,000	300,000	1,840,000
State							
Lead Service Line Replacement Project	ENG - 25-6	7,616,000					7,616,000

Source	Project #	2025	2026	2027	2028	2029	Total
State Total		7,616,000					7,616,000
Storm Sewer Utility							
Marie Ave Reconstruction - 3rd Ave to 9th Ave	ENG - 12-102	650,000					650,000
12th Avenue Reconstruction	ENG - 12-121			400,000			400,000
Stickney Improvement Project	ENG - 19-1				150,000		150,000
Warner Avenue Improvements	ENG - 24-2			100,000			100,000
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1		925,000				925,000
South St Reconstruction 5th St to 7th St	ENG - 26-3		135,000				135,000
16th and 17th Avenue Improvments	ENG - 28-1					250,000	250,000
Storm Sewer Utility Total		650,000	1,060,000	500,000	150,000	250,000	2,610,000
Tax Levy - Arena							
Replace Rooftop HVAC Units 6, 7, 8, 9, 10	DWA - 14-105	160,000					160,000
Concession Stand Remodel	DWA - 19-11		50,000				50,000
Replace HVAC Unit #1, 2, 3	DWA - 19-12	120,000					120,000
Rink 2 floor and dasher boards	DWA - 19-13		1,650,000				1,650,000
Scissor Lift Replacement	DWA - 19-3				32,000		32,000
Replace Drop Ceiling Tiles & Grid	DWA - 19-5				35,000		35,000
Mezzanine-Warm Viewing Area Flooring	DWA - 19-8	30,000					30,000
Woog Arena Sprinkler Fire Suppression System	DWA - 20-1				25,000		25,000
Woog Arena Roof Replacement	DWA - 20-2		260,000				260,000
Replace Rink One Floor and Boards	DWA - 21-2			1,650,000			1,650,000
Dehumidifiers for Rink 1	DWA - 24-1	280,000					280,000
Low Emissivity Ceiling for Rink 2	DWA - 27-02			60,000			60,000
Tax Levy - Arena Total		590,000	1,960,000	1,710,000	92,000		4,352,000
Water Utility							
ERP Replacement-Through LOGIS	ADM - 22-1	110,000					110,000
Marie Ave Reconstruction - 3rd Ave to 9th Ave	ENG - 12-102	350,000					350,000
12th Avenue Reconstruction	ENG - 12-121			1,200,000			1,200,000
Stickney Improvement Project	ENG - 19-1				365,000		365,000
Warner Avenue Improvements	ENG - 24-2			50,000			50,000
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1		1,200,000				1,200,000
South St Reconstruction 5th St to 7th St	ENG - 26-3		140,000				140,000
Bircher/Willis Area Street Improvements	ENG - 27-1				700,000		700,000
16th and 17th Avenue Improvments	ENG - 28-1					600,000	600,000
Water Utility Total		460,000	1,340,000	1,250,000	1,065,000	600,000	4,715,000
GRAND TOTAL		21,269,930	45,032,780	10,250,892	6,784,028	4,568,102	87,905,732

SOURCES AND USES OF FUNDS

CAPITAL PROGRAMS FUND

PRELIMINARY

City of South St. Paul, Minnesota

Capital Improvement Plan

2025 thru 2029

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Capital Program Funds						
Beginning Balance		2,600,000	2,362,424	1,128,073	1,256,222	1,884,371
Revenues and Other Fund Sources						
<i>Revenue</i>						
Interest		10,000	10,000	10,000	10,000	10,000
LGA		1,268,129	1,268,129	1,268,129	1,268,129	1,268,129
Special Assessments		17,000	7,500	0	0	0
	<i>Total</i>	1,295,129	1,285,629	1,278,129	1,278,129	1,278,129
Total Revenues and Other Fund Sources		1,295,129	1,285,629	1,278,129	1,278,129	1,278,129
Total Funds Available		3,895,129	3,648,053	2,406,202	2,534,351	3,162,500
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>Buildings</u>						
Rooftop HVAC Units (3) at City Hall	BLD - 25-1	(200,000)	(240,000)	(110,000)	0	0
Fire Station Garage Floor	BLD - 25-2	(30,000)	0	0	0	0
City Hall Police Garage Door Replacement	BLD - 25-3	(40,000)	0	0	0	0
Renovation of Library Building	BLD- 22-01	0	(1,500,000)	0	0	0
	<i>Total</i>	(270,000)	(1,740,000)	(110,000)	0	0
<u>City Administration</u>						
ERP Replacement-Through LOGIS	ADM - 22-1	(160,000)	0	0	0	0
	<i>Total</i>	(160,000)	0	0	0	0
<u>Information Technology</u>						
Fiber Network Project	IT - 13-103	(29,980)	(29,980)	(29,980)	(29,980)	(29,980)
Fiber Optic Cable Infrastructure	IT - 19-1	0	(250,000)	0	(250,000)	0
	<i>Total</i>	(29,980)	(279,980)	(29,980)	(279,980)	(29,980)
<u>Park & Recreation</u>						
McGuire Field Bleacher Replacement	PR - 08-100	0	0	(35,000)	0	0
Lorraine Hockey Rink Upgrades	PR - 16-1	0	0	0	(200,000)	0
Harmon Park Play Structure Replacement	PR - 18-10	0	0	(150,000)	0	0
Summit Play Structure Replace	PR - 18-6	(150,000)	0	0	0	0
Lorraine Park Play Structure Replacement	PR - 18-7	(300,000)	0	0	0	0
Kaposia Park Play Structure Replacement	PR - 18-8	(175,000)	0	0	0	0
Splash Pool Improvements	PR - 21- 10	0	0	(200,000)	0	0
Kaposia Park Building Restoration	PR - 22-05	(100,000)	0	0	0	0
Grandview Park Playground Replacement	PR - 25-1	(150,000)	0	0	0	0

Source		2025	2026	2027	2028	2029
Capital Program Funds						
Kaposia Park Parking Lot Mill & Overlay	PR - 25-2	(75,000)	0	0	0	0
Summit Park Tennis Court	PR - 25-3	(7,725)	0	0	0	0
Spruce Park Playground Replacement	PR - 26-1	0	(125,000)	0	0	0
Ball field Rehabilitation	PR - 26-101	0	(35,000)	0	0	0
Jefferson Park Playground Replacement	PR - 26-2	0	(125,000)	0	0	0
Northview Playground Replacement	PR - 27-1	0	0	(250,000)	0	0
Veterans Field Playground Replacement	PR - 27-2	0	0	(200,000)	0	0
	<i>Total</i>	(957,725)	(285,000)	(835,000)	(200,000)	0
<u>Police Protection</u>						
Police Storage Building Loft	POL -20-1	0	(25,000)	0	0	0
Thermal Imaging-Handheld	POL -22-1	0	(20,000)	(20,000)	0	0
Outdoor Weather Warning Sirens	POL -22-10	(25,000)	(25,000)	(25,000)	(25,000)	0
Thermal Imaging-Squad Mounted	POL -22-2	0	0	(15,000)	(15,000)	(15,000)
Handguns	POL -22-4	0	(30,000)	0	0	0
Rifles	POL -22-5	0	0	0	(50,000)	0
Less Lethal - 40MM Launchers	POL -22-6	0	0	0	(30,000)	0
Digital Speed Signs	POL -22-7	0	(25,000)	(25,000)	0	0
AXON Body Worn and Squad Cameras	POL -23-3	(90,000)	(90,000)	(90,000)	0	0
Taser Replacement	POL -23-4	0	0	0	(50,000)	0
	<i>Total</i>	(115,000)	(215,000)	(175,000)	(170,000)	(15,000)
Total Expenditures and Uses		(1,532,705)	(2,519,980)	(1,149,980)	(649,980)	(44,980)
Change in Fund Balance		(237,576)	(1,234,351)	128,149	628,149	1,233,149
Ending Balance		2,362,424	1,128,073	1,256,222	1,884,371	3,117,520

**SOURCES AND USES OF
FUNDS**

INFRASTRUCTURE FUND

PRELIMINARY

City of South St. Paul, Minnesota

Capital Improvement Plan

2025 thru 2029

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Infrastructure Fund						
Beginning Balance		955,224	1,173,974	918,587	925,178	1,470,867
Revenues and Other Fund Sources						
<i>Revenue</i>						
Billboard Rent		128,750	132,613	136,591	140,689	144,910
Excess TIF		110,000	110,000	110,000	110,000	110,000
Tax Levy		725,000	850,000	925,000	1,075,000	1,225,000
Tax Levy - Concord TIF		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Tax Levy - Lower Debt Levy		0	0	460,000	460,000	460,000
	<i>Total</i>	1,963,750	2,092,613	2,631,591	2,785,689	2,939,910
Total Revenues and Other Fund Sources		1,963,750	2,092,613	2,631,591	2,785,689	2,939,910
Total Funds Available		2,918,974	3,266,587	3,550,178	3,710,867	4,410,777
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>Engineering</u>						
Marie Ave Reconstruction - 3rd Ave to 9th Ave	ENG - 12-102	(365,000)	0	0	0	0
12th Avenue Reconstruction	ENG - 12-121	0	(300,000)	(1,790,000)	0	0
Stickney Improvement Project	ENG - 19-1	0	0	0	(410,000)	0
Warner Avenue Improvements	ENG - 24-2	0	(15,000)	(240,000)	0	0
4th Street S Pavement Rehabilitation	ENG - 25-3	(540,000)	0	0	0	0
Verderosa Extension Project	ENG - 25-4	(300,000)	0	0	0	0
2025 Sidewalk Repair Program	ENG - 25-5	(260,000)	0	0	0	0
Marie Ave Reconstruction - 9th Ave to 21st Ave	ENG - 26-1	(250,000)	(1,295,000)	0	0	0
2026 Sidewalk Repair Program	ENG - 26-2	(10,000)	(320,000)	0	0	0
South St Reconstruction 5th St to 7th St	ENG - 26-3	(20,000)	(403,000)	0	0	0
Bircher/Willis Area Street Improvements	ENG - 27-1	0	0	(300,000)	(750,000)	0
2027 Sidewalk Repair Program	ENG - 27-3	0	(15,000)	(260,000)	0	0
16th and 17th Avenue Improvments	ENG - 28-1	0	0	0	(350,000)	(1,581,500)
Alley Improvements	ENG - 28-3	0	0	(20,000)	(455,000)	0
2028 Sidewalk Repair Program	ENG - 28-4	0	0	(15,000)	(260,000)	0
2029 Pavement Rehabilitation Project	ENG - 29-2	0	0	0	0	(525,000)
2029 Sidewalk Repair Program	ENG - 29-3	0	0	0	(15,000)	(260,000)
	<i>Total</i>	(1,745,000)	(2,348,000)	(2,625,000)	(2,240,000)	(2,366,500)

Source	2025	2026	2027	2028	2029
Infrastructure Fund					
Total Expenditures and Uses	(1,745,000)	(2,348,000)	(2,625,000)	(2,240,000)	(2,366,500)
Change in Fund Balance	218,750	(255,387)	6,591	545,689	573,410
Ending Balance	1,173,974	918,587	925,178	1,470,867	2,044,277

PRELIMINARY

PROJECT DETAILS
BY
DEPARTMENT

PRELIMINARY

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Buildings
 Contact Ryan Garcia
 Type Improvement
 Useful Life 50
 Category Construction/Buildings

Project # BLD - 22-2
 Project Name New Public Works Building

Finance Priority

Description Total Project Cost: \$30,000,000
 Provide for the construction of a new 82,000 sq ft Public Works facility. This facility would replace the 33,000 sq ft building that has many deficiencies that are impractical to resolve given the building's poor condition, its placement on the site, and the inability to add on to the current facility in an efficient manner.

Justification
 The new facility will be designed to meet the City's needs for the next 50+ years and will be constructed with green/sustainable materials and practices.
 This project does not include site costs.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design	3,000,000					3,000,000
Construction/Maintenance		27,000,000				27,000,000
Total	3,000,000	27,000,000				30,000,000

Funding Sources	2025	2026	2027	2028	2029	Total
Debt - Tax Levy	3,000,000	27,000,000				30,000,000
Total	3,000,000	27,000,000				30,000,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Buildings
 Contact Howie Steenberg
 Type Equipment
 Useful Life 25
 Category Construction/Buildings

Project # BLD - 25-1
 Project Name Rooftop HVAC Units (3) at City Hall

Finance Priority

Description Total Project Cost: \$550,000
 Replace three rooftop HVAC units at City Hall.

Justification
 The rooftop units at City Hall are past their useful life, and we are constantly doing repairs. This should help with temperature control within the building. The City may qualify for rebates from Ecel as part of the project that may offset some of the cost.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	200,000	240,000	110,000			550,000
Total	200,000	240,000	110,000			550,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds	200,000	240,000	110,000			550,000
Total	200,000	240,000	110,000			550,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Buildings
 Contact Howie Steenberg
 Type Maintenance
 Useful Life 25
 Category Construction/Buildings

Project # BLD - 25-2
 Project Name Fire Station Garage Floor

Finance Priority

Description Total Project Cost: \$30,000
 Replace part of the concrete garage floor in Fire Station #2.

Justification
 The concrete floor is becoming a trip hazard, especially by te floor drains, as they are popping up on teh ends because of the broken concrete.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	30,000					30,000
Total	30,000					30,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds	30,000					30,000
Total	30,000					30,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Buildings
 Contact Howie Steenberg
 Type Equipment
 Useful Life 20
 Category Construction/Buildings

Project # BLD - 25-3
 Project Name City Hall Police Garage Door Replacement

Finance Priority

Description Total Project Cost: \$40,000
 Replace the police garage door at City Hall.

Justification
 With multiple repairs being done and the police need a functioning door, it is time to replace it.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	40,000					40,000
Total	40,000					40,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds	40,000					40,000
Total	40,000					40,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Buildings
 Contact Ryan Garcia
 Type Improvement
 Useful Life 40
 Category Construction/Buildings

Project # BLD- 22-01
 Project Name Renovation of Library Building

Finance Priority

Description Total Project Cost: \$1,500,000
 Place holder for renovations/remodel of the library building.

Justification
 As an iconic building in South St. Paul, the City has agreed to keep the library building in some form for its residents. It needs extensive updates (electrical, mechanical, technological, etc.) in order to be functional for future use.
 A repurposing study is expected to be complete by June 2025.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance		1,500,000				1,500,000
Total		1,500,000				1,500,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds		1,500,000				1,500,000
Total		1,500,000				1,500,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 3
 Category Police & Fire Equipment

Project # CG - 14-101
 Project Name Police Vehicles

Finance Priority

Description Total Project Cost: \$2,461,357
 The annual replacement of police vehicles which are on a rotating schedule.

Justification
 The replacement of police vehicles is programmed every year in order to minimize repair and maintenance costs of the vehicles. The useful life of a police vehicle varies by assignment, with a marked patrol vehicle having a serviceable lifespan of four to five years and non-patrol assigned vehicles having an expected lifespan of eight to ten years. For 2025, the following vehicles are tentatively scheduled for replacement:
 Replace Squad Unit #2151 plus change over costs - 65,000.00
 Replace Squad Unit #2152 plus change over costs - 65,000.00
 Replace Squad Unit #2160 plus change over costs - 65,000.00

Prior	Expenditures	2025	2026	2027	2028	2029	Total
1,405,175	Equip/Vehicles/Furnishings	195,000	202,800	210,912	219,348	228,122	1,056,182
Total	Total	195,000	202,800	210,912	219,348	228,122	1,056,182

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
1,405,175	Central Garage Fund	195,000	202,800	210,912	219,348	228,122	1,056,182
Total	Total	195,000	202,800	210,912	219,348	228,122	1,056,182

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 15
 Category Licensed Vehicles

Project # CG - 17-06
 Project Name Unit 336 - Streets Department

Finance Priority

Description Total Project Cost: \$330,000
 Replace Streets Department vehicle unit 336 - currently a Sterling tandem axel with dump box and plow.

Justification
 The 2008 truck will be at the end of its useful life

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	330,000					330,000
Total	330,000					330,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund	330,000					330,000
Total	330,000					330,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 17-12
 Project Name Unit 338 - Utility Department

Finance Priority

Description Total Project Cost: \$100,000
 Replace Utility Vehicle unit 338 - currently a 2012 Ford F250 4x4 Supercab with an 8' utility box.

Justification
 Vehicle is at the end of it's useful life.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	100,000					100,000
Total	100,000					100,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund	100,000					100,000
Total	100,000					100,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 17-13
 Project Name Unit 322 - Water Department

Finance Priority

Description Total Project Cost: \$60,000
 Replace Water Department vehicle unit 322 - currently a Ford 250 Transit Cargo Van

Justification
 Vehivle is at the end of its useful life.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			60,000			60,000
Total			60,000			60,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund			60,000			60,000
Total			60,000			60,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 17-20
 Project Name Unit 205 - Engineering Department

Finance Priority

Description Total Project Cost: \$60,000
 Replace Engineering Department vehicle unit 205 - currently a Ford F-150 crew cab with a topper and tool compartments.

Justification
 Vehicle is on a 10 year cycle and is at the end of its useful life.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	60,000					60,000
Total	60,000					60,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund	60,000					60,000
Total	60,000					60,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Machinery & Tools

Project # CG - 21-102
 Project Name Replace Asphalt Tack Trailer

Finance Priority

Description Total Project Cost: \$50,000
 Replace asphalt tack trailer with like equipment.

Justification
 Replace asphalt tack trailer that was purchased used in 2013 with like equipment. The used asphalt tack trailer has reached the end of its useful life.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			50,000			50,000
Total			50,000			50,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund			50,000			50,000
Total			50,000			50,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 8
 Category Machinery & Tools

Project # CG - 22-1
 Project Name Replace John Deere Zero-Turn Mower

Finance Priority

Description Total Project Cost: \$98,600
 Replace John Deere Zero Turn Mowes.

Justification
 End of useful life.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
38,600	Equip/Vehicles/Furnishings		40,000	20,000			60,000
Total	Total		40,000	20,000			60,000

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
38,600	Central Garage Fund		40,000	20,000			60,000
Total	Total		40,000	20,000			60,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 25-265
 Project Name Unit 265 - Public Works/Parks & Rec

Finance Priority

Description Total Project Cost: \$30,000
 Replace Public Works/Parks & Rec vehicle unit 265 - currently a Chevrolet Impala.

Justification

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			30,000			30,000
Total			30,000			30,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund			30,000			30,000
Total			30,000			30,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 25-313
 Project Name Unit 313 - Buildings/Arena

Finance Priority

Description Total Project Cost: \$45,000
 Replace Buildings/Arena vehicle unit 313 - currently a Ford F-150 4x2 regular cab.

Justification
 Vehicle is at the end of its useful life.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				45,000		45,000
Total				45,000		45,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund				45,000		45,000
Total				45,000		45,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 25-346
 Project Name Unit 346 - Parks & Rec Department

Finance Priority

Description Total Project Cost: \$53,000
 Replace Parks & Rec Department vehicle unit 346 - currently a Ford 15 passenger van.

Justification
 Vehicle is at the end of its useful life.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	53,000					53,000
Total	53,000					53,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund	53,000					53,000
Total	53,000					53,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 26-331
 Project Name Unit 331 - Streets Department

Finance Priority

Description Total Project Cost: \$330,000
 Replace Streets Department vehicle unit 331 - currently a Mack single-axel with plow.

Justification
 Vehicle is at the end of its usefule life.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings		330,000				330,000
Total		330,000				330,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund		330,000				330,000
Total		330,000				330,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 27-201
 Project Name Unit 201 - Engineering Department

Finance Priority

Description Total Project Cost: \$40,000
 Replace Engineering Department vehicle unit 201 - currently a Dodge Dakota.

Justification
 Vehicle is at the end of its useful life.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			40,000			40,000
Total			40,000			40,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund			40,000			40,000
Total			40,000			40,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 15
 Category Licensed Vehicles

Project # CG - 27-207
 Project Name Unit 207 - Code Enforcement

Finance Priority

Description Total Project Cost: \$35,000
 Replace Code Enforcement Department vehicle 207 - currently a 2014 Chevrolet Equinox

Justification
 Vehicle will be at the end of its useful life

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			35,000			35,000
Total			35,000			35,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund			35,000			35,000
Total			35,000			35,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 27-301
 Project Name Unit 301 - Building Inspections Department

Finance Priority

Description Total Project Cost: \$40,000
 Replace Buidling Inspections Department vehicle unit 301 - currently a Chevrolet Colorado.

Justification
 Vehicle is on a 10 year replacement cycle to reduce maintenance costs and still have resale value.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			40,000			40,000
Total			40,000			40,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund			40,000			40,000
Total			40,000			40,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 27-306
 Project Name Unit 306 - Water Department

Finance Priority

Description Total Project Cost: \$60,000
 Replace Water Department vehicle unit 306 - currently a Ford Transit 150 Cargo Van.

Justification
 Vehicle is at the end of its useful life.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings					60,000	60,000
Total					60,000	60,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund					60,000	60,000
Total					60,000	60,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 27-328
 Project Name Unit 328 - Parks Department

Finance Priority

Description Total Project Cost: \$55,000
 Replace Parks Department vehicle unit 328 - currently a Ford F-250 4x4 crew cab with lift gate.

Justification
 Vehicle is at the end of its useful life.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			55,000			55,000
Total			55,000			55,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund			55,000			55,000
Total			55,000			55,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 27-335
 Project Name Unit 335 - Streets Department

Finance Priority

Description Total Project Cost: \$330,000
 Replace Streets Department vehicle unit 335 - currently a Mack single-axel with plow.

Justification
 Plow trucks are on a 10-year cycle to reduce downtime and maintenance costs.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			330,000			330,000
Total			330,000			330,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund			330,000			330,000
Total			330,000			330,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Outdoor Equipment

Project # CG - 28-311
 Project Name Unit 311 - Parks Department

Finance Priority

Description Total Project Cost: \$35,000
 Replace Parks Department equipment unit 311 - currently a John Deere MY17 Progator.

Justification
 Equipment is on a 10-yr cycle to reduce maintenance cost.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				35,000		35,000
Total				35,000		35,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund				35,000		35,000
Total				35,000		35,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Central Garage
 Contact: Howie Steenberg
 Type: Equipment
 Useful Life: 10
 Category: Machinery & Tools

Project # CG - 28-314
 Project Name Unit 314 - Streets Department

Finance Priority

Description Total Project Cost: \$47,500
 Equipment in Streets Department unit 314 - currently a Caterpillar Asphalt Roller.

Justification
 Equipment is on a 10-year replacement schedule.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				47,500		47,500
Total				47,500		47,500

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund				47,500		47,500
Total				47,500		47,500

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 28-319
 Project Name Unit 319 - Streets Department

Finance Priority

Description Total Project Cost: \$66,300
 Replace Streets Department vehicle unit 319 - currently a Ford F-250 4x4 regular cab.

Justification
 Vehicle is on a 10-year replacement schedule.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				66,300		66,300
Total				66,300		66,300

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund				66,300		66,300
Total				66,300		66,300

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 28-320
 Project Name Unit 320 - Streets Department

Finance Priority

Description Total Project Cost: \$66,300
 Replace Streets Department vehicle unit 320 - currently a Ford F-250 4x4 extended cab with plow.

Justification
 Vehicle is on a 10-yr cycle to reduce maintenance cost and still have resale value.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				66,300		66,300
Total				66,300		66,300

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund				66,300		66,300
Total				66,300		66,300

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 28-325
 Project Name Unit 325 - Parks Department

Finance Priority

Description Total Project Cost: \$60,800
 Replace Parks Department vehicle unit 325 - currently a Ford F-250 4x2 regular cab with utility box.

Justification
 Vehicle is on a 10-yr cycle to reduce maintenance cost.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				60,800		60,800
Total				60,800		60,800

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund				60,800		60,800
Total				60,800		60,800

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 28-329
 Project Name Unit 329 - Parks Department

Finance Priority

Description Total Project Cost: \$71,800
 Replce Parks Department vehicle unit 329 - currently a Ford F-350 4x4 with dump box and plow.

Justification
 Vehicle is on a 10-yr cycle to reduce maintenance cost and still have resale value.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				71,800		71,800
Total				71,800		71,800

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund				71,800		71,800
Total				71,800		71,800

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Central Garage
 Contact Howie Steenberg
 Type Equipment
 Useful Life 10
 Category Licensed Vehicles

Project # CG - 28-337
 Project Name Unit 337 - Streets Department

Finance Priority

Description Total Project Cost: \$330,000
 Replace Streets Department vehicle unit 337 - currently a Mack single-axel with plow.

Justification
 Plow trucks are on a 10-yr cycle to reduce downtime and maintenance cost.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				330,000		330,000
Total				330,000		330,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund				330,000		330,000
Total				330,000		330,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department City Administration
 Contact Clara Hilger
 Type Equipment
 Useful Life 20
 Category Computer Equipment & Softw

Project # ADM - 22-1
 Project Name ERP Replacement-Through LOGIS

Finance Priority

Description Total Project Cost: \$270,000

LOGIS began searching for a replacement ERP in 2021. This will include the Finance, HR/Payroll and Utility Billing software. The actual assessment from LOGIS for the new ERP will depend on the system selected.

The expectation is that this may be between \$300,000 and \$500,000 for SSP. Actual amounts received August 2022 - reduced amount to \$270,000 for both systems.

Justification

The LOGIS group began using JD Edwards (Finance and HR/Payroll) in 1999. The group has been using CIS (Utility Billing) since 2005. The expectation is that the system selected will accommodate the majority of the needs of the members of the LOGIS group.

Amount reduced in 2023 based on selection of software vendors. Potential implementation in 2025 for Finance and HR/Paroll, 2025 or 2026 for Utility Billing..

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	270,000					270,000
Total	270,000					270,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds	160,000					160,000
Water Utility	110,000					110,000
Total	270,000					270,000

Budget Impact/Other

Selection of new software will result in an increase in operating costs of \$30,000 for Finance, HR/PR system for 2023-2027 with 2% increase in years 2028-2032. Operating costs for new Utility Billing software will increase less than \$500 in the first year.

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Doug Woog Arena
 Contact: John Wilcox
 Type: Equipment
 Useful Life: 15
 Category: Construction/Buildings

Project # DWA - 14-105
 Project Name Replace Rooftop HVAC Units 6, 7, 8, 9, 10

Finance Priority

Description Total Project Cost: \$200,000
 Replace five rooftop units above Rink 2 locker rooms (1) in 2024 and above former school area (4) in 2025.

Justification
 The four rooftop units (#7, #8, #9 & #10) above the former school area are past their useful life (original from building being built in 1998) and are experiencing a higher than normal rate of mechanical failures and it has become increasingly difficult to find parts to maintain. We are in the process of trying to find a tenant to rent our this space to generate additional revenue so having updated mechanicals would be beneficial to this.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
40,000	Equip/Vehicles/Furnishings	160,000					160,000
Total	Total	160,000					160,000

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
40,000	Tax Levy - Arena	160,000					160,000
Total	Total	160,000					160,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Doug Woog Arena
 Contact: John Wilcox
 Type: Improvement
 Useful Life: 30
 Category: Construction/Buildings

Project # DWA - 19-11
 Project Name Concession Stand Remodel

Finance Priority

Description Total Project Cost: \$50,000
 Remodel concession stand to meet Minnesota Department of Health and ADA regulations.

Justification
 The concession stand currently does not meet MDH or ADA regulations. The walls must be a non-permeable material, the storage areas below the counter must be NSF approved and the counter height does not meet ADA requirement.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance		50,000				50,000
Total		50,000				50,000

Funding Sources	2025	2026	2027	2028	2029	Total
Tax Levy - Arena		50,000				50,000
Total		50,000				50,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Doug Woog Arena
 Contact John Wilcox
 Type Maintenance
 Useful Life 15
 Category Construction/Buildings

Project # DWA - 19-12
 Project Name Replace HVAC Unit #1, 2, 3

Finance Priority

Description Total Project Cost: \$120,000
 Replace HVAC units - #1-Concession and 1st floor Lobby, #2-2nd floor Rink 1, #3-1st floor Lobby Trophy

Justification
 Unit is past its useful life (original to when building was built in 1998) and replacement parts are becoming hard to find.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	120,000					120,000
Total	120,000					120,000

Funding Sources	2025	2026	2027	2028	2029	Total
Tax Levy - Arena	120,000					120,000
Total	120,000					120,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Doug Woog Arena
 Contact John Wilcox
 Type Maintenance
 Useful Life 20
 Category Construction/Buildings

Project # DWA - 19-13
 Project Name Rink 2 floor and dasher boards

Finance Priority

Description	Total Project Cost: \$1,650,000
Replace Rink 2 refrigerated flooring and dasher boards	

Justification

The current refrigerated floor and dasher boards are 22 years old. The effective useful life of a refrigerated floor is 20-25 years. The refrigerated floor will be more energy efficient and less likely to need costly repairs.

The dasher boards have deteriorated over time due to age and use and it would be most cost effective in replacing boards during floor replacement as it minimizes operational down time and makes the placement of support anchors much easier.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance		1,650,000				1,650,000
Total		1,650,000				1,650,000

Funding Sources	2025	2026	2027	2028	2029	Total
Tax Levy - Arena		1,650,000				1,650,000
Total		1,650,000				1,650,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Doug Woog Arena

Contact John Wilcox

Type Equipment

Useful Life 10

Category Machinery & Tools

Project # DWA - 19-3
 Project Name Scissor Lift Replacement

Finance Priority

Total Project Cost: \$32,000

Description

Replace scissor lift - moved to 2023 due to new batteries and a tune up on existing lift

Justification

The scissor lift we currently own has no value it is a 2006 model year. The lift is at a point that it is becoming harder and harder to repair.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				32,000		32,000
Total				32,000		32,000

Funding Sources	2025	2026	2027	2028	2029	Total
Tax Levy - Arena				32,000		32,000
Total				32,000		32,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Doug Woog Arena
 Contact: John Wilcox
 Type: Improvement
 Useful Life: 25
 Category: Construction/Buildings

Project # DWA - 19-5
 Project Name Replace Drop Ceiling Tiles & Grid

Finance Priority

Description Total Project Cost: \$35,000
 Replace the drop ceiling tiles and grid in the Office, Front Lobby, Main Lobby, Lobby bathrooms and Mezzanine.

Justification
 The current tiles and grids are in poor condition. Many areas have both broken track and tiles.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance				35,000		35,000
Total				35,000		35,000

Funding Sources	2025	2026	2027	2028	2029	Total
Tax Levy - Arena				35,000		35,000
Total				35,000		35,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Doug Woog Arena
 Contact John Wilcox
 Type Improvement
 Useful Life 30
 Category Construction/Buildings

Project # DWA - 19-8
 Project Name Mezzanine-Warm Viewing Area Flooring

Finance Priority

Description Total Project Cost: \$30,000
 Replace flooring in the Mezzanine, wWarm viewing area and lobby entrance.

Justification
 Current flooring has a life expectancy of 5-7 years and current flooring material was applied to floors in 2012 and 2014. Areas of flooring has chipped up and exposed cement flooring underneath. Current type of material makes mopping and cleaning difficult and unable to run floor scrubber over it for cleaning as it does not pick up all waste/materials due to texture of the flooring.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	30,000					30,000
Total	30,000					30,000

Funding Sources	2025	2026	2027	2028	2029	Total
Tax Levy - Arena	30,000					30,000
Total	30,000					30,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Doug Woog Arena
 Contact: John Wilcox
 Type: Maintenance
 Useful Life: 25
 Category: Construction/Buildings

Project # DWA - 20-1
 Project Name Woog Arena Sprinkler Fire Suppression System

Finance Priority

Description Total Project Cost: \$25,000
 Replace and Install new sprinkler piping in Woog arena for the Building Fire Suppression system

Justification
 Current Sprinkler Piping is starting to produce pin hole leaks. The piping is starting to require a large amount of maintenance and repairs.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance				25,000		25,000
Total				25,000		25,000

Funding Sources	2025	2026	2027	2028	2029	Total
Tax Levy - Arena				25,000		25,000
Total				25,000		25,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Doug Woog Arena
 Contact: John Wilcox
 Type: Maintenance
 Useful Life: 25
 Category: Construction/Buildings

Project # DWA - 20-2
 Project Name Woog Arena Roof Replacement

Finance Priority

Description Total Project Cost: \$260,000
 Replace the tar/gravel flat roof of arena building, which is approximately 44,000 sq ft, that covers Rink 2, first and second floor lobby and school area.

Justification
 Roof will reach the end of it's useful life in 2023 (25 years) and and would need to be replaced

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance		260,000				260,000
Total		260,000				260,000

Funding Sources	2025	2026	2027	2028	2029	Total
Tax Levy - Arena		260,000				260,000
Total		260,000				260,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department: Doug Woog Arena
 Contact: John Wilcox
 Type: Maintenance
 Useful Life: 20
 Category: Construction/Buildings

Project # DWA - 21-2
 Project Name Replace Rink One Floor and Boards

Finance Priority

Description Total Project Cost: \$1,650,000
 Replace the Rink Boards and Floor in rink one

Justification
 The rink floor and dasher boards are aging as they were replaced in 2004 and nearing end of useful life. The effective useful life of refrigerated floor is 20-25 years. The new refrigerated floor will be more energy efficient and less likely to need costly repairs.
 The dasher boards have deteriorated over time and it would be most cost effective in replacing boards during floor replacement as it minimizes operational down time and makes placement of support anchors much easier.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance			1,650,000			1,650,000
Total			1,650,000			1,650,000

Funding Sources	2025	2026	2027	2028	2029	Total
Tax Levy - Arena			1,650,000			1,650,000
Total			1,650,000			1,650,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department Doug Woog Arena

Contact John Wilcox

Type Equipment

Useful Life 12

Category Machinery & Tools

Project # DWA - 23-3
 Project Name Zamboni Rink 2 Replacement (WA-1)

Finance Priority

Description

Total Project Cost: \$200,000

Replace Zamboni used on Rink 2

Justification

Zamboni used on Rink 2 was refurbished in 2014, is 25 yrs old (1997) and was set to be replaced with a new Zamboni in 2019. Along with it being 25 years old, it has been experiencing a number of mechanical breakdowns over the past year and is in need of replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	200,000					200,000
Total	200,000					200,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund	200,000					200,000
Total	200,000					200,000

Budget Impact/Other

Funds have been transferred into the Central Garage to pay for this replacement.

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Doug Woog Arena

Contact John Wilcox

Type Equipment

Useful Life 12

Category Machinery & Tools

Project # DWA - 23-5
 Project Name Zamboni Rink 2 Refurbish (WA-2)

Finance Priority

Total Project Cost: \$40,000

Description

Refurbish Rink 1 Zamboni

Justification

Zamboni used on Rink 1 was purchased in 2014 and is 8 years old (2014) and is getting near the end of its useful life. It has experienced a number of mechanical breakdowns over the past year and is in need of body work due to rusting and would be refurbished to extend its useful life.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	40,000					40,000
Total	40,000					40,000

Funding Sources	2025	2026	2027	2028	2029	Total
Central Garage Fund	40,000					40,000
Total	40,000					40,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Doug Woog Arena
 Contact: John Wilcox
 Type: Equipment
 Useful Life: 20
 Category: Construction/Buildings

Project # DWA - 24-1
 Project Name Dehumidifiers for Rink 1

Finance Priority

Description Total Project Cost: \$280,000
 Add supplemental dehumidification units (2) in Rink 1.

Justification
 The current mechanical dehumidifiers (2) are undersized for Rink 1 and do not perform adequately. This is especially true during the summer season as ice has remained in during the summer months due to ice demand. This will also supply fresh air into the building which will be needed due to area being properly sealed for leaks and the addition of sealed sides on roof.
 Moved from 2024 to 2025.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	280,000					280,000
Total	280,000					280,000

Funding Sources	2025	2026	2027	2028	2029	Total
Tax Levy - Arena	280,000					280,000
Total	280,000					280,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Doug Woog Arena
 Contact: John Wilcox
 Type: Improvement
 Useful Life: 20
 Category: Construction/Buildings

Project # DWA - 27-02
 Project Name Low Emissivity Ceiling for Rink 2

Finance Priority

Description Total Project Cost: \$60,000
 Add low emissivity ceiling for Rink 2

Justification
 Low emissivity ceilings reduce energy costs by reflecting radiant heat out of the arena, and will also help reduce condensation in the arena.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance			60,000			60,000
Total			60,000			60,000

Funding Sources	2025	2026	2027	2028	2029	Total
Tax Levy - Arena			60,000			60,000
Total			60,000			60,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department Engineering
 Contact Nick Guilliams
 Type Improvement
 Useful Life 50
 Category Streets/Alleys

Project # ENG - 12-102
 Project Name Marie Ave Reconstruction - 3rd Ave to 9th Ave

Finance Priority

Description Total Project Cost: \$3,300,000
 Street and Utility Reconstruction including realignment of Marie Avenue. Pedestrian, bicycle mobility, and safe routes to school enhancements in accordance with the City's adopted Bicycle and Pedestrian Plan. Removal and replacement of existing street lighting system.

Justification
 The road has significant deterioration, much of the sidewalk does not meet ADA guidelines, better circulation and visibility is needed for the safe movement of pedestrians, and the roadway corridor does not contain a designated on-road bicycle facility. The current lighting system is beyond its useful life and requires replacement.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
250,000	Planning/Design	50,000					50,000
	Construction/Maintenance	3,000,000					3,000,000
Total	Total	3,050,000					3,050,000

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
250,000	Assessments (Paid by Property Owners)	135,000					135,000
	Federal	1,000,000					1,000,000
	Infrastructure Fund	365,000					365,000
	MSA Funds	500,000					500,000
	Sanitary Sewer Utility	50,000					50,000
	Storm Sewer Utility	650,000					650,000
	Water Utility	350,000					350,000
Total	Total	3,050,000					3,050,000

Budget Impact/Other
 A Safe Routes to School Grant in the amount of \$1,000,000 has been awarded to fund the project. Design and construction is dependent on available funding.

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Engineering
 Contact Nick Guilliams
 Type Maintenance
 Useful Life 50
 Category Streets/Alleys

Project # ENG - 12-121
 Project Name 12th Avenue Reconstruction

Finance Priority

Description

Total Project Cost: \$5,750,000

Street reconstruction and utility replacement along 12th Ave from Marie Ave to Thompson Ave. Road would be designed to facilitate multi-modal elements and speed reduction improvements.

Justification

The existing roadway was built in 1968 and rehabilitated in 1990. The pavement and utilities are beyond their useful life.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design		300,000				300,000
Construction/Maintenance			5,000,000			5,000,000
Other			450,000			450,000
Total		300,000	5,450,000			5,750,000

Funding Sources	2025	2026	2027	2028	2029	Total
Assessments (Paid by Property Owners)			560,000			560,000
Infrastructure Fund		300,000	1,790,000			2,090,000
MSA Funds			1,000,000			1,000,000
Sanitary Sewer Utility			500,000			500,000
Storm Sewer Utility			400,000			400,000
Water Utility			1,200,000			1,200,000
Total		300,000	5,450,000			5,750,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Engineering
 Contact Nick Guilliams
 Type Improvement
 Useful Life 50
 Category Streets/Alleys

Project # ENG - 19-1
 Project Name Stickney Improvement Project

Finance Priority

Description Total Project Cost: \$1,705,000
 Street reconstruction and utility replacement along Stickney Ave and Evans Avenue from Bircher Ave to Annapolis St.

Justification
 The pavement and utilities are beyond their useful life. A comprehensive program to rebuild streets is essential in maintaining a sound infrastructure system.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
85,000	Planning/Design				20,000		20,000
	Construction/Maintenance				1,500,000		1,500,000
	Other				100,000		100,000
	Total				1,620,000		1,620,000

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
85,000	Assessments (Paid by Property Owners)				95,000		95,000
	Infrastructure Fund				410,000		410,000
	MSA Funds				500,000		500,000
	Sanitary Sewer Utility				100,000		100,000
	Storm Sewer Utility				150,000		150,000
	Water Utility				365,000		365,000
	Total				1,620,000		1,620,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department: Engineering
 Contact: Nick Guilliams
 Type: Improvement
 Useful Life: 30
 Category: Streets/Alleys

Project # ENG - 24-2
 Project Name Warner Avenue Improvements

Finance Priority

Description Total Project Cost: \$515,000
 Reconstruction of Warner Avenue from including watermain replacement, new storm sewer, and sanitary sewer lining.

Justification
 The pavement and utilities are beyond their useful life. A comprehensive program to rebuild streets is essential in maintaining a sound infrastructure system.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
25,000	Planning/Design		15,000				15,000
	Construction/Maintenance			475,000			475,000
Total	Total		15,000	475,000			490,000

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
25,000	Assessments (Paid by Property Owners)			35,000			35,000
	Infrastructure Fund		15,000	240,000			255,000
	Sanitary Sewer Utility			50,000			50,000
	Storm Sewer Utility			100,000			100,000
	Water Utility			50,000			50,000
Total	Total		15,000	475,000			490,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department: Engineering
 Contact: Nick Guilliams
 Type: Maintenance
 Useful Life: 30
 Category: Streets/Alleys

Project # ENG - 25-3
 Project Name 4th Street S Pavement Rehabilitation

Finance Priority

Description Total Project Cost: \$545,500
 Full Depth Reclamation of 4th Street South from 9th Street to 2nd Street.

Justification
 Rehabilitation of the City's road network is essential for safe travel of residents.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design	10,000					10,000
Construction/Maintenance	500,000					500,000
Other	35,500					35,500
Total	545,500					545,500

Funding Sources	2025	2026	2027	2028	2029	Total
Assessments (Paid by Property Owners)	5,500					5,500
Infrastructure Fund	540,000					540,000
Total	545,500					545,500

Budget Impact/Other
 Rehabilitation of streets is a long term maintenance strategy that extends the useful life of City roads.

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department: Engineering
 Contact: Nick Guilliams
 Type: Improvement
 Useful Life: 50
 Category: Streets/Alleys

Project # ENG - 25-4
 Project Name Verderosa Extension Project

Finance Priority

Description Total Project Cost: \$3,600,000
 Extension of Verderosa Avenue to provide access to the proposed Wakota Crossing Project.

Justification
 The development of the Wakota Crossing Project has been identified as a priority project by the EDA. Extension of Verderosa Avenue and utilities is necessary to accommodate the proposed development. Includes paving of compost site and construction of parking lot for community garden.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
300,000	Planning/Design	100,000					100,000
	Construction/Maintenance	3,000,000					3,000,000
	Other	200,000					200,000
	Total	3,300,000					3,300,000

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
300,000	Federal	3,000,000					3,000,000
	Infrastructure Fund	300,000					300,000
	Total	3,300,000					3,300,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Engineering
 Contact Nick Guilliams
 Type Maintenance
 Useful Life 20
 Category Sidewalks & Curbs

Project # ENG - 25-5
 Project Name 2025 Sidewalk Repair Program

Finance Priority

Description Total Project Cost: \$260,000
 Repair of uplifted sidewalks throughout the City by grinding.

Justification
 A comprehensive sidewalk repair program is vital to the long-term viability of the sidewalk infrastructure. Repairing sidewalks reduces trip/accident claims.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design	10,000					10,000
Construction/Maintenance	250,000					250,000
Total	260,000					260,000

Funding Sources	2025	2026	2027	2028	2029	Total
Infrastructure Fund	260,000					260,000
Total	260,000					260,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Engineering
 Contact Nick Guilliams
 Type Improvement
 Useful Life 100
 Category Collect & Distribute (Water/Se

Project # ENG - 25-6
 Project Name Lead Service Line Replacement Project

Finance Priority

Description Total Project Cost: \$7,616,000
 Removal and replacement of approximately 850 private lead and galvanized water services lines.

Justification
 Lead water services have been linked to health related issues. Grant funding is available from the MDH to remove and replace these lines.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design	816,000					816,000
Construction/Maintenance	6,800,000					6,800,000
Total	7,616,000					7,616,000

Funding Sources	2025	2026	2027	2028	2029	Total
State	7,616,000					7,616,000
Total	7,616,000					7,616,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Engineering
 Contact: Nick Guilliams
 Type: Improvement
 Useful Life: 50
 Category: Streets/Alleys

Project # ENG - 26-1
 Project Name Marie Ave Reconstruction - 9th Ave to 21st Ave

Finance Priority

Description Total Project Cost: \$6,300,000
 Street and Utility Reconstruction including realignment of Marie Avenue. Pedestrian, bicycle mobility, and safe routes to school enhancements in accordance with the City's adopted Bicycle and Pedestrian Plan from 9th Avenue to 21st Avenue. Removal and replacement of existing street lighting system.

Justification
 The road has significant deterioration, much of the sidewalk does not meet ADA guidelines, better circulation and visibility is needed for the safe movement of pedestrians, and the roadway corridor does not contain a designated on-road bicycle facility. The current lighting system is beyond its useful life and requires replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design	250,000	50,000				300,000
Construction/Maintenance		5,500,000				5,500,000
Other		500,000				500,000
Total	250,000	6,050,000				6,300,000

Funding Sources	2025	2026	2027	2028	2029	Total
Assessments (Paid by Property Owners)		130,000				130,000
Federal		1,000,000				1,000,000
Infrastructure Fund	250,000	1,295,000				1,545,000
MSA Funds		1,000,000				1,000,000
Sanitary Sewer Utility		500,000				500,000
Storm Sewer Utility		925,000				925,000
Water Utility		1,200,000				1,200,000
Total	250,000	6,050,000				6,300,000

Budget Impact/Other
 A Safe Routes to School Grant has been awarded in the amount of \$1,000,000 to fund the project. Design and construction is dependent on available funding.

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Engineering
 Contact Nick Guilliams
 Type Maintenance
 Useful Life 20
 Category Sidewalks & Curbs

Project # ENG - 26-2
 Project Name 2026 Sidewalk Repair Program

Finance Priority

Description Total Project Cost: \$330,000
 Removal and Replacement of uplifted sidewalks throughout the City.

Justification
 A comprehensive sidewalk repair program is vital to the long-term viability of the sidewalk infrastructure. Removing and replacing sidewalks reduces trip/accident claims.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design	10,000	10,000				20,000
Construction/Maintenance		300,000				300,000
Other		10,000				10,000
Total	10,000	320,000				330,000

Funding Sources	2025	2026	2027	2028	2029	Total
Infrastructure Fund	10,000	320,000				330,000
Total	10,000	320,000				330,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department: Engineering
 Contact: Nick Guilliams
 Type: Maintenance
 Useful Life: 20
 Category: Streets/Alleys

Project # ENG - 26-3
 Project Name South St Reconstruction 5th St to 7th St

Finance Priority

Description

Total Project Cost: \$800,000

Reconstruction of South Street between 5th and 7th Street including replacement of utilities. Combined project with the City of Inver Grove Heights.

Justification

Rehabilitation of the City's road network is essential for safe travel of residents.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design	20,000	20,000				40,000
Construction/Maintenance		700,000				700,000
Other		60,000				60,000
Total	20,000	780,000				800,000

Funding Sources	2025	2026	2027	2028	2029	Total
Assessments (Paid by Property Owners)		12,000				12,000
Infrastructure Fund	20,000	403,000				423,000
Sanitary Sewer Utility		90,000				90,000
Storm Sewer Utility		135,000				135,000
Water Utility		140,000				140,000
Total	20,000	780,000				800,000

Budget Impact/Other

Rehabilitation of streets is a long-term maintenance strategy that extends the useful life of City roads.

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Engineering
 Contact: Nick Guilliams
 Type: Improvement
 Useful Life: 50
 Category: Streets/Alleys

Project # ENG - 27-1
 Project Name Bircher/Willis Area Street Improvements

Finance Priority

Description	Total Project Cost: \$2,600,000
Reconstruction of Bircher and Willis Streets, including watermain replacement.	

Justification
The pavement and utilities are beyond their useful life. A comprehensive program to rebuild streets is essential in maintaining a sound infrastructure system.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design			300,000	200,000		500,000
Construction/Maintenance				2,100,000		2,100,000
Total			300,000	2,300,000		2,600,000

Funding Sources	2025	2026	2027	2028	2029	Total
Assessments (Paid by Property Owners)				300,000		300,000
Infrastructure Fund			300,000	750,000		1,050,000
MSA Funds				300,000		300,000
Sanitary Sewer Utility				250,000		250,000
Water Utility				700,000		700,000
Total			300,000	2,300,000		2,600,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Engineering
 Contact: Nick Guilliams
 Type: Maintenance
 Useful Life: 20
 Category: Sidewalks & Curbs

Project # ENG - 27-3
 Project Name 2027 Sidewalk Repair Program

Finance Priority

Description Total Project Cost: \$275,000
 Repair of uplifted sidewalks throughout the City.

Justification
 A comprehensive sidewalk repair program is vital to the long-term viability of the sidewalk infrastructure. Repairing sidewalks reduces trip/accident claims.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design		15,000				15,000
Construction/Maintenance			250,000			250,000
Other			10,000			10,000
Total		15,000	260,000			275,000

Funding Sources	2025	2026	2027	2028	2029	Total
Infrastructure Fund		15,000	260,000			275,000
Total		15,000	260,000			275,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Engineering
 Contact Nick Guilliams
 Type Improvement
 Useful Life 50
 Category Streets/Alleys

Project # ENG - 28-1
 Project Name 16th and 17th Avenue Improvments

Finance Priority

Description Total Project Cost: \$3,750,000
 Reconstruction of 17th Avenue from Southview to 3rd Street N.
 Reconstruction of 16th Avenue south of Marie.
 Watermain replacement

Justification
 The pavement and utilities are beyond their useful life. A comprehensive program to rebuild streets is essential in maintaining a sound infrastructure system.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design				350,000	200,000	550,000
Construction/Maintenance					3,200,000	3,200,000
Total				350,000	3,400,000	3,750,000

Funding Sources	2025	2026	2027	2028	2029	Total
Assessments (Paid by Property Owners)					368,500	368,500
Infrastructure Fund				350,000	1,581,500	1,931,500
MSA Funds					300,000	300,000
Sanitary Sewer Utility					300,000	300,000
Storm Sewer Utility					250,000	250,000
Water Utility					600,000	600,000
Total				350,000	3,400,000	3,750,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department: Engineering
 Contact: Nick Guilliams
 Type: Improvement
 Useful Life: 50
 Category: Streets/Alleys

Project # ENG - 28-3
 Project Name Alley Improvements

Finance Priority

Description Total Project Cost: \$575,000
 Reconstruction of various deteriorated public alleys throughout the City.

Justification
 Many public alleys throughout the City are beyond their useful and require rehabilitation.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design			20,000	15,000		35,000
Construction/Maintenance				500,000		500,000
Other				40,000		40,000
Total			20,000	555,000		575,000

Funding Sources	2025	2026	2027	2028	2029	Total
Assessments (Paid by Property Owners)				100,000		100,000
Infrastructure Fund			20,000	455,000		475,000
Total			20,000	555,000		575,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Engineering
 Contact: Nick Guilliams
 Type: Maintenance
 Useful Life: 20
 Category: Sidewalks & Curbs

Project # ENG - 28-4
 Project Name 2028 Sidewalk Repair Program

Finance Priority

Description Total Project Cost: \$275,000
 Repair of uplifted sidewalks throughout the City.

Justification
 A comprehensive sidewalk repair program is vital to the long-term viability of the sidewalk infrastructure. Repairing sidewalks reduces trip/accident claims.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design			15,000	10,000		25,000
Construction/Maintenance				250,000		250,000
Total			15,000	260,000		275,000

Funding Sources	2025	2026	2027	2028	2029	Total
Infrastructure Fund			15,000	260,000		275,000
Total			15,000	260,000		275,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department: Engineering
 Contact: Nick Guilliams
 Type: Improvement
 Useful Life: 20
 Category: Streets/Alleys

Project # ENG - 29-2
 Project Name 2029 Pavement Rehabilitation Project

Finance Priority

Description Total Project Cost: \$575,000
 Full Depth Reclamation/Mill and Overlay of Various Streets throughout the City

Justification
 Rehabilitation of the City's road network is essential for safe travel of residents.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design					30,000	30,000
Construction/Maintenance					500,000	500,000
Other					45,000	45,000
Total					575,000	575,000

Funding Sources	2025	2026	2027	2028	2029	Total
Assessments (Paid by Property Owners)					50,000	50,000
Infrastructure Fund					525,000	525,000
Total					575,000	575,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Engineering
 Contact Nick Guilliams
 Type Maintenance
 Useful Life 20
 Category Sidewalks & Curbs

Project # ENG - 29-3
 Project Name 2029 Sidewalk Repair Program

Finance Priority

Description Total Project Cost: \$275,000
 Repair of uplifted sidewalks throughout the City by grinding.

Justification
 A comprehensive sidewalk repair program is vital to the long-term viability of the sidewalk infrastructure. Repairing sidewalks reduces trip/accident claims.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design				15,000	10,000	25,000
Construction/Maintenance					250,000	250,000
Total				15,000	260,000	275,000

Funding Sources	2025	2026	2027	2028	2029	Total
Infrastructure Fund				15,000	260,000	275,000
Total				15,000	260,000	275,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Information Technology
 Contact: Ian Hardie
 Type: Improvement
 Useful Life: 30
 Category: Computer Equipment & Softw

Project # IT - 13-103
 Project Name Fiber Network Project

Finance Priority

Description Total Project Cost: \$623,220
 Fiber agreement with Dakota County providing connections between City facilities. This is the backbone of the City's fiber optic network. This network is securely connects City facilities with City Hall and it's resources.

Justification
 This agreement provides stable, reliable network connections between facilities.

Prior	Expenditures	2025	2026	2027	2028	2029	Total	Future
323,420	Construction/Maintenance	29,980	29,980	29,980	29,980	29,980	149,900	149,900
Total	Total	29,980	29,980	29,980	29,980	29,980	149,900	Total

Prior	Funding Sources	2025	2026	2027	2028	2029	Total	Future
323,420	Capital Program Funds	29,980	29,980	29,980	29,980	29,980	149,900	149,900
Total	Total	29,980	29,980	29,980	29,980	29,980	149,900	Total

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department Information Technology
 Contact Ian Hardie
 Type Improvement
 Useful Life 30
 Category Computer Equipment & Softw

Project # IT - 19-1
 Project Name Fiber Optic Cable Infrastructure

Finance Priority

Description Total Project Cost: \$1,350,000
 This is an ongoing list of projects that will eventually connect most of the city's water infrastructure and parks facilities to the city's fiber optic cable network.

Justification
 By maintaining city owned fiber between our water utility equipment staff can provide faster, more secure and reliable water management as well as adding security and a public benefit to city parks.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
850,000	Construction/Maintenance		250,000		250,000		500,000
Total	Total		250,000		250,000		500,000

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
850,000	Capital Program Funds		250,000		250,000		500,000
Total	Total		250,000		250,000		500,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation
 Contact Shannon Young
 Type Equipment
 Useful Life 30
 Category Outdoor Equipment

Project # PR - 08-100
 Project Name McGuire Field Bleacher Replacement

Finance Priority

Description Total Project Cost: \$35,000
 Replacement of existing bleachers behind the backstop at McGuire Field.

Justification
 The current bleachers at McGuire Field are over 20 years old. Updated structures are periodically needed due to safety and durability.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			35,000			35,000
Total			35,000			35,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds			35,000			35,000
Total			35,000			35,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Park & Recreation
 Contact Shannon Young
 Type Improvement
 Useful Life
 Category Grounds & Maintenance

Project # PR - 16-1
 Project Name Lorraine Hockey Rink Upgrades

Finance Priority

Description Total Project Cost: \$200,000
 The current hockey rink boards are in need of replacement as well as some asphalt repairs. Replace standard wood hockey boards and post with plastic / composite boards and new posts. Add concrete surface.

Justification
 Existing hockey rink boards & posts are nearing the end of there useful life and are in need of replacing. Replace grass surface with concrete.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance				200,000		200,000
Total				200,000		200,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds				200,000		200,000
Total				200,000		200,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation
 Contact Shannon Young
 Type Equipment
 Useful Life 20
 Category Outdoor Equipment

Project # PR - 18-10
 Project Name Harmon Park Play Structure Replacement

Finance Priority

Description Total Project Cost: \$150,000
 Replacement of existing play structure at Harmon Park.

Justification
 The 2005 Master Plan recommended replacements and improvements to existing play structures in city parks. The useful life of a play structure is 18-20 years, the structure at Harmon Park is approaching 30 years old and in need of replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance			150,000			150,000
Total			150,000			150,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds			150,000			150,000
Total			150,000			150,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Park & Recreation
 Contact Shannon Young
 Type Equipment
 Useful Life 20
 Category Outdoor Equipment

Project # PR - 18-6
 Project Name Summit Play Structure Replace

Finance Priority

Description Total Project Cost: \$150,000
 Replacement of existing play structure at Summit Park.

Justification
 The 2005 Master Plan recommended replacements and improvements to existing play structures in city parks. The useful life of a play structure is 18-20 years, the structures at Summit Park are approaching 30 years old and in need of replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	150,000					150,000
Total	150,000					150,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds	150,000					150,000
Total	150,000					150,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation

Contact Shannon Young

Type Equipment

Useful Life 20

Category Outdoor Equipment

Project # PR - 18-7
 Project Name Lorraine Park Play Structure Replacement

Finance Priority

Description Total Project Cost: \$300,000
 Replacement of existing play structure at Lorraine Park.

Justification
 The 2005 Master Plan recommended replacements and improvements to existing play structures in city parks. The useful life of a play structure is 18-20 years, the structure at Lorraine Park is approaching 30 years old and in need of replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	300,000					300,000
Total	300,000					300,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds	300,000					300,000
Total	300,000					300,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation

Contact Shannon Young

Type Equipment

Useful Life 20

Category Outdoor Equipment

Project # PR - 18-8
 Project Name Kaposia Park Play Structure Replacement

Finance Priority

Description

Total Project Cost: \$175,000

Replacement of existing play structure at Kaposia Park.

Justification

The 2005 Master Plan recommended replacements and improvements to existing play structures in city parks. The useful life of a play structure is 18-20 years, the structure at Kaposia Park is approaching 30 years old and in need of replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	175,000					175,000
Total	175,000					175,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds	175,000					175,000
Total	175,000					175,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation
 Contact Shannon Young
 Type Improvement
 Useful Life 30
 Category Grounds & Maintenance

Project # PR - 21- 10
 Project Name Splash Pool Improvements

Finance Priority

Description Total Project Cost: \$200,000
 Replace water features at the splash pad.

Justification

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance			200,000			200,000
Total			200,000			200,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds			200,000			200,000
Total			200,000			200,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation
 Contact Shannon Young
 Type Improvement
 Useful Life 30
 Category Land Improvements

Project # PR - 21 11
 Project Name Northview Pool Replacement

Finance Priority

Description Total Project Cost: \$5,500,000
 Replace existing pool.

Justification

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance		5,500,000				5,500,000
Total		5,500,000				5,500,000

Funding Sources	2025	2026	2027	2028	2029	Total
Bond Referendum		5,500,000				5,500,000
Total		5,500,000				5,500,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation
 Contact Howie Steenberg
 Type Maintenance
 Useful Life 15
 Category Construction/Buildings

Project # PR - 22-05
 Project Name Kaposia Park Building Restoration

Finance Priority

Description Total Project Cost: \$100,000
 Restoration of the building at Kaposia Park to current building standards.

Justification

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	100,000					100,000
Total	100,000					100,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds	100,000					100,000
Total	100,000					100,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation
 Contact Shannon Young
 Type Equipment
 Useful Life 20
 Category Outdoor Equipment

Project # PR - 25-1
 Project Name Grandview Park Playground Replacement

Finance Priority

Description Total Project Cost: \$150,000
 Replacement of existing play structure at Grandview Park.

Justification
 The structure at Grandview Park I sapproaching 30 years old and in need of replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	150,000					150,000
Total	150,000					150,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds	150,000					150,000
Total	150,000					150,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation
 Contact Shannon Young
 Type Improvement
 Useful Life 20
 Category Land Improvements

Project # PR - 25-2
 Project Name Kaposia Park Parking Lot Mill & Overlay

Finance Priority

Description Total Project Cost: \$75,000
 Kaposia Park Parking Lot Mill & Overlay.

Justification
 The Kaposia Park Parking lot is in need of a Mill & Overlay, Current parking lot is deteriorating and in need of repairs.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	75,000					75,000
Total	75,000					75,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds	75,000					75,000
Total	75,000					75,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Park & Recreation
 Contact Shannon Young
 Type Maintenance
 Useful Life 15
 Category Grounds & Maintenance

Project # PR - 25-3
 Project Name Summit Park Tennis Court

Finance Priority

Description Total Project Cost: \$15,450
 Resurface tennis court at Summit Park.

Justification
 Summit Park tennis courts are in need of resurfacing in order to preserve the life of the pavement.
 (USTA Northern Grant - \$7,725)

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	15,450					15,450
Total	15,450					15,450

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds	7,725					7,725
Other Grants	7,725					7,725
Total	15,450					15,450

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation
 Contact Shannon Young
 Type Equipment
 Useful Life 20
 Category Outdoor Equipment

Project # PR - 26-1
 Project Name Spruce Park Playground Replacement

Finance Priority

Description Total Project Cost: \$125,000
 Spruce Park Playground Replacement.

Justification
 The structure at Spruce Park is nearing 30 years and in need of replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance		125,000				125,000
Total		125,000				125,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds		125,000				125,000
Total		125,000				125,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation
 Contact Howie Steenberg
 Type Maintenance
 Useful Life 5
 Category Grounds & Maintenance

Project # PR - 26-101
 Project Name Ball field Rehabilitation

Finance Priority

Description Total Project Cost: \$35,000
 Rehabilitation of ball fields, add additional Ag lime, grade and correct drainage.

Justification
 Bring the ball field up to standard for facilitated usage. Many ball fields through out the city are in need of corrective maintenance such as poorly draining fields, the addition of Ag lime and grading work to insure the safety and usability for residents.
 McGuire field scheduled for 2026.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance		35,000				35,000
Total		35,000				35,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds		35,000				35,000
Total		35,000				35,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation
 Contact Shannon Young
 Type Equipment
 Useful Life 20
 Category Outdoor Equipment

Project # PR - 26-2
 Project Name Jefferson Park Playground Replacement

Finance Priority

Description Total Project Cost: \$125,000
 Jefferson Park Playground Replacement.

Justification
 The structure at Jefferson Park is nearing 30 years and in need of replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance		125,000				125,000
Total		125,000				125,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds		125,000				125,000
Total		125,000				125,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation
 Contact Shannon Young
 Type Equipment
 Useful Life 20
 Category Outdoor Equipment

Project # PR - 27-1
 Project Name Northview Playground Replacement

Finance Priority

Description Total Project Cost: \$250,000
 Northview Playground Replacement.

Justification
 The structure at Northview Park is nearing 20 years and in need of replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance			250,000			250,000
Total			250,000			250,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds			250,000			250,000
Total			250,000			250,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department Park & Recreation
 Contact Shannon Young
 Type Equipment
 Useful Life 20
 Category Outdoor Equipment

Project # PR - 27-2
 Project Name Veterans Field Playground Replacement

Finance Priority

Description Total Project Cost: \$200,000
 Veterans Field Playground Replacement.

Justification
 The structure at Veterans Field Park is nearing 30 years and in need of replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance			200,000			200,000
Total			200,000			200,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds			200,000			200,000
Total			200,000			200,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department: Police Protection
 Contact: Brian Wicke
 Type: Improvement
 Useful Life: 25
 Category: Construction/Buildings

Project # POL -20-1
 Project Name Police Storage Building Loft

Finance Priority

Description Total Project Cost: \$25,000
 Add a storage loft to the Police Storage Building.

Justification
 Adding a storage loft will maximize the space in the building allowing smaller items to be stored above and larger item below. The associated costs are for materials only as Public Works or Police staff will build the structure.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance		25,000				25,000
Total		25,000				25,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds		25,000				25,000
Total		25,000				25,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Police Protection
 Contact Brian Wicke
 Type Equipment
 Useful Life
 Category Police & Fire Equipment

Project # POL -22-1
 Project Name Thermal Imaging-Handheld

Finance Priority

Description Total Project Cost: \$40,000
 Replace the existing handheld Thermal Imaging units in all police patrol units.

Justification
 Thermal Imaging units are used to scan areas for suspects, locate victims, identify suspect vehicles and locate property/evidence using the "heat signature" to help locate persons or objects which cannot be seen by the naked eye. The handheld units are very portable and can be easily carried in an officers pocket. The portability of these units allows for use inside buildings, wooded areas, and in areas not accessible by vehicle. The current handheld Thermal Imaging units were purchased in 2014 and will be at the end of their useful life at the time of replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings		20,000	20,000			40,000
Total		20,000	20,000			40,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds		20,000	20,000			40,000
Total		20,000	20,000			40,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Police Protection
 Contact: Brian Wicke
 Type: Equipment
 Useful Life:
 Category: Police & Fire Equipment

Project # POL -22-10
 Project Name Outdoor Weather Warning Sirens

Finance Priority

Description Total Project Cost: \$150,000
 Replace one of the five (5) Outdoor Weather Sirens. The location will be based on the need at the time. Funds will only be used if there is a catastrophic failure of a siren.

Justification
 The City of South St. Paul has five (5) Outdoor Weather Warning Sirens. The Alice Court siren was replaced in 2019, but the other four locations (City Hall, Kaposia Park, 17th Avenue North/3rd Street North and Warburton Street/1st Avenue South) have been operating for decades without replacement. In the last several years, some of the siren locations have been very unreliable, often failing and needing costly repairs. By beginning a replacement schedule now, the City will avoid costly repair and have a system of reliable Outdoor Weather Sirens.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
50,000	Equip/Vehicles/Furnishings	25,000	25,000	25,000	25,000		100,000
Total	Total	25,000	25,000	25,000	25,000		100,000

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
50,000	Capital Program Funds	25,000	25,000	25,000	25,000		100,000
Total	Total	25,000	25,000	25,000	25,000		100,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Police Protection
 Contact Brian Wicke
 Type Equipment
 Useful Life
 Category Police & Fire Equipment

Project # POL -22-2
 Project Name Thermal Imaging-Squad Mounted

Finance Priority

Description Total Project Cost: \$60,000
 Replace the existing squad spotlight mounted Thermal Imaging units in all police patrol units.

Justification
 Thermal Imaging units are used to scan areas for suspects, locate victims, identify suspect vehicles and locate property/evidence using the "heat signature" to help locate persons or objects which cannot be seen by the naked eye. The squad spotlight mounted units can be viewed using the laptop computer in the squad and are valuable in patrolling alley and businesses to identify suspect hiding and lurking in the area. The exterior mounting of these units is important as Thermal Imaging will not work through glass, so using the handheld units is not ideal for general patrol use. The current squad spotlight mounted Thermal Imaging units were purchased starting in 2014 and will be at the end of their useful life at the time of replacement. The replacement of these units will be done during squad replacement change over to save on costs. (2027- 2030 replacement)

Expenditures	2025	2026	2027	2028	2029	Total	Future
Equip/Vehicles/Furnishings			15,000	15,000	15,000	45,000	15,000
Total			15,000	15,000	15,000	45,000	Total

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Capital Program Funds			15,000	15,000	15,000	45,000	15,000
Total			15,000	15,000	15,000	45,000	Total

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department: Police Protection
 Contact: Brian Wicke
 Type: Equipment
 Useful Life:
 Category: Police & Fire Equipment

Project # POL -22-4
 Project Name Handguns

Finance Priority

Description Total Project Cost: \$30,000
 Purchase new Department Issued Handguns which were last purchased in 2016

Justification
 Since 1995, the Police Department has been issuing Department owned handguns. There are many benefits to this procedure, including simplification and standardization of training, ability to provide replacement weapons/parts when a repair is needed and the ability to share handgun magazines with other officers in critical incidents. The current handguns were purchased in 2016 and will be at the end of their useful life. The total project cost includes proceeds from the sale of the old firearms and the cost of new holsters.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings		30,000				30,000
Total		30,000				30,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department Police Protection
 Contact Brian Wicke
 Type Equipment
 Useful Life
 Category Police & Fire Equipment

Project # POL -22-5
 Project Name Rifles

Finance Priority

Description Total Project Cost: \$50,000
 Replace the Police Department Rifles.

Justification
 Most of the current Patrol Rifles in our marked squad cars would be best described as "Frankensteined". In the late 1990's we received several Vietnam era surplus rifles from the US Military. Over the years, we replaced various parts on those weapons to make them more usable as a modern police patrol rifles. This included the replacement of the upper receiver/barrel assembly including the addition of a quad rail for mounting accessories (digital sights and lights). The replacement of stock/buffer tube assembly with a adjustable stock which provided a better fit for all officers. And finally the replacement of the lower receiver/trigger assembly allowing us to return the surplus rifles to the military in 2015. At the time of replacement these rifles will be well past their useful life and need of replacement. (2028 Project)

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				50,000		50,000
Total				50,000		50,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds				50,000		50,000
Total				50,000		50,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Police Protection
 Contact: Brian Wicke
 Type: Equipment
 Useful Life:
 Category: Police & Fire Equipment

Project # POL -22-6
 Project Name Less Lethal - 40MM Launchers

Finance Priority

Description Total Project Cost: \$30,000
 Replace the existing 40MM Less Lethal Launchers.

Justification
 (2028 Replacement)

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				30,000		30,000
Total				30,000		30,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds				30,000		30,000
Total				30,000		30,000

Budget Impact/Other

Capital Improvement Plan
 City of South St. Paul, Minnesota

2025 thru 2029

Department: Police Protection
 Contact: Brian Wicke
 Type: Equipment
 Useful Life:
 Category: Police & Fire Equipment

Project # POL -22-7
 Project Name Digital Speed Signs

Finance Priority

Description Total Project Cost: \$50,000
 Replace the existing Digital Speed Limit Signs originally purchased in 2020.

Justification
 Digital Speed Limit Signs are traffic calming devices designed to slow speeders down by alerting them of their speed. Currently the Police Department has five (5) battery powered / movable signs at their disposal. Digital Speed Limit signs have been very effective at slowing speeding drivers down and can be moved very quickly to address community concerns and placed on roadways impacted by detours from road construction projects.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings		25,000	25,000			50,000
Total		25,000	25,000			50,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds		25,000	25,000			50,000
Total		25,000	25,000			50,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Police Protection
 Contact: Brian Wicke
 Type: Equipment
 Useful Life: 5
 Category: Police & Fire Equipment

Project # POL -23-3
 Project Name AXON Body Worn and Squad Cameras

Finance Priority

Description	Total Project Cost: \$440,000
Purchase AXON Body Worn and Squad Cameras	

Justification
 The South St. Paul Police Department has deployed and utilized squad mounted video recorders since the early 2000's and body worn cameras since 2019. Our entrance into body worn cameras was done through the lens of least expensive at the time while affording the technology market to stabilize before committing on a path for the future. AXON has proven to be the leading technology in this area and investment with them will lead to a reduction in support staff internally, while realizing efficiencies elsewhere in the system (prosecution services, internal Laserfische savings, etc).

Prior	Expenditures	2025	2026	2027	2028	2029	Total
170,000	Equip/Vehicles/Furnishings	90,000	90,000	90,000			270,000
Total	Total	90,000	90,000	90,000			270,000

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
170,000	Capital Program Funds	90,000	90,000	90,000			270,000
Total	Total	90,000	90,000	90,000			270,000

Budget Impact/Other

Capital Improvement Plan
City of South St. Paul, Minnesota

2025 *thru* 2029

Department: Police Protection
 Contact: Brian Wicke
 Type: Equipment
 Useful Life: 5
 Category: Police & Fire Equipment

Project # POL -23-4
 Project Name Taser Replacement

Finance Priority

Description	Total Project Cost: \$50,000
Purchase Taser 7, cartridges, and weapon holsters from Axon	

Justification

The department implemented Taser in 2004 and it has proven to be one of the most valuable tools in our industry in supporting a reduction in protracted hand to hand combat, officer injuries and offender injuries. As Taser has evolved over the years, the department has been able to implement the newer models while supporting the older as the cartridge utilized in all platforms remained unchanged. Taser has created and released the Taser 7 which replaces all previous models and fires a different cartridge, thus eliminating the interoperability we possessed as we upgraded. The department has refrained from upgrading to the new platform for a few years due to this conflict and our older devices are no longer supported.

Once implemented, the department will be able to resume its annual replacement cycle outside of the CIP until such time as Taser again evolves and changes their platform / cartridges.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				50,000		50,000
Total				50,000		50,000

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Program Funds				50,000		50,000
Total				50,000		50,000

Budget Impact/Other



AGENDA ITEM: Discuss the disposition of the excess Unassigned Fund Balance in the General Fund at the end of 2023

DESIRED MEETING OUTCOMES:

- Discussion as to the disposition of the excess Unassigned Fund Balance in the General Fund at the end of 2023

OVERVIEW:

In December 2014, the City Council updated the Liquidity-Fund Balance Policy to state that, “The General Fund shall enter a new budget year with an unassigned fund balance that is in the range of 35-50% of the new year’s budgeted expenditures...”

At the end of 2023, the General Fund had an Unassigned Fund Balance of \$11,047,472 which exceeded 50% of the 2024 General Fund budgeted expenditures by \$434,879.

Historically, the City has allocated these excess funds to programs or funds that have a need for additional one-time funding. The Capital Programs fund has been a primary recipient to pay for projects that are scheduled in the Capital Improvement Plan.

Some of the options for the use of these funds include:

- Move the funds to the Capital Programs Fund to pay for one-time or short-term expenditures, like the purchase of equipment or tree replacement.
- Move the funds to the Capital Programs Fund and designate them to be used for a specific purpose, i.e., buildings, parks, etc.
- Move the funds into the Infrastructure Fund to be used for infrastructure replacement.
- Leave the funds in the General Fund to cover future shortages.
- Leave the funds in the General Fund and reduce the property tax levy for 2025.
 - Staff recommends caution with this option. These are one-time funds; there is no guarantee that we will have a surplus in future years.

For the 2022 excess fund balance, the Council chose to transfer \$250,000 to the Central Garage Fund for equipment reserves, and the remaining \$1,027,985 to the Capital Programs Fund for future capital project costs.

Staff recommendations for the 2023 excess fund balance include the following:

- Transfer to the Capital Programs Fund for future capital project costs.
- Transfer to the Infrastructure Fund for future capital project costs.
- Leave the funds in the General Fund to future cover future shortages.

Staff believes that the disposition of these funds is closely linked to the 2025 budget discussion on this agenda and should be considered in tandem.

We are requesting direction on how the Council would like to apportion the \$434,879 of excess fund balance.

SOURCE OF FUNDS:

2023 General Fund Unassigned Fund Balance