



South St. Paul

MAYOR/COUNCIL WORKSESSION
SSP City Hall
125 3rd Avenue North

Monday, October 24, 2016
7:00 p.m.

AGENDA:

1. Update for Engineering/Licensing & Code Enforcement Division Office Remodel
2. Update for Geographic Information Systems (GIS) Services Evaluation
3. Lighting and Staging Discussion for Southview Boulevard & 3rd Avenue Improvements Final Design
4. Continued Budget Discussion:
 - a. 2017 Fee Schedule
 - b. Other Budget Discussion
5. Third Quarter Financial Report



COUNCIL WORKSESSION REPORT

DATE: OCTOBER 24, 2016

DEPARTMENT: Engineering

ADMINISTRATOR: SPK

AGENDA ITEM: Update on Engineering/Licensing & Code Enforcement Division Office Remodel

ACTION TO BE CONSIDERED:

Information item only; staff is requesting input and direction.

OVERVIEW:

In 2015, the City Council reorganized the existing Housing Redevelopment Authority (HRA) and established an Economic Development Authority (EDA) and Community Development Department in order to better utilize and enhance City resources towards economic development. The reorganized structure of Planning & Zoning, and Licensing & Code Enforcement necessitated a change in where staff is located. The Planning & Zoning Division Manager was moved into the former HRA offices, the City Clerk and Licensing staff were moved to the second floor, and Administration and Finance were relocated to provide for better efficiencies in managing staff. The second floor wing of the former Engineering & Planning office requires modifications to the space in order to accommodate staff, the necessary storage of files and supplies, and to provide Americans with Disabilities Act (ADA) clearance during elections.

Staff has solicited architectural services and quotes for remodeling design & construction, doors & hardware, casework, and office furniture all in accordance with the Minnesota Statutes on contracting & purchasing policies in order to complete the necessary work.

Remodel Items	As Quoted or Estimated Cost	Successful Quote / Description	No. Quotes
Architect Design	\$7,550	Provided by Innovative Solutions	N/A
Demolition, Walls, Carpeting, Finishes, & Lighting	\$54,635	Quote by DNL Builders Construction <i>(Meisinger \$56K, Trinity \$77.9K, Jorgenson \$79k)</i>	4
Office Furniture	\$53,635	Quote by Innovative Solutions <i>(State Contract System)</i>	N/A
Doors & Hardware	\$4,115	Quote provided by TCH <i>(specific doors, strike plates, per City standards.)</i>	1
Electrical	\$8,800	Quote provided by Merit Electric	2
Plumbing	\$5,500	Quote by Cooper Mechanical	2
Casework	\$18,615	Quote by Innovative Solutions	5
Miscellaneous	\$840	Small refrigerator, med. cabinet, etc.	N/A
Contingency (3%)	\$2,070	Reserved for unanticipated issues	
Total Remodel Costs	\$155,760		

The total estimated cost to complete the work including design, construction, furniture, casework, and contingency is \$155,760. The lead time on furniture and casework is currently 8 weeks. In order to preserve the remodel project timeline, staff is proposing to purchase the furniture and casework which may require a deposit following the Work Session meeting on October 24, 2016.

TIMELINE:

The project is scheduled to begin on November 14, 2016 and be significantly complete by the end of December 2016. Staff will recommend the City Council consider authorizing contracts with DNL Builders, LLC., Merit Electric Company, and Cooper Mechanical and ratify the purchase of office furniture, casework, and miscellaneous items to complete the remodel project at the City Council meeting on November 7, 2016.

SOURCE OF FUNDS:

Sufficient funds are available in the amount of \$155,760 from a combination of water & sewer funds, contingency funds, and operating budgets from the Engineering, and Licensing & Code Enforcement Departments.



COUNCIL WORKSESSION REPORT

DATE: OCTOBER 24, 2016

DEPARTMENT: Engineering

ADMINISTRATOR: SPK

2

AGENDA ITEM: Update for Geographic Information Systems (GIS) Services Evaluation

ACTION TO BE CONSIDERED:

Information item only; staff is requesting input and direction.

OVERVIEW:

On May 6, 2013, the City Council passed a motion to authorize execution of a contract with WSB & Associates, Inc., to create a utility mapping and as-built maintenance management system (DataLink) for the City. DataLink is currently being utilized by the Engineering and Public Works Department for utility record keeping.

Several departments have expressed an interest in increasing their abilities to use Geographic Information Systems (GIS) to complement their existing programs and create better efficiencies in managing and displaying data cartographically (i.e. licensing maps, snow removal operations, tree inventory & assessments, roadway maintenance mapping, community events, etc.). In addition, staff would like to enhance communication about City services, activities, and data through interactive web applications for residents (i.e. Capital Improvement Project Planning & Construction Activities, Interactive Flood & Zoning Maps, Precinct Boundaries & Polling Places, Rental Housing Licenses, Recreational Facilities and Amenities, Etc.).

Engineering and Public Works are the two main users of GIS within the City. Both departments believe that the City can dramatically increase the efficiency of compiling data for design, asset management, and maintenance purposes along with implementing a work order management system that will help manage and track asset repairs with a relatively small increase in GIS services. Additionally, an inclusive work order management system can assist staff with compliance with required Army Corps of Engineers inspections for Levee systems, Retro-reflectivity for Traffic Control Signage as required by the Federal Highway Administration (FHWA), Municipal Separate Storm Sewer Systems (MS4) as required by the Minnesota Pollution Control Agency (MnPCA), and other required inspections.

A GIS services evaluation management team from Public Works, Engineering, Licensing & Code Enforcement, and Information Technology reviewed and compared consulting services from WSB & Associates, Inc., Dakota County, and Local Government Information Services (LOGIS). Staff will present the comparison of GIS Implementation Services and the staff recommendation at the October 24, 2016 Work Session Meeting (Attachment A – Comparison of GIS Implementation Services).

TIMELINE, SCHEDULE, AND RECOMMENDATION:

On November 21, 2016, staff will request the City Council consider authorization for staff to increase the level of service from LOGIS to include GIS services and product development for implementation in early 2017.

SOURCE OF FUNDS:

Sufficient funds are available in the proposed 2017 Budget and Financial Plan.

**GIS IMPLEMENTATION SERVICES
ENGINEERING, PUBLIC WORKS, LICENSING & CODE ENFORCEMENT, POLICE, PARKS, ETC.**

CRITERIA		CONSULTANT SERVICES (CURRENTLY WSB & ASSOCIATES)	DAKOTA COUNTY SERVICES	LOGIS SERVICES (LOCAL GOVERNMENT INFORMATION SERVICES)
PROS	-Flexible service and ala carte type platform. -Can be lower cost alternative when bolstered with staff GIS personnel.	-Lowest cost alternative		-Does not involve tracking of hours spent on custom mapping services. -Price is all inclusive for several different web applications. -Can offer a custom inspection and work order system to help manage the City's existing systems (PIMS, Etc.) -Rates remain relatively stable with a government service. -Member cities have some control over expenses and service costs.
	CONS	-One time initial costs can be higher for implementation stage and for ongoing GIS services. -Availability of time from Dakota County staff is dependent on other member communities.	\$19,000	-Greater flexibility than Dakota County, but not as much as consulting engineering services.
COSTS	GIS SERVICES	\$20,000 (Assumed based on Comparable Hourly Rate)	\$19,000	\$21,000
	STAFF AUGMENTATION	\$86 to \$100 / hr (Staff does not anticipate a need for this)	Not Available	\$105 / hr (Staff does not anticipate a need for this)
	CUSTOM BROWSER APPLICATIONS	\$7,500	Not Available	\$1,000 (10 Browser Applications Included)
	SERVICE HOSTING FOR 10 OR FEWER SERVICES	N/A	Included	\$1,000
	DATA HOSTING FOR 20 GB	\$3,600 / year	Included	\$1,125
	UTILITY ASSET TRACKING TOOLS & WORK ORDER MANAGEMENT SYSTEM	\$5,000 and \$1,800 per year thereafter	Not Available	\$6,300
	SETUP AND CONFIGURATION FOR LOGISMAP	N/A	N/A	\$420
	SETUP AND CONFIGURATION FOR GGOV	N/A	N/A	\$840
	ARGGIS ONLINE SUBSCRIPTIONS	\$2,500	N/A	N/A
	ONE TIME COSTS	\$38,600	\$19,000	\$30,685
	TOTAL ANNUAL COSTS	\$25,400	\$19,000	\$23,125

CONSIDERED GIS IMPLEMENTATION SERVICES



COUNCIL WORKSESSION REPORT

DATE: OCTOBER 24, 2016

DEPARTMENT: Engineering

ADMINISTRATOR: SPK

3

AGENDA ITEM: Lighting & Staging Discussion for Southview Boulevard & 3rd Avenue Improvements Final Design

ACTION TO BE CONSIDERED:

Information item only; staff is requesting input and direction.

OVERVIEW:

The City of South St. Paul is partnering with Dakota County on Southview Boulevard (CSAH 14) from 20th Avenue South to 3rd Avenue South and along 3rd Avenue South from Southview Boulevard to Marie Avenue. The Southview Boulevard roadway corridor was last reconstructed in the late 1980's. Traffic control devices and infrastructure are in need of updating to improve the safety of intersections, to create pedestrian facilities compliant with the Americans with Disabilities Act (ADA), and to revise the roadway geometry to complement the existing land use and traffic volumes.

LIGHTING & STAGING DISCUSSION:

The City has two different lighting alternatives for consideration that vary in costs and aesthetics. Both alternatives will create an even distribution of light within the corridor which will increase pedestrian and vehicle safety. On September 12, 2016, the City Council request that staff gather input on the preferred lighting alternatives from the September 29th combined Business & Citizen Advisory Committee (BAC & CAC) meeting to discuss staging alternatives. Eight BAC & CAC members attended the meeting. Of the people that attended, the majority felt that Alternate No. 1 (Cobra head light fixtures at intersections and acorn light fixtures at mid-block locations) was the preferred alternative because of the cost effectiveness.

The project management team (PMT) carefully reviewed the potential staging options for Southview Boulevard. The staging plan will need to account for higher volume or key roadways in the community (5th, 7th, and 12th Aves.), access to businesses, public safety, space for the contractor to work, specific business needs, emergency services, and community events. The two acceptable options that minimized the impacts to businesses, residents, and the City include a detour of traffic around multiple segments (Option No. 1) or one-way traffic with phases around multiple segments (Option No. 2). Staff and the BAC & CAC unanimously prefer Option No. 1 (Detour Traffic) because of the shorter timeline, reduced impacts to events within the City (Kaposia Days & On the Road Again), and lower construction costs. Staff will present the results of the BAC & CAC meeting discussions and the results of the input at the October 24, 2016, City Council Work Session meeting (Attachment A: Southview Lighting & Staging Discussion Results).

TIMELINE & SCHEDULE:

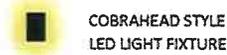
Staff is continuing to work with Dakota County and the consulting engineering firm for the upcoming staging workshop in November as well as right of way acquisition this summer into the fall.

SOURCE OF FUNDS:

No fiscal impact at this time.



Lighting Alternative 1



COBRAHEAD STYLE
LED LIGHT FIXTURE



ACORN STYLE
HPS LIGHT FIXTURE
(PEDESTRIAN SCALE)



COST ESTIMATE

COBRAHEAD STYLE LED LIGHTING @ \$5,000 PER UNIT

ACORN STYLE LIGHTING @ \$8,000 PER UNIT

BANNER ARMS @\$300 PER UNIT

TOTAL APPROXIMATE CITY COST = \$345,000

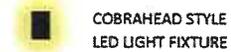
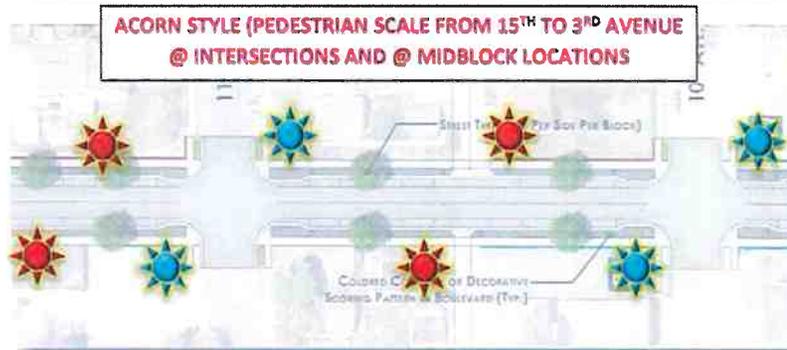
POSSIBILITIES FOR HOLIDAY DECORATIONS

- COBRAHEAD: LARGER DECORATIONS
- ACORN STYLE: TWINKLE LIGHTS

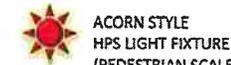




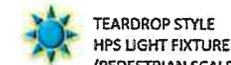
Lighting Alternative 2



COBRAHEAD STYLE LED LIGHT FIXTURE



ACORN STYLE HPS LIGHT FIXTURE (PEDESTRIAN SCALE)



TEARDROP STYLE HPS LIGHT FIXTURE (PEDESTRIAN SCALE)



COST ESTIMATE

COBRAHEAD STYLE LED LIGHTING @ \$5,000 PER UNIT
 ACORN STYLE LIGHTING @ \$8,000 PER UNIT
 TEARDROP STYLE LIGHTING @ \$10,800
 BANNER ARMS @ \$300 PER UNIT
TOTAL APPROXIMATE CITY COST = \$547,000

POSSIBILITIES FOR HOLIDAY DECORATIONS

- COBRAHEAD & TEARDROP: LARGER DECORATIONS
- ACORN STYLE: TWINKLE LIGHTS

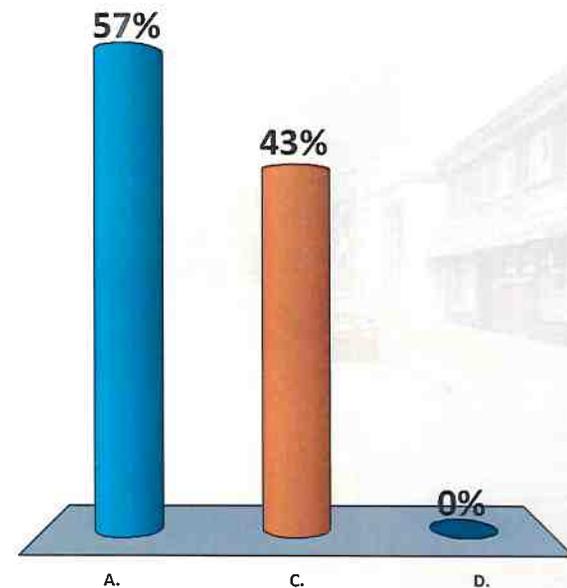




Preferred Lighting Alternative

- A. Alt. 1 – Cobra at intersections, Acorn midblock
- B. Alt. 2 – Decorative teardrop at intersections East of 15th, Acorn midblock
- C. No Preference/No Opinion

Polling Device





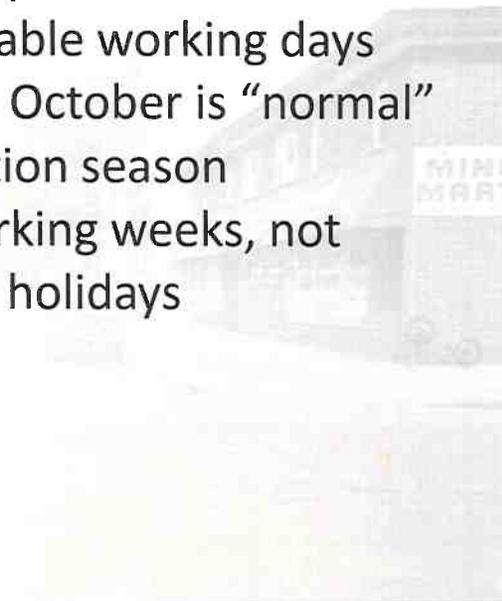
Construction Staging and Schedule

- **Staging Considerations:**

- Key Routes (regional and local)
- Access in/out of area
- Public safety
- Space for contractor to work safely and efficiently
- Specific business needs
- Emergency services
- Community events

- **Schedule:**

- Duration of construction is based on production rates and probable working days
- May thru October is “normal” construction season
- 5 day working weeks, not including holidays





Construction Staging Alternatives

Option 1, Detour Traffic:

- Two-way detour route designated
- Contractor can be more efficient and complete work with less time in front of businesses

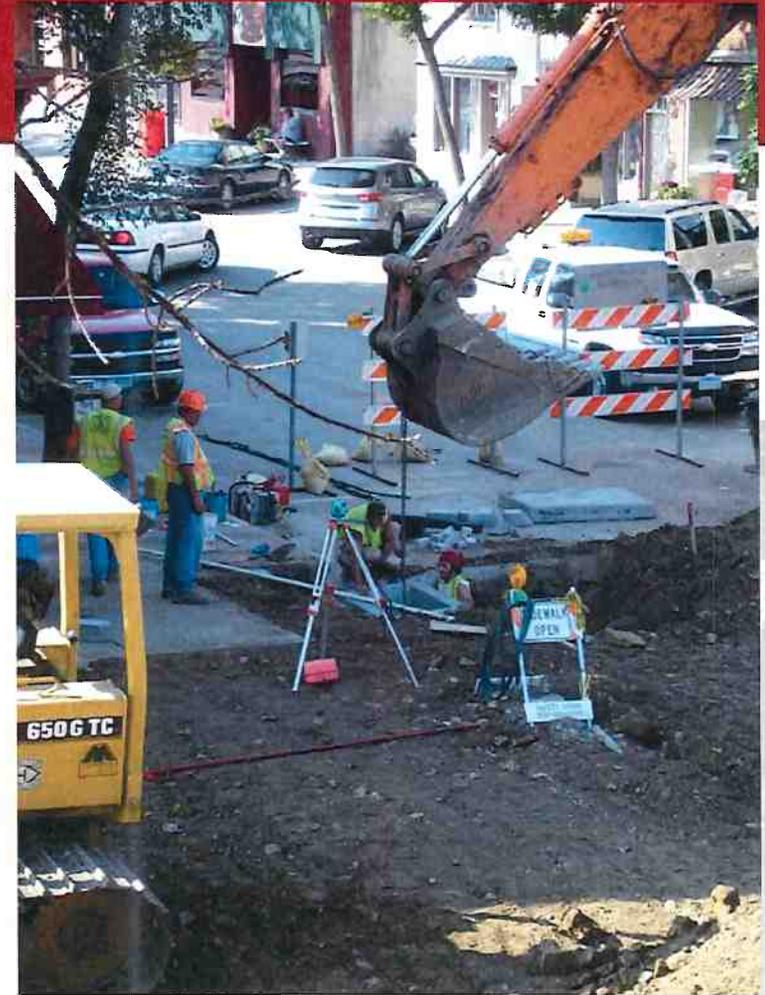
Option 2, One-Way Traffic:

- Maintain drive-by exposure to businesses
 - One-way traffic (eastbound) can fit alongside construction work
- Takes more time to construct





OPTION 1: Detour Traffic



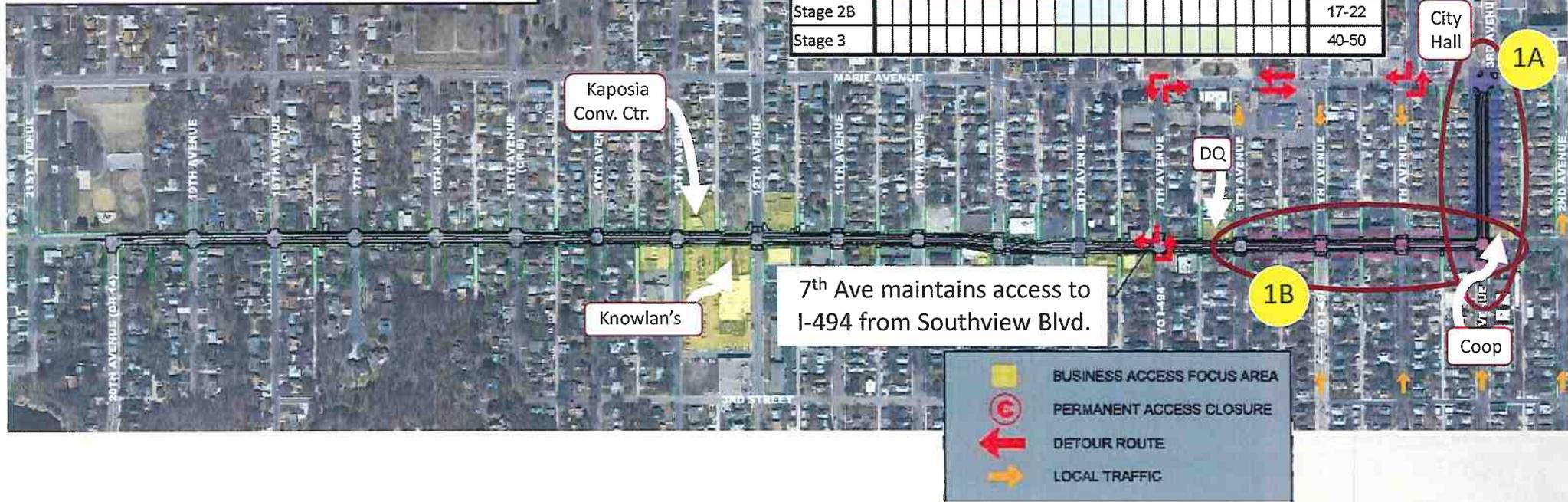


OPTION 1: Detour Traffic - Stage 1, 2017

STAGE 1: 3RD AVE, SOUTHVIEW BLVD FROM 3RD AVE TO 6TH AVE

- PHASE 1 (3rd Ave construction, including watermain replacement)
- PHASE 2 (Completes segment from 3rd Ave to 6th Ave)

	2017						Working Days
	May	June	July	Aug.	Sept.	Oct.	
Stage 1A							20-30
Stage 1B							30-40
2018							
Stage 2A							50-60
Stage 2B							17-22
Stage 3							40-50



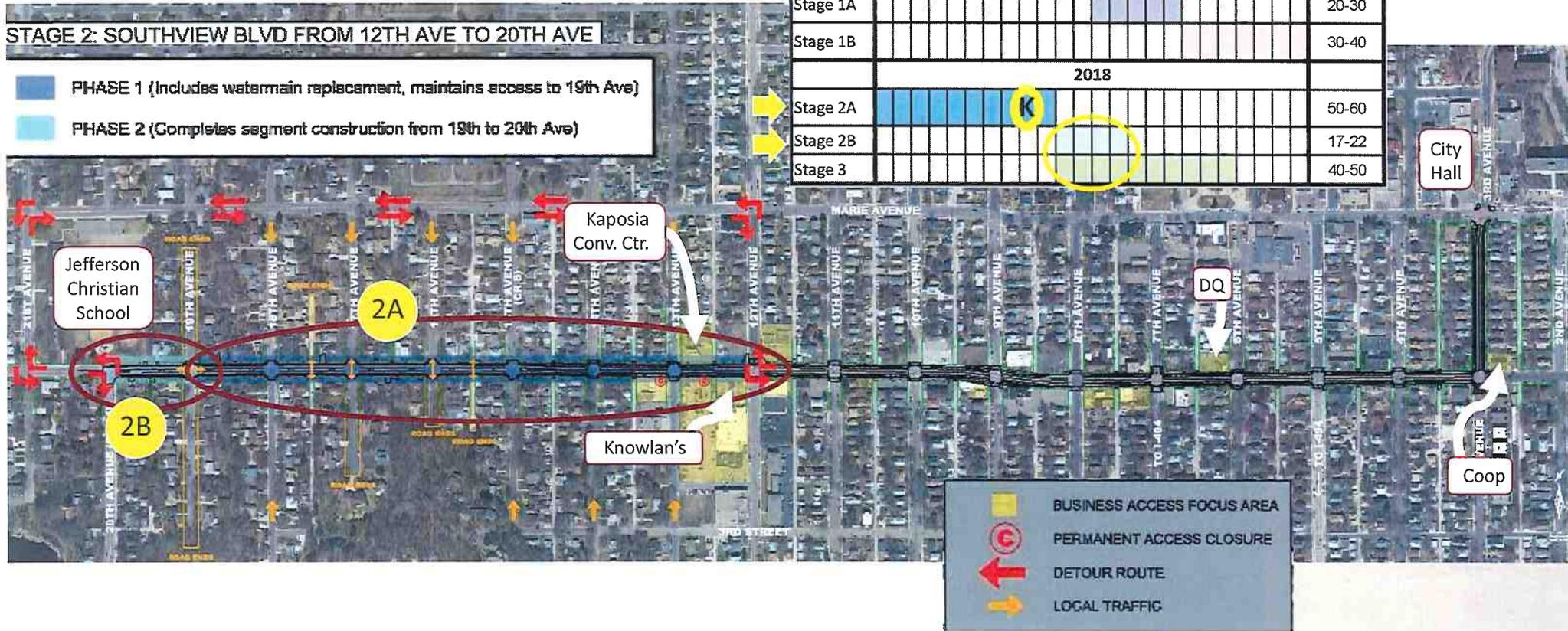
- BUSINESS ACCESS FOCUS AREA
- C PERMANENT ACCESS CLOSURE
- DETOUR ROUTE
- LOCAL TRAFFIC



OPTION 1: Detour Traffic - Stage 2, 2018

STAGE 2: SOUTHVIEW BLVD FROM 12TH AVE TO 20TH AVE

- PHASE 1 (Includes watermain replacement, maintains access to 19th Ave)
- PHASE 2 (Completes segment construction from 19th to 20th Ave)



	2017						Working Days
	May	June	July	Aug.	Sept.	Oct.	
Stage 1A							20-30
Stage 1B							30-40
2018							
Stage 2A							50-60
Stage 2B							17-22
Stage 3							40-50

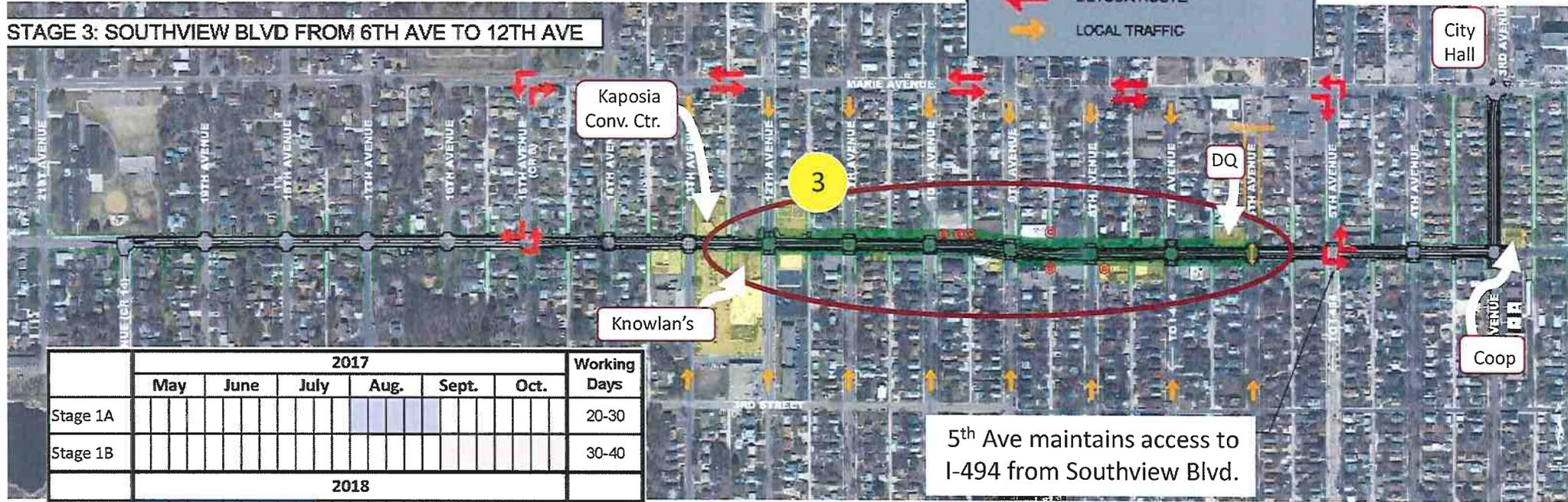
- BUSINESS ACCESS FOCUS AREA
- Ⓢ PERMANENT ACCESS CLOSURE
- ↶ DETOUR ROUTE
- ↷ LOCAL TRAFFIC



OPTION 1: Detour Traffic - Stage 3, 2018

- BUSINESS ACCESS FOCUS AREA
- PERMANENT ACCESS CLOSURE
- DETOUR ROUTE
- LOCAL TRAFFIC

STAGE 3: SOUTHVIEW BLVD FROM 6TH AVE TO 12TH AVE



	2017						Working Days
	May	June	July	Aug.	Sept.	Oct.	
Stage 1A							20-30
Stage 1B							30-40
	2018						Working Days
	May	June	July	Aug.	Sept.	Oct.	
Stage 2A							50-60
Stage 2B							17-22
Stage 3							40-50

5th Ave maintains access to I-494 from Southview Blvd.





OPTION 1:

Detour Traffic - Considerations

- 2017 Aug-Oct; 2018 May-September
- Close down sections of Southview Blvd to traffic
 - More efficient construction operations
 - Limited access from Southview Blvd to adjacent businesses during this time (most businesses affected during Stage 3)

Option 1 - Detour Traffic

Stage	Est. Working Days	Duration (Months)	Year
1A	20-30	1-1.5	2017
1B	30-40	1.5-2	2017
2A	50-60	2.5-3	2018
2B	17-22	1	2018
3	40-50	2-2.5	2018

Notes:

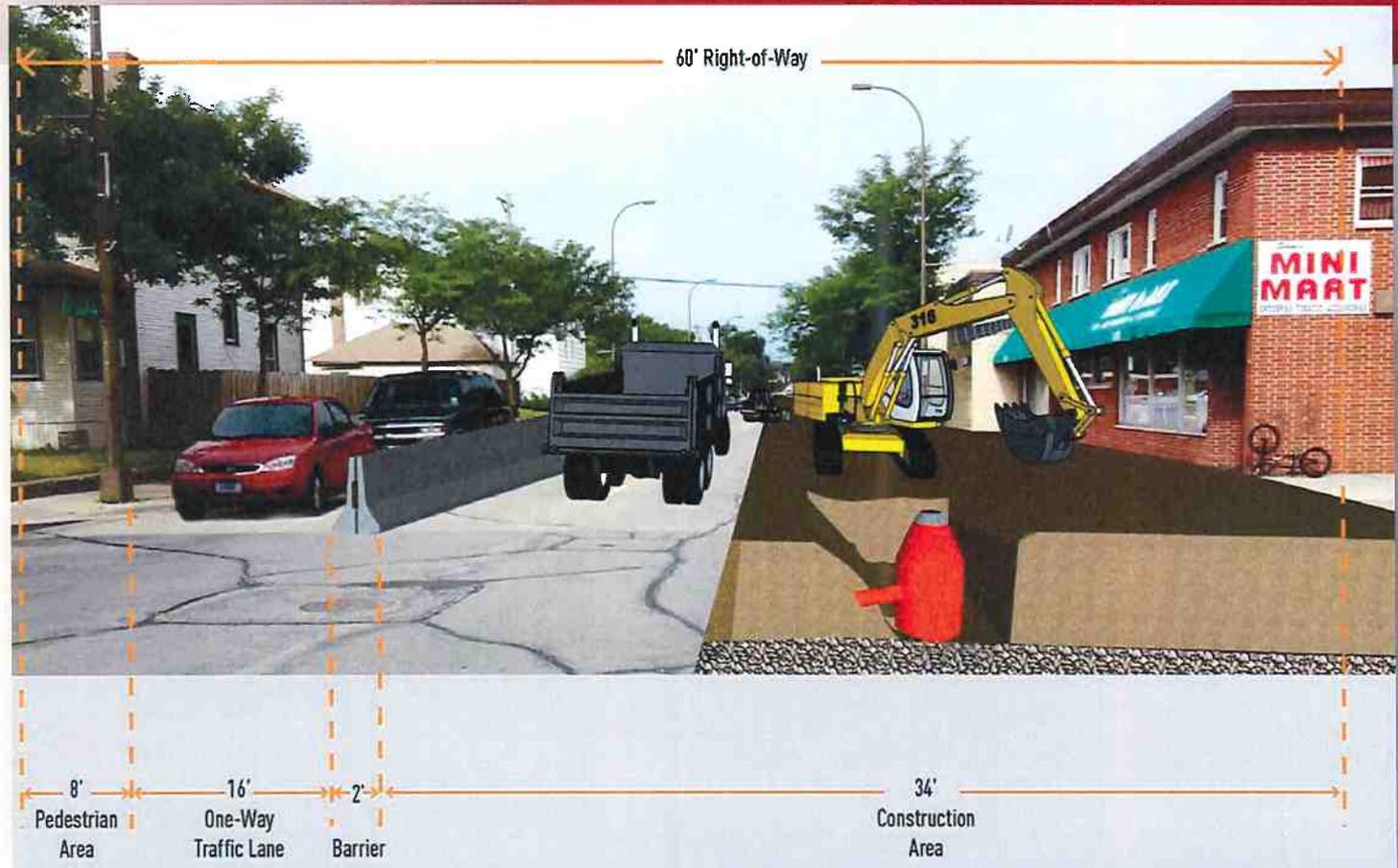
Estimates are based on 5-day work week

2017 construction is approximately 3 months

2018 construction is approximately 5 months



OPTION 2: One-Way Traffic



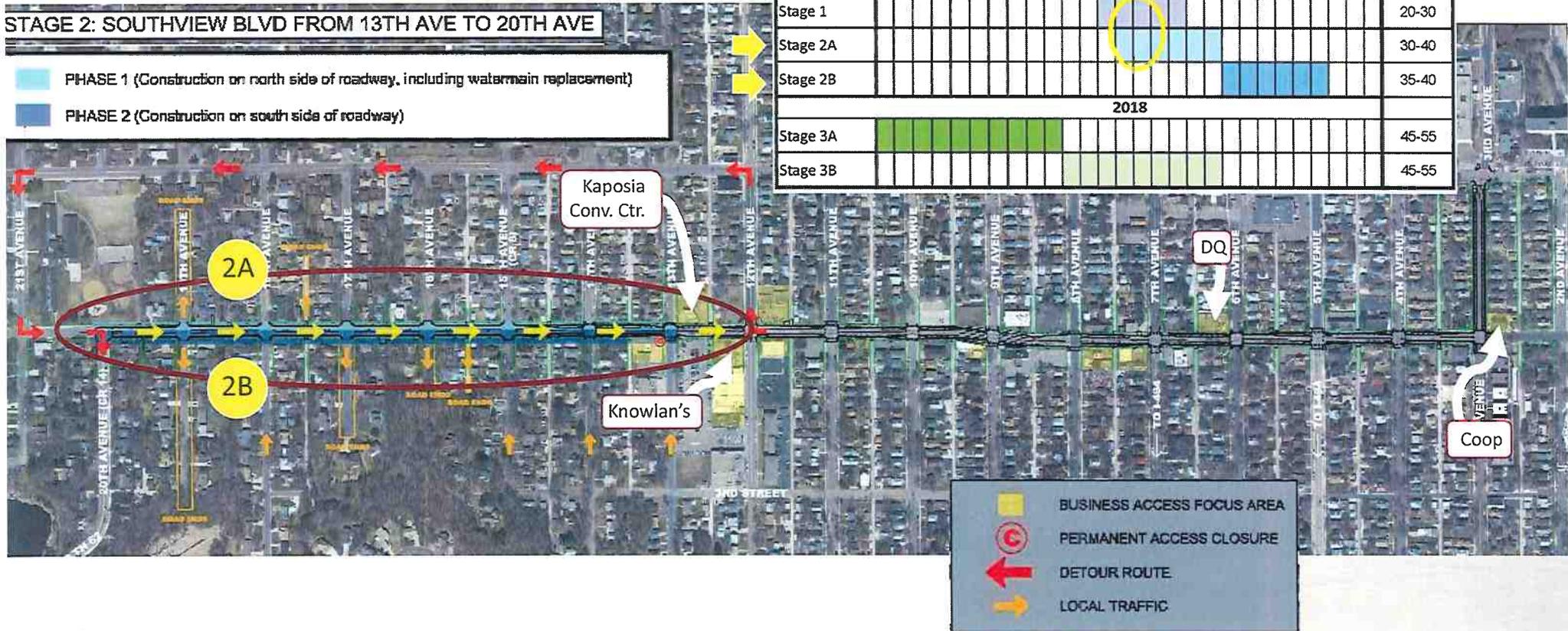


OPTION 2: One-Way Traffic - Stage 2, 2017

STAGE 2: SOUTHVIEW BLVD FROM 13TH AVE TO 20TH AVE

- PHASE 1 (Construction on north side of roadway, including watermain replacement)
- PHASE 2 (Construction on south side of roadway)

	2017							Working Days
	May	June	July	Aug.	Sept.	Oct.	Nov.	
Stage 1								20-30
Stage 2A								30-40
Stage 2B								35-40
	2018							
Stage 3A								45-55
Stage 3B								45-55



- BUSINESS ACCESS FOCUS AREA
- Ⓢ PERMANENT ACCESS CLOSURE
- ← DETOUR ROUTE
- LOCAL TRAFFIC

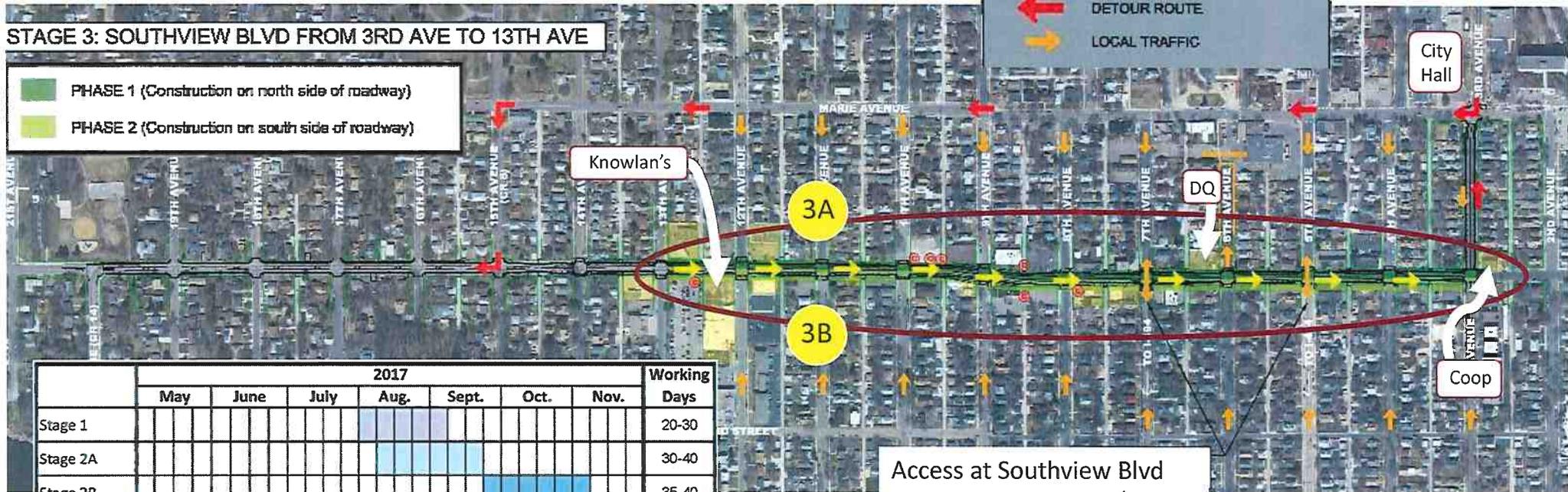


OPTION 2: One-Way Traffic - Stage 3, 2018

STAGE 3: SOUTHVIEW BLVD FROM 3RD AVE TO 13TH AVE

- PHASE 1 (Construction on north side of roadway)
- PHASE 2 (Construction on south side of roadway)

- BUSINESS ACCESS FOCUS AREA
- PERMANENT ACCESS CLOSURE
- DETOUR ROUTE
- LOCAL TRAFFIC



Access at Southview Blvd to remain at either 5th Ave or 7th Ave at all times.

	2017							Working Days
	May	June	July	Aug.	Sept.	Oct.	Nov.	
Stage 1								20-30
Stage 2A								30-40
Stage 2B								35-40
2018								
Stage 3A								45-55
Stage 3B								45-55





OPTION 2:

One-Way Traffic - Considerations

- 2017 Aug-Oct/Nov; 2018 May-Sept
- One-Way Traffic on Southview Blvd
 - Maintain business access (most businesses affected during Stage 3)
 - Construction for longer period
 - Conflict with Kaposia Days Parade Route (2018)

Option 2 - One-Way Traffic on Southview Blvd

Stage	Est. Working Days	Duration (Months)	Year	Notes
1	20-30	2	2017	Stages 1 and 2A are concurrent
2A	30-40			
2B	35-40	1.5-2	2017	
3A	45-55	2.5-3	2018	
3B	45-55	2.5-3	2018	

Notes:

Estimates are based on 5-day work week
 2017 construction is approximately 3.5 months (more aggressive in 2017 than Option 1)
 2018 construction is approximately 5.5 months



COMPARE:

Anticipated Working Days – Stage 3

Option 1 – Detour Traffic

- Stage 3: 40-50 working days, 8-10 weeks
- 12th-6th (6 blocks)



Option 2 – One Way Traffic

- Stage 3: 90-110 working days, 18-22 weeks
- 13th-3rd (10 blocks)
- Conflict with Kaposia Days Parade Route (2018)

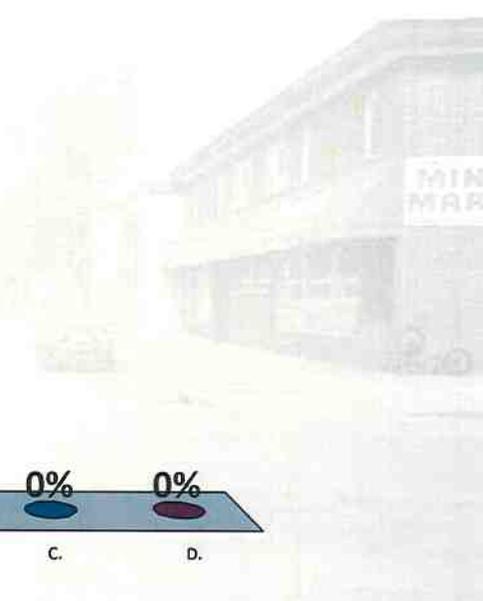
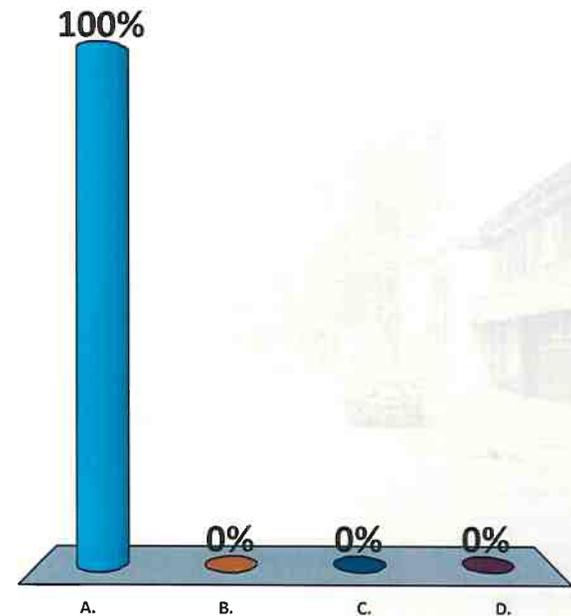




Which Construction Staging Approach Could You Support

- A. Option 1 only
Detour Traffic, close in segments
- B. Option 2 only
Maintain One-Way Traffic
- C. Both Options 1 & 2
- D. No Preference/No Opinion

What do you think?





COUNCIL WORKSESSION REPORT

DATE: October 24, 2016

DEPARTMENT: Finance

ADMINISTRATOR: _____

4

AGENDA ITEM: 2017 Fees Schedule and Budget Discussion

ACTION TO BE CONSIDERED:

Discussion on 2017 Draft Fee Schedule and continued 2017 Budget discussion.

OVERVIEW:

The 2017 Proposed Fee Schedule has been reviewed by all City departments. Some changes have been recommended and are highlighted in the fee schedule. A summary of only those fees that are changing with the amount of change is attached to this report.

After receiving final dental and health insurance rates, the 2017 budget has been updated to reflect those changes. In addition, we examined the internal charges and concluded that the TIF administrative charge was understated in the general fund. Based on these changes, the property tax revenues has been adjusted down in the General, Library and Arena funds. The total property tax levy is now proposed to increase \$638,399, or 6.5% in total. The portion of the increased levy for operations is 6.31% and .19% for debt service. This is a total reduction from the preliminary levy of \$137,144 or 1.19%.

SOURCE OF FUNDS: N/A

2017 FEE CHANGES ONLY

	Amount of Change
City Clerk Licenses, Permits and Fees	
Massage Therapy	increased \$50 plus \$15
Peddlers	\$25 plus \$15
Solicitor	\$15 Per Applicant
Building Permits & Inspections	
Roofing (fixed fees)	
- House and Garage	\$10.00
Roof repair	added state surcharge
Siding (fixed fees)	
- Siding repair	added state surcharge
Roof & Siding	added state surcharge
Roof & Windows	added state surcharge
Siding & Windows	added state surcharge
Roof, Siding & Windows	added state surcharge
Siding & Doors	added state surcharge
Roof & Doors	added state surcharge
Door/Window (1 opening)	\$5 & added state surcharge
Doors/Windows (2 or more)	added state surcharge
Drain tile - new to fee schedule	\$200 + \$1.00 State Surcharge
Demolition - Residential	added state surcharge
Commercial Building Permit Fees based on Valuations supplied by Permittee	
Total valuation of \$1.00 to \$500.00	increased \$25
Total valuation of \$500.01 to \$2,000	increased \$25
Engineering Permits and Fees	
<i>Permits to be within the Right of Way</i>	NEW fees
Detour or Event	\$0
Obstruction	\$50
Registration	\$0
Utility Permit	\$200
Utility Permit - Footage Fee (undergrounding only)	\$0.20 per foot over 500 feet
Utility Delay Permit (unreasonable delays)	\$200
Conversion fee	based on actual cost to convert data into a useful format
Miscellaneous Permit	
Grading/Filling/Land Alteration (per calendar year)	\$50
Special Assessment Search fee	missed from 2016 schedule
Parks & Recreation/Central Square	
Non-Resident adult softball player fee per team	\$5/player,\$35 max
Doug Woog Arena	
Open Skating	
Open Skating Admission	\$1
Open Freestyle Admission	\$2

Utility Rates	Amount of Change	
Water Rates		
Residential Water Rates		
0 - 7000 gallons	\$0.05	
7,001 - 16,000 gallons	\$0.06	
Over 16,000 gallons	\$0.09	
Commercial Water Rates		
0 -60,000 gallons	\$0.05	
60,001 - 325,000 gallons	\$0.06	
Over 325,000 gallons	\$0.09	
High Volume Water Rates		
0 - 5,000,000 gallons	\$0.04	
5,000,001 - 10,000,000 gallons	\$0.05	
10,000,001 - 20,000,000 gallons	\$0.05	
Over 20,000,000 gallons	\$0.06	
Irrigation Water Rates		
All Usage	\$0.09	
Sewer Rates		
Residential Sewer Rates **		
Fixed Charge per bill	\$0.38	
Consumption Charge	\$0.28	
Commercial Sewer Rates		
Fixed Charge per bill	\$0.38	
Consumption Charge	\$0.28	
High Volume Sewer Rates		
Fixed Charge per bill	\$0.38	
Consumption Charge	\$0.25	
Non-Water Properties Sewer Rates		
Flat Rate	\$4.56	
Discounted Water Rates		
0 - 6000 gallons	\$0.02	
6,001 - 15,000 gallons	\$0.03	
Over 15,000 gallons	\$0.05	
Discounted Sewer Rates **		
Fixed Charge per bill	\$0.38	
Consumption Charge	\$0.21	
Meter Charge		
	<u>Service</u>	<u>Install</u>
5/8" with integrated radio	\$0.37	\$6
3/4" with integrated radio	\$0.37	\$7
1" with integrated radio	\$0.53	\$9
1 1/2" with integrated radio	\$0.72	\$17
2" with integrated radio	\$1.22	\$22
3" turbine with integrated radio	\$1.69	\$40
3" compound with integrated radio	\$1.69	\$69
4" turbine with integrated radio	\$2.64	\$54
4" compound with integrated radio	\$2.64	\$80
6" compound with integrated radio	\$4.09	\$153
5/8" exterior-mounted radio metering system	\$0.37	\$12
3/4" exterior-mounted radio metering system	\$0.37	\$13

5/8" exterior-mounted non-radio metering system **	\$0.37	\$9
3/4" exterior-mounted non-radio metering system **	\$0.37	\$10
Storm Water Fees		
Single Family Residential	\$0.40	
Multi-Family Residential	\$2.23	
Commercial	\$2.83	
Industrial	\$2.98	
Churches, Private Schools	\$1.79	
Airport Hangars	\$2.98	
Vacant Land	\$0.60	
Street Light Fees		
Single Family Residential	\$0.23	
Duplex (Side by Side, Twin)	\$0.23	
Duplex (up/down, front/back)	\$0.17	
Multi-Family	\$0.10	
Commercial/Industrial/Institution/Airport	\$0.67	
Schools	\$0.67	
Commercial/Industrial/Institutional/Airport minimum charge per quarter.	\$0.42	
<u>Other Water/Sewer Related Fees</u>		
Water turn on fee		\$30.00
Water turn off fee		\$30.00
Winter Turn on fee Dec 1 - Mar 31 *		\$75.00
Winter turn off fee Dec 1 - Mar 31 *		\$75.00
* cost is higher due to time involved in getting to valves		
Meter Tampering Fee		\$25.00
Contractor Hydrant Meter Deposit (\$1246) and Water Use Deposit (\$300)		1546



City of South St. Paul

2017 Fee Schedule

Fees are effective January 1, 2017.
DRAFT - Worksession 10-24-16

Table of Contents

	Page
Alcohol Licenses and Permits	1
Animal Licenses	1
Business Licenses	1
Election Fees	2
Compost Site Fees.....	2
Planning and Zoning – Permits, Fees, Escrows	3
City Wide Administrative Fees	3
Building Permits and Inspections	
Building Permits	4
Mechanical Permits.....	5
Miscellaneous Permits	5
Plumbing & Water/Sewer Permits.....	5
Time of Sale Fees	6
Engineering Permits and Fees	
Right of Way permits.....	6
Miscellaneous permits.....	6
Special Assessment Search Fee	6
Police Department Charges	7
Library Charges.....	7
Administrative Penalty per City Code	7
Parks and Recreation Charges	
Off-Leash Dog Area	8
Central Square Community Center.....	8
Field and Facilities Rental.....	8
Outdoor Swimming Pool Fees	8
Doug Woog Arena Fees and Charges.....	9
Utility Rates	
Water and Sewer	10
Storm Water and Street Lights.....	11
Other Water/Sewer and Delinquent Charges	11
Airport – Fleming Field Fees and Charges	12

City Clerk Licenses, Permits and Fees**Fees and Charges***Alcohol Licenses and Permits***Beer**

Beer 3.2 On Sale	\$150
Beer 3.2 Off Sale	\$50
Beer 3.2 On Sale Temporary	\$50 Per Day

Liquor

Liquor License Applicant Investigative Fee (Single)	\$100
Liquor License Applicant Investigative Fee (Partnership)	\$200
Liquor License Applicant Investigative Fee (Corporation)	\$300
Off Sale Intoxicating	\$380
On Sale Intoxicating	\$3,100
On Sale Intoxicating - Sunday	\$200
On Sale Wine	\$500
Club On Sale Intoxicating License (Based on Membership)	
- Under 200 Members	\$300
- Between 201 and 500 Members	\$500
- Between 501 and 1,000 Members	\$650
- Between 1,001 and 2,000 Members	\$800
- Between 2,001 and 4,000 Members	\$1,000
- Between 4,001 and 6,000 Members	\$2,000
- Over 6,000 Members	\$3,000
Temporary On Sale Liquor	\$50 Per Day
Wakota Arena Liquor Permit	\$25
Wakota Arena 3.2 Malt Liquor Permit	\$75
Consumption and Display Permit (Annual)	\$300
Consumption and Display Permit (One Day)	\$25

Other Alcohol Licenses

On Sale Brewer Taproom	\$500
On Sale Brew Pub	\$300
Off Sale Brew Pub	\$200
Cocktail Room	\$300

Animal Licenses

Animal License - Female Spayed/Male Neutered	\$10
Animal License - Female Non-Spayed/Male Non-Neutered	\$18

Business Licenses

Barber - Per Chair	\$20
Beauty Shop - Per Chair	\$20
Benches (Limit 25)	\$30 Per Bench \$50 First Lane Plus \$10 Each Additional Lane
Bowling Alley	Lane
Car Wash	\$75
Chicken License	\$75 (2 Year License)
Christmas Tree Sales	\$50
Cigarette & Tobacco Sales	\$175
Entertainment	\$100
Fireworks	\$25
Hotel	\$50 Plus \$5 Per Room
Housing Evaluator	\$60

City Clerk Licenses, Permits and Fees

Business Licenses (continued)

Massage Therapy

\$100 Per Applicant Plus \$25
Investigative Fee Per Applicant

Mechanical Amusement Devices

\$15 Per Location Plus \$15 Per Machine

Mechanical Music

\$15 Per Location Plus \$15 Per Machine
\$3,000 Plus \$500 Investigative Fee (in
MN) and/or \$1,500 Investigative Fee
(Out of State)

Pawnbrokers and Precious Metal Dealers

\$100 Per Applicant Plus \$25
Investigative Fee Per Applicant
\$50 Plus \$5 Per Pump

Peddlers

Petroleum Dealers

Pool Table

\$15 Per Location Plus \$15 Per Machine
\$30 Per Unit Plus \$25 Investigative Fee
Per Applicant

Rental Housing

Residential Parking Permit

Restaurant

\$2
\$100

Sexually Oriented Business

\$3,000 Plus and \$150 Investigative Fee
\$100

Shooting Gallery

Skating Rinks

Solicitor

Special Event

\$15 Per Applicant
\$25 Per Day
\$500 Plus \$50 Application Fee and \$150
Investigative Fee

Tattoo and Body Piercing

Taxi Cabs

\$100 Per Company Plus \$25 Per Vehicle
\$100

Theater

Trash Hauler - Commercial and Residential

Trash Hauler - Commercial or Residential

Used Clothing Sales

Wood Processing

\$400 Plus \$15 Per Vehicle
\$200 Plus \$15 Per Vehicle
\$50
\$50

Election Fees

Filing Fee for Municipal Office

\$20

Compost Site

Materials Accepted - Leaves, grass, sod, sod trimmings, and
garden waste.

\$.50 per bag; or
Volume based fee for truck loads

Tree & Brush Disposal - On the first Saturday of every month

Volume based fee

<u>Planning and Zoning - Permits/Fees</u>	<u>Fees</u>	<u>Escrow</u>
Comprehensive Plan Amendment		
Major	\$500	\$1,000
Minor	\$200	\$250
Conditional Use Permit (CUP)		
Residential	\$250	na
Commercial/Industrial	\$300	\$1,000
Amendment	\$150	\$500
Interim Use Permit (IUP)		
Residential	\$200	na
Commercial/Industrial	\$200	\$250
Lot Split/Combination	\$100	na
Planned Unit Development (PUD)		
Regular	\$350	\$1,000
Amendment	\$250	\$500
Preliminary Plat		
Small	\$250	\$200
Large	\$250	\$1,000
Final Plat		
Small	\$150	\$250
Large	\$0	\$250
Rezoning		
Residential	\$350	\$500
Commercial/Industrial	\$350	\$500
Site Plan Review	\$100	na
Street Vacation	\$25	na
Variance		
Regular	\$200	\$500
Zoning Ordinance Amendment		
Major	\$500	\$500
Minor	\$100	\$250
Zoning Letter	\$25	na
 <u>City Wide Fees - applies to all Departments</u>		
NSF/Returned check and ach fee	\$35	
Notary Service	\$1	

Building Permits & Inspections

Fees and Charges

Building Permits

New Construction (e.g. Residential, Commercial, Deck, Remodel, Garage, Tenant Finish, Accessory Structure)	Based on Valuation plus Plan Review Fee and State Surcharge
Escrow - Residential (Single Family, Duplex, Garage)	\$1,000
Escrow - Commercial (including multi-family construction)	\$3,000 per acre or \$1,000 whichever is greater
Building Demolition	Based on Valuation (no State Surcharge)
Inground Swimming Pool	Based on Valuation
Retaining Wall (over 4 feet)	Based on Valuation
State Surcharge	Valuation x .0005 (minimum \$1.00)
Roofing (fixed fees)	
- House only	\$100 + \$1.00 State Surcharge
- Garage only	\$50 - \$1.00 State Surcharge
- House and Garage	\$150 + \$1.00 State Surcharge
Roof repair	\$100 + \$1.00 State Surcharge
Siding (fixed fees)	
- House only	\$120 + \$1.00 State Surcharge
- Garage only	\$75 + \$1.00 State Surcharge
- House and Garage	\$160 + \$1.00 State Surcharge
- Siding repair	\$100 + \$1.00 State Surcharge
Roof & Siding	\$150 + \$1.00 State Surcharge
Roof & Windows	\$150 + \$1.00 State Surcharge
Siding & Windows	\$150 + \$1.00 State Surcharge
Roof, Siding & Windows	\$200 + \$1.00 State Surcharge
Siding & Doors	\$150 + \$1.00 State Surcharge
Roof & Doors	\$150 + \$1.00 State Surcharge
Door/Window (1 opening)	\$50 + \$1.00 State Surcharge
Doors/Windows (2 or more)	\$100 + \$1.00 State Surcharge
Overhead Garage Door	\$100.00
Drain tile	\$200 + \$1.00 State Surcharge
Demolition - Residential	\$100 + \$1.00 State Surcharge
Demolition - Commercial	Based on Valuation
Plan Review Fee	65% of building permit fee
Sewer Availability Charge	
Per Unit, set by MCES annually	\$2,485
Certificate of Occupancy	\$25
Driveway Access Permit	\$25

Commercial Building Permit Fees based on Valuations supplied by Permittee

Total valuation of \$1.00 to \$500.00	\$50
Total valuation of \$500.01 to \$2,000	\$50 for first \$500 plus \$3.25 for each additional \$100 or fraction to \$2,000
Total valuation of \$2,000.01 to \$25,000	\$73.75 for the first \$2,000 plus \$14.75 for each additional \$1,000 or fraction to \$25,000
Total valuation of \$25,000.01 to \$50,000	\$413 for the first \$25,000 plus \$10.75 for each additional \$1,000 or fraction to \$50,000
Total valuation of \$50,000.01 to \$100,000	\$681.75 for the first \$50,000 plus \$7.50 for each additional \$1,000 to \$100,000
Total valuation of \$100,000.01 to \$500,000	\$1,056.75 for the first \$100,000 plus \$6 for each additional \$1,000 to \$500,000
Total valuation of \$500,000.01 to \$1,000,000	\$3,456.75 for the first \$500,000 plus \$5 for each additional \$1,000 to \$1,000,000
Total valuation of \$1,000,000.01 and above	\$5,956.75 for the first \$1,000,000 plus \$4 for each additional \$1,000 or fraction thereof

VALUATIONS

Valuations for Residential Building Construction

	<u>Per Square Foot</u>
Basement:	
Crawl Space	\$8.50
Unfinished w/original permit	\$16.50
Finished w/original permit	\$100
Finished (after original permit)	\$37

Building Permits & Inspections**Fees and Charges****Valuations for Residential Building Construction (continued)**

Dwelling:	
Residential 1-2 Family	\$100
Additions	\$100
Unfinished floors above grade	\$37
Bonus Room - finished	\$100
Bonus Room - unfinished	\$37
Garage:	
w/Footings	\$38.50
w/Floating Slab	\$31
Carport	\$17
Porches:	
Screen Porch	\$36
3 Season	\$56
4 Season	\$72
Miscellaneous:	
Deck	\$21
Shed	\$18

NOTE: Valuations for commercial building construction, demolitions, pools, retaining walls, signs, commercial mechanical work, asphalt work, concrete work and similar construction is based on valuation submitted by the permittee and reviewed by the City Building Official for accuracy and reasonableness.

Mechanical - Residential

Permit Fee (base charge for all mechanical permits)	\$15
State Surcharge (added to all mechanical permits)	\$1
Additional charges	
- Air Conditioner	\$30
- Air Handler	\$30
- Refrigeration	\$30
- Duct Work	\$30
- Electric Air Filter	\$30
- Furnace/Boiler	\$30
- Fireplace	\$30
- Gas Piping	\$40
- Humidifier	\$30
- Ventilation	\$30

Mechanical - Commercial

Valuation Charge (valuation provided by permittee)	\$20 for 1st \$500 valuation \$10 per \$500 valuation after 1st \$500 Valuation x .0005 (minimum \$1.00)
State Surcharge	

Miscellaneous Permit (No State Surcharges)

Asphalt	\$20 per \$1,000 of valuation or fraction thereof
Concrete	\$20 per \$1,000 of valuation or fraction thereof
Dumpster in Street	\$20
Fence	\$30
Permanent Sign (valuation provided by permittee)	Based on Valuation (use building permit fee schedule)
Temporary Sign	\$20
- Permit is good for 30 days. Allowed 4 per year	
Temporary Building/Storage Pod	\$20
- Permit is good for 14 days. Allowed 2 times a year	
Hydrant Use Fee (per calendar year)	\$150

Plumbing & Water/Sewer Permit

Permit Fee (base charge for all plumbing permits)	\$15
State Surcharge (added to all plumbing permits)	\$1
Additional Charges	
- Street Excavation (hole charge) - minimum \$100	\$5 per sq. ft. (hole size) \$25 per foot curb replacement
- Hot Water Heater/Softener	\$30
- Lawn Sprinkler System	\$50
- Above Ground Pool (2,000 gallons and above)	\$25

Building Permits & Inspections

Plumbing & Water/Sewer Permit (continued)

- Plumbing Fixture:
(e.g. Sinks, bath tub, toilet/urinal/floor drain,
dishwasher, garbage disposal, drinking fountain
laundry tray, shower, etc.)
- Sewer hook-up fee (if assessments are not paid)
- Water hook-up fee (if assessments are not paid)
- Water/Sewer - Repair, Connect, Disconnect
- Holding Tank

Fees and Charges

\$6 per fixture

\$40 per lineal foot

\$40 per lineal foot

\$35

\$150

Time of Sale

- Time of Sale Evaluation Filing Fee (within 10 days of evaluation)
- Amended Time of Sale Evaluation Filing Fee
- Late Fee (after 10 days of evaluation) double fee

\$35

\$35

\$70

Engineering Permits and Fees

Fees and Charges

Permits to be within the Right of Way

- Detour or Event
- Obstruction
- Registration
- Utility Permit

\$0

\$50

\$0

\$200

Utility Permit - Footage Fee (undergrounding only)

\$0.20 per foot over 500 feet

Utility Delay Permit (unreasonable delays)

\$200

Conversion fee

based on actual cost to convert
data into a useful format

Miscellaneous Permit

Grading/Filling/Land Alteration (per calendar year)

\$200

Special Assessment Search fee

\$25

Police Fees and Charges

Police Reports (pages 4-100)
 Police Reports (pages 101 and over)
 CD of Photos, Audio Statement and Background
 Check/Clearance Letter
 Fingerprinting
 Fax
 Off Duty Officer (Includes officer and equipment)
 Dangerous Dog Registration
 Voluntary or Court mandated Firearms Storage:
 Processing Fee (includes release)
 Daily Storage

Fees and Charges

\$.25/page
 Actual cost of personnel time
 @ employee's normal hrly rate
 \$5
 \$20
 \$1 (1-2 pgs. each addl. .50)
 \$60 per hour
 \$500 for 1st year
 \$250 for each additional year
 \$100
 \$.50 per day

Library Fees and Charges

Rental DVDs
 Lost Library Card Replacement
 Lost or Damaged Book
 Damaged Book - Repairable
 Photocopies
 Print-outs from Computers
 Earbuds
 Collection Agency Fee
 Maximum Liability for Stolen Card
 Non-Resident Library Card

Fees and Charges

\$.50/day
 \$1
 Total cost of the book
 \$1 and up
 \$.15/page
 \$.15/page
 \$1
 \$15.30
 \$100
 \$62/year

Administrative Penalty Per City Code

City Code Section

Chapter 106 Building Code

All violations, except as otherwise stated
 All violations that involved hazardous conditions

Chapter 34 Public Health

All violations, except as otherwise stated

Chapter 15 Animals

All animal violations (i.e. running at large, too many animals, improper shelter) except animal license and dangerous dog violations as stated herein
 All animal license violations
 All violations of the Dangerous Dog regulations

Chapter 6, 10 & 18 Licensing

All violations involving business licenses, except as otherwise stated for rental licenses

Chapter 58 Traffic

All parking violations

Chapter Misdemeanors

All violations, except as stated herein

General

Except as otherwise stated herein, all other violations of the City Code or Zoning Ordinance

Repeat violations within 12 months --

Double the amount of the scheduled fine for a previous violation(s)- maximum of \$2000

Penalty Amount

\$ 200.00
 \$ 500.00
 \$ 200.00
 \$ 100.00
 \$ 55.00
 \$ 500.00
 \$ 500.00
 \$ 20.00
 \$ 200.00
 \$ 200.00

Parks & Recreation/Central Square

Fees and Charges

Off-Leash Dog Area

Kaposia Landing - Off-leash dog area

\$20.00/year resident
\$30.00/year non-resident

Central Square Community Center

Resident/Employee Memberships

Youth/Senior

Adult

Family

Non-Resident Memberships

Youth/Senior

Adult

Family

Annual Fee*	6 Month*	ACH*	1 -Time Visit	10-Visit Card*
\$191.75	\$109.27	\$15.92/mo.	\$5.00	\$36.42
\$252.82	\$139.26	\$21.07/mo.	\$6.00	\$52.49
\$452.07	\$250.67	\$37.67/mo.	\$17.00	\$140.33
\$267.81	\$145.69	\$22.32/mo.	\$8.00	\$58.92
\$350.30	\$194.97	\$29.19/mo.	\$9.00	\$81.41
\$632.04	\$348.16	\$52.67/mo.	\$26.00	\$227.11

* Sales tax included

Fields & League Program Rental Fees

Softball, Soccer, Football Field Rental Fee

McGuire Baseball Field

Field Lights

Adult Non-Profit Rental Fee (includes lights)

\$55/\$80 non-res. (3 hour max.)
\$85/\$110 non-res.
\$45/field
\$35/field/day

Tournament Fee - Exclusive use of fields for approved sponsoring organization to run a tournament. Includes existing portable toilets limited trash removal, field prep prior to play each day

\$100/field per day - Adult Tournaments
\$40/field per day - Youth Tournaments

Extra Fees for Youth & Adult Tournaments:

Additional field preparation (drag & chalk)

Additional portable toilets and/or cleanings

Tournament deposit --

(covers minor damages & possible need for garbage pickup)

\$35/field
Contract Rate
\$100/field

Park Vendor/Concessionaire (Temporary/Mobile)

\$50 per day

Concession building at Vets or McMorrow -

Tournaments Only (permits and licensing fees and requirements not included)

Adult Tournaments: 10% gross sales
Youth Tournaments: \$400/weekend

Non-Resident adult softball player fee per team

Adult Team Conduct Fee Deposit

\$30/player -- \$210 max
\$1,000/league

Outdoor Swimming Pool Program

Outdoor Pool Season Pass:

1st Single Season Pass

2nd and any additional

Coupon Book (10 passes)

\$32 resident/\$42 non-res.
\$21 resident/\$31 non-res.
\$30 resident/\$35 non-res.

Daily Admission - Resident and Non-Resident:

Lorraine Splash Pool

Northview Pool

Infant (12 mo. and under)

Senior (55+)

\$3.50
\$3.50
Free
\$2

Pool Rentals: (plus tax)

Northview Pool

(0-30 people)

(31-60 people)

\$59 (1 hour) \$89 (2 hour)
\$109 (1 hour) \$139 (2 hour)

Splash Pool at Lorraine

(0-30 people)

(31-60 people)

\$59 (1 hour) \$89 (2 hour)
\$109 (1 hour) \$139 (2 hour)

Facility Rentals (prices DO NOT include tax)

Kaposia Park Pavilion

(Fri-Sun: 3 hr. min.)

Pavilion Damage Deposit

Shelter Damage Deposit

Kaposia Park Shelter - half day

Lorraine Park Shelters - half day

Veterans Field Shelter

Picnic Kits (includes volleyball, net, soccer ball, softball and bat)

\$50/hour resident
\$75/hour non-res.
\$200 resident/non-resident
\$100 resident/non-resident
\$50 resident/\$75 non-res.
\$50 resident/\$75 non-res.
First come/first serve
\$15

Community non-profit organizations based in South St. Paul are eligible to rent parks and recreation facilities (buildings & shelters) at 1/2 price. This includes, but is not limited to: community service organizations, fraternal organizations, youth athletic associations, churches, organized youth groups, and Special School District #6. Certain groups are eligible for a waiver of fees for facilities that they have historically contributed toward the construction or renovation of. Fee waiver requests must be submitted in writing to the Parks & Recreation department for approval

Parks & Recreation/Central Square

Fees and Charges

Facility Rentals (continued)

Community Gardens

Community Gardens Seniors (55 & over)

\$20 resident/\$30 non-res.
\$15 resident/\$30 non-res.

Programs and Trips

Fees and charges for all programs and trips shall be based on direct program costs and may be partially subsidized therefore non-residents will be charged a fee in lieu of paying property tax.

Non-resident Recreation Program Fee

\$5.00/program

YOUTH ATHLETIC ASSOCIATION PARK MAINTENANCE/USAGE FEES

In order to offset direct costs related to maintaining and preparing city fields for youth association use, a Park Maintenance Fee will be charged to each association based on the total number of participants per season.

Park Maintenance Fee

\$11 per player

\$17 per player non-res.

*Associations using city facilities will be required to submit a complete data base of participants (including residence) and a schedule prior to the beginning of each season of play. The Association will be billed by the City for the agreed upon Park Maintenance Fee.

Program Cancellation/Refund Fee

If a participant elects to cancel a registration before a program begins and the refund does not affect any previously paid program expenses, a fee is charged to off-set the extra administrative duties to receive and process program registration refunds through the Parks and Recreation office and Finance Department. The fee will not be charged for cancellations initiated by the Parks and Recreation Department.

Program Cancellation Fee

\$5.00/registration

Kaposia Disc Golf Course

Daily Pass

\$5/day

Annual Pass

\$30 res./\$40 non-res.

Under 18 Resident with SSP Student ID

Free w/SSD #6 ID

Under 18 Non-Resident

\$5/day

Tournament (Includes closed course, pavilion, and shelter)

\$200/day

\$500/Weekend (Fri, Sat, Sun)

Memorial Program

Memorial Bench (Includes plaque)

\$800/bench

Memorial Tree

\$250/tree

Ground stake and 6"X 4"plaque

\$100

Memorial Paver Brick (Includes two lines of text, 19 characters each)

\$100/brick

Doug Woog Arena

Fees and Charges

Ice Time

September through April

Prime Time

\$205/hour + tax

Non-Prime Time

\$155/hour + tax

May through August

All Ice Time

\$155/hour + tax

Volume Rental Discount (May through August Only)

Twenty or more hours rented

\$5 per hour discount

Thirty or more hours rented

\$10 per hour discount

Open Skating

Open Skating Admission

\$5 per person

increased \$1

Open Freestyle Admission

\$10 per person

increased \$2

Adult Open Scrimmage Admission

\$5 per person

Wakota Arena Rink Rat Admission:

\$5 per person

(Stick and Puck, No scrimmaging, under 18 full gear, over 18 helmet required)

Other Fees

Skate Rental

\$2/pair

Skate Sharpening

Regular walk-in

\$5/pair

Overnight Sharpening (12 hour delay)

\$4/pair

Punch pass - 10 Sharpenings

\$40

Advertisement Fee Structure - based on availability

Dasher Board

\$400 for 1 year

\$900 for 3 years

Ice Logo

\$900 for 1 year

\$2,400 for 3 years

Zamboni Wrap - year minimum contract

\$1,000/year (3 year minimum)

Utility Rates

Fees and Charges

Water Rates

Residential Water Rates	
0 - 7000 gallons	\$1.79 per 1,000 gallons
7,001 - 16,000 gallons	\$2.24 per 1,000 gallons
Over 16,000 gallons	\$3.33 per 1,000 gallons
Commercial Water Rates	
0 -60,000 gallons	\$1.79 per 1,000 gallons
60,001 - 325,000 gallons	\$2.24 per 1,000 gallons
Over 325,000 gallons	\$3.33 per 1,000 gallons
High Volume Water Rates	
0 - 5,000,000 gallons	\$1.66 per 1,000 gallons
5,000,001 - 10,000,000 gallons	\$1.85 per 1,000 gallons
10,000,001 - 20,000,000 gallons	\$2.03 per 1,000 gallons
Over 20,000,000 gallons	\$2.22 per 1,000 gallons
Irrigation Water Rates	
All Usage	\$3.33 per 1,000 gallons

Sewer Rates

Residential Sewer Rates **	
Fixed Charge per bill	\$6.73
Consumption Charge	\$4.92 per 1,000 gallons
Commercial Sewer Rates	
Fixed Charge per bill	\$6.73
Consumption Charge	\$4.92 per 1,000 gallons
High Volume Sewer Rates	
Fixed Charge per bill	\$6.73
Consumption Charge	\$4.41 per 1,000 gallons
Non-Water Properties Sewer Rates	
Flat Rate	\$80.49 Quarterly

Discounted Water Rates

The City offers a discount on water and sewer to the elderly, blind and disabled. To be eligible for this discount, customers must meet certain income qualifications and an application must be submitted to the city Finance Department.

0 - 6000 gallons	\$0.89 per 1,000 gallons
6,001 - 15,000 gallons	\$1.11 per 1,000 gallons
Over 15,000 gallons	\$1.69 per 1,000 gallons
Discounted Sewer Rates **	
Fixed Charge per bill	\$6.73
Consumption Charge	\$3.69 per 1,000 gallons

** Sewer set on winter quarter for residential & churches. Minimum usage/quarter is 4,000 gallons, except during winter quarter period ending the last day of January, February, or March.

Meter Charge

	SERVICE	INSTALL
5/8" with integrated radio	\$13.82	\$214
3/4" with integrated radio	\$13.82	\$251
1" with integrated radio	\$19.76	\$319
1 1/2" with integrated radio	\$29.00	\$640
2" with integrated radio	\$45.62	\$838
3" turbine with integrated radio	\$63.16	\$1,482
3" compound with integrated radio	\$63.16	\$2,581
4" turbine with integrated radio	\$98.68	\$2,033
4" compound with integrated radio	\$98.68	\$2,990
6" compound with integrated radio	\$152.96	\$5,721
5/8" exterior-mounted radio metering system	\$13.82	\$432
3/4" exterior-mounted radio metering system	\$13.82	\$469
5/8" exterior-mounted non-radio metering system **	\$13.82	\$344
3/4" exterior-mounted non-radio metering system **	\$13.82	\$382

** any non-radio meter systems will have a \$12/meter reading charge

Utility Rates

Fees and Charges

Meter Charge (continued)

Installation of replacement cabling for exterior mounted radio or non-radio metering system	\$82
Water Testing Fee: Required by the Federal Safe Drinking Water Act	
Flat Rate quarterly billing - goes to MN Dept of Health for testing public water	\$1.59

Storm Water Fees

Single Family Residential	\$10.51 flat rate
Multi-Family Residential	\$58.09 per acre
Commercial	\$73.58 per acre
Industrial	\$77.45 per acre
Churches, Private Schools	\$46.48 per acre
Airport Hangars	\$77.45 per acre
Vacant Land	\$15.49 per acre

Storm water utility fee revenues help pay for the cost of complying with Federally mandated storm water management plans, construction of storm water facilities, and costs associated with storm water related maintenance.

Street Light Fees

Single Family Residential	\$5.95
Duplex (Side by Side, Twin)	\$5.95 per unit
Duplex (up/down, front/back)	\$4.33 per unit
Multi-Family	\$2.70 per unit
Commercial/Industrial/Institution/Airport	\$17.31 per acre
Schools	\$17.31 per acre

Commercial/Industrial/Institutional/Airport minimum charge \$10.82 per quarter.

Mixed use properties are charged for both uses, e.g. commercial below and residential above.

This fee was instituted by the City as a means to generate revenue to pay for street lighting costs, infrastructure and operating costs. 2017 increase of 4% is consistent with 2016 and is done to try and offset increased costs

Other Water/Sewer Related Fees

Water turn on fee	\$30.00
Water turn off fee	\$30.00
Winter Turn on fee Dec 1 - Mar 31 *	\$75.00
Winter turn off fee Dec 1 - Mar 31 *	\$75.00
* cost is higher due to time involved in getting to valves	
Meter Tampering Fee	\$25.00
Meter Testing Deposit	\$100.00
Standby fire protection fee	\$100.00 annual/\$25 Qtrly
Contractor Hydrant Meter Deposit (\$1246) and Water Use deposit (\$300)	\$1,546.00

Duplicate copies of utility bills - applies to rental properties	\$1 per copy per quarter
Interim Final Reads - applies to rental properties when tenants turnover (this covers the cost of staff time to take and process interim reads)	\$15 per read

Weed Abatement Admin Fee \$25.00

Delinquent Accounts/Certification Charges

Delinquent Account Penalty	8%
Certification Admin Fee	\$25.00

South St. Paul Airport - Fleming Field

Fees and Charges

Fuel

Self Serve 100 LL	Varies by Market	per gallon
Self Serve 91 UL	Varies by Market	per gallon
Self Serve Jet A	Varies by Market	per gallon
Discount (100LL)*	\$ 0.15	per gallon
Discount (Jet A)*	\$ 0.25	per gallon

*Must have valid lease(s)/sublease(s) and pay invoices by due date. New users as of 1/1/17 will need to meet a minimum threshold of 150 gallons per month to be eligible for a discount.

City T-Hangars (lease agreement)

North T-Hangars (10 units with 40-foot door) 2 units with extra storage at a higher rate	\$ 244.00	per month
North T-Hangars (1 units with 40-foot door with extra storage)	\$ 285.25	per month
North T-Hangars (1 units with 40-foot door with extra storage additional features)	\$ 332.75	per month
South T-Hangars (18 units with 42-foot door)	\$ 265.50	per month
South T-Hangars (2 units with 45-foot door)	\$ 291.00	per month
South T-Hangars (2 units Garage/Storage)	\$ 175.75	per month
Month-to-Month Fee	\$ 50.00	
Monthly Billing	\$ 20.00	per month
Late Fee (any installment of Rent unpaid in excess of 5 days)	\$ 50.00	per month
ACH	Free	
Parking Lot	Free	

Events

Event fee	\$ 1,000.00	includes tax
Event Fee for Airport Personnel (4 Hour minimum)	\$ 30.00	per hour
Cones (no charge if paying event fee)	\$ 2.50	per cone
Barricades (no charge for paying event fee)	\$ 5.00	per barricade
Penalty (includes not following approved procedures)	\$ 100.00	per occurrence

Land Lease

Non-Commercial	\$ 0.264	per square foot
Commercial (Inside the Fence)	\$ 0.348	per square foot
Commercial (On the Street)	\$ 0.449	per square foot
Lease changes, amendments, or revisions	\$ 1,000.00	
Right of First Refusal	\$ 100.00	per 180 days

*Land leases increase by 3% each year of lease

Apparel

Sweatshirts	\$ 30.00	
Denim Long Sleeve Shirts	\$ 35.00	
1/4 zip	\$ 55.00	
Polo Shirts	\$ 35.00	
Baseball Caps	\$ 15.00	
Additional charge for XXL+	\$ 2.00	

*Apparel rates may change. Old logo apparel may be discounted

Tie Down Fees

Nightly	\$ 5.00	
Weekly	\$ 20.00	per week
Monthly - Grass	\$ 35.00	per month
Monthly - Ramp	\$ 60.00	per month

Ramp Fees

Single Prop	Free	
Dual Prop (fee waived with 30 gallon fuel purchase)	\$ 10.00	per night
Turbine (fee waived with 60 gallon fuel purchase)	\$ 20.00	per night
Jet (fee waived with 100 gallon fuel purchase)	\$ 30.00	per night

Meeting Room

Four Hour Block (minimum)	\$ 100.00	plus tax
Hourly	\$ 25.00	per hour plus tax
Cleaning (if the Meeting Room is left disorderly)	\$ 30.00	per hour plus tax
Cancellations (less than 72 hours notice) or No Show	\$ 25.00	

*Airport based aeronautical entities will be able to reserve the meeting room for free once per month for no more than 8 hours. Other fees may still apply.

Access

Gate Cards	\$ 20.00	plus tax
Fuel Cards	\$ 25.00	plus tax

Admin / Office / Misc

Wireless Internet	Free	
Vending	Varies by Market	includes tax
Copies	\$ 0.25	plus tax
Fax	\$ 0.25	plus tax
Projector Rental	\$ 75.00	plus tax
Ice Melt (50# Bag FAA Authorized Ice Melt)	\$ 25.00	plus tax
Tie-Down Ropes (Set of 3)	\$ 15.00	plus tax
Commercial Film/Photography (Additional restrictions may apply)	\$ 50.00	per hour

SPENDING AND TAXES
ALL TAX LEVY SUPPORTED FUNDS

	Revised		Prelim		16 TO 17	
	Budget 2015	Budget 2016	Budget 2017	Budget 2017	\$	%
<u>TAXES</u>						
General Fund	\$7,291,431	\$7,574,557	\$8,148,002	\$8,148,002	\$573,445	
Library	707,493	713,287	744,391	744,391	31,104	
Doug Woog Arena	206,534	254,061	269,884	269,884	15,823	
Capital Program	-	-	-	-	-	
Debt Service	1,072,606	1,285,704	1,303,731	1,303,731	18,027	
TOTAL	\$9,278,064	\$9,827,609	\$10,466,008	\$10,466,008	\$638,399	6.50%
<u>SPENDING</u>						
General Fund	\$12,707,554	\$13,454,278	\$14,164,518	\$14,164,518	\$710,240	5.28%
Library	720,000	734,547	756,091	756,091	21,544	2.93%
Doug Woog Arena	928,585	997,222	1,000,532	1,000,532	3,310	0.33%
Capital Program	881,720	881,720	900,000	900,000	18,280	2.07%
Debt Service	1,072,606	1,285,704	1,303,731	1,303,731	18,027	1.40%
TOTAL	\$16,310,465	\$17,353,471	\$18,124,872	\$18,124,872	\$771,401	4.45%
Increased Taxes for:						
Operations						
Debt Service on Voter approved Referendum						
						6.31%
						0.19%
						6.50%

GENERAL FUND

SUMMARY OF REVENUE

Description	2014 ACTUAL	2015 ACTUAL	2016		2017		Revised 2016 vs 2017		
			ORIGINAL	REVISED	Request	Proposed	\$	%	
PROPERTY TAXES									
Total Property Taxes	7,051,119	7,348,256	7,574,557	7,564,997	8,264,216	8,148,002	583,005	7.71%	
TOTAL PROPERTY TAXES	7,051,119	7,348,256	7,574,557	7,564,997	8,264,216	8,148,002	583,005	7.71%	
OTHER TAXES									
Tax Rate generated off TIF parcels	354,677	364,183	280,000	280,000	245,000	245,000	(35,000)	-12.50%	
FEES AND FINES									
Franchise Fees	866,070	831,283	1,138,500	1,138,500	1,107,000	1,107,000	(31,500)	-2.77%	
Fines and Forfeits	102,268	107,954	97,600	97,600	107,100	107,100	9,500	9.73%	
License and Permits - Business	104,973	117,849	112,070	112,070	117,900	117,900	5,830	5.20%	
License and Permits - Non-business	287,235	313,886	303,400	303,400	300,900	300,900	(2,500)	-0.82%	
TOTAL FEES AND FINES	1,360,546	1,370,972	1,651,570	1,651,570	1,632,900	1,632,900	(18,670)	-1.13%	
INTERGOVERNMENTAL REVENUE									
State Grants and Aid (includes LGA)	1,882,036	2,008,015	1,973,194	1,973,194	1,982,617	1,982,617	9,423	0.48%	
County Grants and Payments	58,390	59,347	58,305	58,305	59,275	59,275	970	1.66%	
Local Grants and Payments	181,256	139,647	148,117	148,117	146,623	146,623	(1,494)	-1.01%	
TOTAL INTERGOVERNMENTAL	2,121,682	2,207,009	2,179,616	2,179,616	2,188,515	2,188,515	8,899	0.41%	

GENERAL FUND

SUMMARY OF REVENUE

Description	2014 ACTUAL	2015 ACTUAL	2016		2017		Revised 2016 vs 2017	
			ORIGINAL	REVISED	Request	Proposed	\$	%
CHARGES FOR SERVICES								
Administration Charge (includes TIF)	391,047	466,559	444,375	444,375	464,552	578,110	133,735	30.10%
Internal Service Charge	20,657	20,657	20,657	20,657	20,657	20,657	-	0.00%
PILOT (Payment in Lieu of tax)	36,375	37,000	39,108	39,108	37,000	37,000	(2,108)	-5.39%
Administration-Construction	35,462	38,680	5,000	5,000	5,000	5,000	-	0.00%
Engineering Project Fees	217,900	192,263	180,000	180,000	190,000	190,000	10,000	5.56%
Parks and Recreation	187,855	202,199	190,700	190,700	193,800	193,800	3,100	1.63%
Rents	108,698	114,731	77,266	77,266	77,810	77,810	544	0.70%
Planning & Code Enforcement	56,201	69,734	50,500	50,500	55,500	55,500	5,000	9.90%
Public Safety	4,406	2,912	3,500	3,500	3,500	3,500	-	0.00%
Public Works - Streets	1,500	3,193	1,500	1,500	1,500	1,500	-	0.00%
Antenna and Other Charges	217,066	239,315	250,000	250,000	260,000	260,000	10,000	4.00%
Barge Terminal & Mooring Fees	146,501	152,411	155,467	155,467	158,154	158,154	2,687	1.73%
Other	16,560	15,973	6,960	6,960	7,570	7,570	610	8.76%
TOTAL CHARGES FOR SERVICE	1,440,228	1,555,627	1,425,033	1,425,033	1,475,043	1,588,601	163,568	11.48%
MISCELLANEOUS								
Interest on Investments	(29,384)	154,260	60,000	60,000	75,000	75,000	15,000	25.00%
Other	49,286	102,731	24,400	24,400	21,500	21,500	(2,900)	-11.89%
TOTAL MISCELLANEOUS	19,902	256,991	84,400	84,400	96,500	96,500	12,100	14.34%

GENERAL FUND
SUMMARY OF REVENUE

Description	2014 ACTUAL	2015 ACTUAL	2016		2017		Revised 2016 vs 2017	
			ORIGINAL	REVISED	Request	Proposed	\$	%
TRANSFERS IN								
Transfers in Storm Water Fee	40,000	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	100,000	-	0.00%
Transfers in Street Light Utility	20,000	20,000	20,000	20,000	20,000	20,000	-	0.00%
Transfer from HRA/EDA					65,000	65,000	65,000	100.00%
TOTAL TRANSFERS IN	160,000	160,000	160,000	160,000	225,000	225,000	65,000	40.63%
TOTAL REVENUES	12,508,154	13,263,038	13,355,176	13,345,616	14,127,174	14,124,518	778,902	5.83%
Surplus/(Deficit)	462,912	983,828	(118,822)	(108,662)	(398,983)	(40,000)		
*Use of fund balance to offset contingency								
<u>DETAIL OF TAX LEVY</u>								
Current and Delinquent	4,712,177	5,117,942	5,389,960	5,380,400	5,719,540	5,603,326	222,926	4.14%
Fiscal Disparities	2,338,942	2,230,314	2,184,597	2,184,597	2,544,676	2,544,676	360,079	16.48%
General Fund Levy	7,051,119	7,348,256	7,574,557	7,564,997	8,264,216	8,148,002	583,005	7.71%

GENERAL FUND

SUMMARY OF EXPENDITURES

Description	2014 ACTUAL	2015 ACTUAL	2016		2017		Revised 2016 vs 2017		
			Original	Revised	Request	Proposed	\$	%	
GENERAL GOVERNMENT									
Mayor and Council	109,386	109,751	109,597	109,597	126,850	126,850	17,253	15.74%	
City Administration	417,176	338,548	355,578	360,875	389,613	389,765	28,890	8.01%	
Human Resources	-	106,525	133,983	136,194	114,658	114,481	(21,713)	-15.94%	
City Attorney	223,893	216,847	227,000	227,000	232,000	232,000	5,000	2.20%	
City Clerk	175,005	160,722	120,354	130,402	126,656	123,389	(7,013)	-5.38%	
Finance	440,848	411,812	457,750	449,186	510,471	464,639	15,453	3.44%	
Information Technology	173,945	196,044	228,829	231,717	364,555	364,191	132,474	57.17%	
Recycling	45,515	46,905	42,807	43,612	38,879	38,879	(4,733)	-10.85%	
TOTAL GENERAL GOVERNMENT	1,585,768	1,587,153	1,675,898	1,688,583	1,903,682	1,854,194	165,611	9.81%	
PUBLIC SAFETY									
Police Protection	4,672,985	4,804,470	4,977,276	5,049,898	5,226,724	5,180,765	130,867	2.59%	
Fire Department	1,942,657	2,078,821	2,104,317	2,104,709	2,272,800	2,272,669	167,960	7.98%	
TOTAL PUBLIC SAFETY	6,615,643	6,883,291	7,081,593	7,154,607	7,499,524	7,453,434	298,827	4.18%	
PUBLIC WORKS									
Engineering	385,327	409,424	472,380	489,454	495,079	495,062	5,608	1.15%	
Streets, Alleys and Boulevards	1,419,660	1,331,725	1,543,473	1,562,032	1,656,221	1,607,536	45,504	2.91%	
Buildings	266,553	220,006	288,416	291,498	329,539	294,427	2,929	1.00%	
Parks Facilities and Maintenance	577,168	611,488	646,258	653,167	964,907	903,343	250,176	38.30%	
TOTAL PUBLIC WORKS	2,648,708	2,572,643	2,950,527	2,996,151	3,445,746	3,300,368	304,217	10.15%	

GENERAL FUND

SUMMARY OF EXPENDITURES

Description	2014 ACTUAL	2015 ACTUAL	2016		2017		Revised 2016 vs 2017		
			Original	Revised	Request	Proposed	\$	%	
COMMUNITY DEVELOPMENT									
Planning & Zoning	116,858	114,083	206,570	219,976	268,926	220,944	968	0.44%	
Licensing & Code Enforcement	347,357	352,660	466,813	441,541	470,026	461,051	19,510	4.42%	
TOTAL COMMUNITY DEVELOPMENT	464,215	466,743	673,383	661,517	738,952	681,995	20,478	3.10%	
PARKS AND RECREATION									
Parks Administration	273,838	305,994	327,968	342,626	343,456	345,838	3,212	0.94%	
Splash Pool	74,290	72,768	76,561	77,600	86,434	86,601	9,001	11.60%	
Northview Pool	75,728	70,294	77,010	78,049	84,084	82,551	4,502	5.77%	
Recreation Programs	174,074	181,742	182,575	184,712	187,634	183,182	(1,530)	-0.83%	
Community Affairs	107,784	108,583	108,483	111,873	116,645	116,355	4,482	4.01%	
TOTAL PARKS AND RECREATION	705,714	739,381	772,597	794,860	818,253	814,527	19,667	2.47%	
CONTINGENCY	-	-	300,000	138,560	100,000	40,000	(98,560)	-71.13%	
TRANSFERS OUT									
Transfer to Capital Project Funds	-	-	-	-	-	-	-	-	0.00%
Street Light	20,000	30,000	20,000	20,000	20,000	20,000	-	-	
Library	5,194	-	-	-	-	-	-	-	
TOTAL TRANSFERS OUT	25,194	30,000	20,000	20,000	20,000	20,000	-	0.00%	
TOTAL EXPENDITURES	12,045,242	12,279,210	13,473,998	13,454,278	14,526,157	14,164,518	710,240	5.28%	



COUNCIL WORKSESSION REPORT

DATE: October 24, 2016

DEPARTMENT: Finance

ADMINISTRATOR: SPV 30

5

AGENDA ITEM: 2016 3rd Quarter Financial Report and Budget Amendments

ACTION TO BE CONSIDERED:

Discussion on the 2016 Third Quarter Financial Report and Budget Amendments

OVERVIEW:

The third quarter of 2016 is completed and financial results are available. The Finance Director prepared the attached third quarter financial report for Council review. The following items are important to note when reviewing the report:

- The Benchmark is roughly 75% and is based on a fluid calendar year of operations, minus 2 weeks due to timing of payroll.
- Many of the variances result from seasonality and not all financial transactions occur evenly throughout the year. Some are one time or periodic activities that do not occur in each quarter.
- Investment income is recorded and allocated to the funds on a semi-annual basis.
- Large revenue sources (i.e. tax settlements and LGA) are received in June, July and December which underscores the importance of a strong fund balance as a tool to avoid General Fund borrowing for operations.

Finance has not noted any worrisome variances in the operating funds for the 3rd quarter. The variances that have occurred are noted in the attached report. The attached financial report includes budget revisions that affect the General fund administration department and the Central Square budgets.

- At the City Council meeting of June 6th, salary and other compensation was approved for the City Administrator. Funds for personnel costs were originally budgeted to the contingency fund, so a recommended reallocation of \$30,009 is shown in the revised budget.
- The Central Square 2016 budget had overstated temporary staffing costs by \$19,000. A budget amendment is recommended and the revised budget column shows this amendment.

The 3rd quarter financial report and budget amendments will be presented to the council for formal action at the November 7, 2016 meeting.

SOURCE OF FUNDS: N/A

City of South St. Paul
 Third Quarter Financial Report
 and Budget Amendments

Description	2016 Original Budget	2016 Amended Budget	Actual thru September 2016	Benchmark 75% Percent	Budget Amendment
GENERAL OPERATING FUND					
GENERAL FUND - REVENUES					
Taxes	7,854,557	7,834,837	4,236,418.12	54.07% A	
Fees	1,651,570	1,651,570	952,673.69	57.68% B	
Intergovernmental	2,179,616	2,179,616	1,755,275.59	80.53% C	
Charges for Services	1,424,833	1,424,833	925,791.64	64.98% D	
Other Revenues	84,600	84,600	46,012.27	54.39% E	
Transfers In/Fund Balance	278,822	278,822	106,680.00	38.26% E	
Total Revenues	13,473,998	13,454,278	8,022,851.31	59.63%	
GENERAL FUND - EXPENDITURES					
General Government					
Mayor & Council	109,597	109,597	91,637.96	83.61% F	
Administration	355,578	390,884	298,320.36	76.32% G	30,009
Human Resources	133,983	136,194	79,602.21	58.45% F	
City Attorney - Criminal	157,000	157,000	126,853.90	80.80% H	
City Attorney - Civil and Retainer	70,000	70,000	41,213.84	58.88% H	
City Clerk	120,354	130,402	90,876.38	69.69% F	
Information Technology	228,829	231,717	180,990.98	78.11% F	
Recycling	42,807	43,612	31,429.74	72.07% F	
Finance	457,750	449,186	270,926.77	60.32% F,P	
Total General Government	1,675,898	1,688,583	1,211,852.14	71.77%	
Police	4,977,276	5,049,898	3,501,596.16	69.34% F,J	
Fire	2,104,317	2,104,709	1,559,053.11	74.07% F	
Total Public Safety	7,081,593	7,154,607	5,060,649.27	70.73%	
Engineering	472,380	489,454	361,865.46	73.93% F	
Streets, Alley's and Blvd's	1,543,473	1,562,032	1,099,282.27	70.38% F	
Buildings	288,416	291,498	164,797.80	56.53% I	
Parks Facilities and Maintenance	646,258	653,167	486,826.94	74.53% F	
Total Public Works	2,950,527	2,996,151	2,112,772.47	70.52%	
City Planner	206,570	219,976	144,217.95	65.56% K	
Code Enforcement	466,813	441,541	299,042.45	67.73% K	
Total Community Development	673,383	661,517	443,260.40	67.01%	
Parks Administration	327,968	342,626	229,087.24	66.86% I	
Splash Pool	76,561	77,600	70,901.68	91.37% F	
Northview Pool	77,010	78,049	65,645.01	84.11% F	
Recreation Programs	182,575	184,712	127,125.42	68.82% F	
Community Affairs	108,483	111,873	80,904.36	72.32% F	
Total Leisure Services	772,597	794,860	573,663.71	72.17%	
Contingencies	300,000	108,551			G (30,009)
Transfers out	20,000	20,000	13,336.00	66.68% F	
Total Nondepartmental	320,000	158,560	13,336.00		
Total Expenditures	13,473,998	13,454,278	9,415,533.99	69.98%	
Revenues Over (Under) Expenditures	0	0	(1,392,682.68)		
OTHER OPERATING FUNDS					
LIBRARY FUND					
Revenues	724,987	734,547	361,596.39	49.23% A	
Expenditures	724,987	734,547	513,258.39	69.87% F	
Revenues Over (Under) Expenditures	0	0	(151,662.00)		
DOUG WOOG ARENA					
Revenues	984,742	997,222	574,205.72	57.58% A	
Expenditures	984,742	997,222	768,926.84	77.11% F,L	
Revenues Over (Under) Expenditures	0	0	(194,721.12)		
AIRPORT OPERATING FUND					
Revenues	1,256,589	1,256,589	815,636.03	64.91% M	
Expenditures	1,132,156	1,131,754	659,088.33	58.24% M,I	
Revenues Over (Under) Expenditures	124,433	124,835	156,547.70		

City of South St. Paul
 Third Quarter Financial Report
 and Budget Amendments

Description	2016 Original Budget	2016 Amended Budget	Actual thru September 2016	Benchmark 75% Percent	Budget Amendment
CENTRAL SQUARE FUND					
Revenues	355,541	355,541	263,122.03	74.01%	
Expenditures	368,826	363,648	236,570.55	65.05%	I,R (19,000)
Revenues Over (Under) Expenditures	<u>(13,285)</u>	<u>(27,107)</u>	<u>26,551.48</u>		
STORM WATER UTILITY FUND					
Operating Revenues and Grants	743,285	743,285	221,947.63	29.86%	M,N
Expenditures - Operating	310,165	310,165	217,797.35	70.22%	
Transfers - Capital	546,000	546,000	26,672.00	4.88%	
Revenues Over (Under) Expenditures	<u>(112,880)</u>	<u>(112,880)</u>	<u>(22,521.72)</u>		
STREET LIGHT UTILITY FUND					
Revenues	229,571	229,571	140,514.53	61.21%	N
Expenditures	263,168	263,168	138,142.37	52.49%	
Revenues Over (Under) Expenditures	<u>(33,597)</u>	<u>(33,597)</u>	<u>2,372.16</u>		
WATER AND SEWER UTILITY FUND					
Revenues					
Administration	70,000	70,000	31,025.45	44.32%	E
Water Utility	1,876,812	1,876,812	992,781.00	52.90%	N
Sewer Utility	6,223,576	6,223,576	1,541,861.59	24.77%	N
Total Revenues	<u>8,170,388</u>	<u>8,170,388</u>	<u>2,565,668.04</u>	<u>31.40%</u>	
Expenditures					
Administration	366,007	376,768	313,626.45	83.24%	P
Water Utility	1,052,111	1,076,253	700,234.30	65.06%	I
Sewer Utility	3,011,860	3,013,853	2,581,789.10	85.66%	O
Total Expenditures	<u>4,429,978</u>	<u>4,466,874</u>	<u>3,595,649.85</u>	<u>80.50%</u>	
Transfers					
Water Utility	350,000	350,000	33,336.00	9.52%	E
Sewer Utility	350,000	350,000	33,336.00	9.52%	E
Total Transfers	<u>700,000</u>	<u>700,000</u>	<u>66,672.00</u>	<u>9.52%</u>	
Net Income (Loss)	<u>3,040,410</u>	<u>3,003,514</u>	<u>(1,096,653.81)</u>		
CENTRAL GARAGE - INTERNAL SERVICE FUND					
Revenues	1,062,169	1,062,169	682,395.82	64.25%	Q
Expenditures	1,182,844	1,180,521	541,616.99	45.88%	I,Q
Net Income (Loss)	<u>(120,675)</u>	<u>(118,352)</u>	<u>140,778.83</u>	<u>-118.95%</u>	

Tickmark Explanations for Budget VS Actual Variances and for Budget Revisions

- A. Taxes are received in June/July and December/January
- B. 2 quarters franchise fees-Oct & Jan for final fees, other fees are seasonal, will come in over next quarter
 Building Permits are seasonal and will come in later in the year
- C. Most grants are 100% in, LGA comes in December
- D. Allocation of TIF and project administrative charges occurs at year end
- E. Interest earnings are allocated at twice a year, transfers occur at year end
- F. Seasonal activity does not occur evenly through the year, some expenses already paid for year
 other items occur in last quarter of the year.
- G. Budget amendment to cover administrator salary adjustments approved by City Council 6/6/16
- H. Legal services for 8 months, so the target would be 66.67%, criminal is capped and will be adjusted
 if necessary at year end, civil appears to be coming in under budget
- I. Capital, professional services and repairs & maintenance expenses will occur later in the year
- J. Delay in filling or hiring vacant positions resulting in lower actual costs at this point in the year

City of South St. Paul
Third Quarter Financial Report
and Budget Amendments

- K. Professional services: 4 months of code enforcement, Plan&Zoning comp plan svcs later in the year
- L. Unbudgeted costs related to signage changes for new name
- M. Grant revenues yet to come in and fuel sales down based on cost of gas
- N. Utility revenues are based on service delivery- bills issued in Jan-Mar 2016 were accrued back to 2015 books as they are for services delivered in 2015. This is a regular & routine occurrence. Based on service delivery and billing, the utility fund revenues are on track to hit budget by year end.
- O. 10 months of MCES bills paid so far this year caused percentage to be high
- P. AFD salary will be adjusted for the correct allocation between Utility and Finance
- Q. Only 8 months of allocations recorded for central garage, major purchases will be in fourth quarter
- R. Budget amended - overstated temporary salaries