



City of Saint Paul
Mayor Christopher B. Coleman

700 City Hall
15 West Kellogg Boulevard
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MEMORANDUM

TO: Saint Paul District Councils

FROM: Daley Lehmann, Budget Analyst

DATE: November 14, 2014

RE: 2015 CIB Task Force Appointments

The City of Saint Paul is requesting that each district council appoint representatives to serve on special task forces that review, score and rank Capital Improvement Budget (CIB) project proposals for the upcoming CIB budget process. The task forces are comprised of representatives from the city's 17 planning districts and the standing CIB Committee.

Each district council may submit a representative and an alternate for each of the three task forces: Community Facilities, Streets & Utilities, and Residential & Economic Development.

The City strongly encourages district councils to identify individuals to serve as a member and an alternate for each task force. The success of Saint Paul's capital budget process depends on citizen participation, and having each district consistently represented on each task force is important.

Appointing Task Force Members

Task Force appointments can be submitted one of three ways –

1. **Online:** Submit task force appointments using a web based form available at the following link: <http://www.surveymonkey.com/s/TaskForceAppointments>

**** This is our preferred method of receiving task force appointment forms. ****

2. **Email:** Send the completed appointment form (pdf format) to:

daley.lehmann@ci.stpaul.mn.us

john.mccarthy@ci.stpaul.mn.us

An editable pdf form is attached to this memo.

3. **Mail:** Mail completed task force appointment form to:

Office of Financial Services – Capital Improvement Budget
700 City Hall
15 W. Kellogg Blvd
St. Paul, MN 55102-1631

All task force appointments must be received by the Office of Financial Services by **4:00 p.m. on Monday, January 26th, 2015.**

Task Force Meeting Schedules

The task forces meet every week from Monday March 2nd, 2015 through mid to late April, according to the following schedule:

Community Facilities (CF) meets **Mondays at 4:30 p.m.** Room 40A (lower level) of the City Hall-Courthouse Building, located at 15 West Kellogg Blvd. in downtown St. Paul.

Streets and Utilities (SU) meets **Tuesdays at 4:30 p.m.** in Room 40A (lower level) of the City Hall-Courthouse Building, located at 15 West Kellogg Blvd. in downtown St. Paul.

Residential and Economic Development (RED) meets **Thursdays at 4:30 p.m.** in Room 41 (lower level) of the City Hall-Courthouse Building, located at 15 West Kellogg Blvd. in downtown St. Paul.

See the attached task force descriptions for more information on the types of projects each task force reviews.

Task Force Orientation

An **orientation session** will be held on **Monday, February 23rd, 2015**, from **4:30- 5:30pm** for all task force members in Room 40 A and B (lower level) of the City Hall-Courthouse Building.

RiverCentre ramp parking vouchers or bus passes are provided as needed for all task force members for meetings attended.

If you have questions about the appointment process, please contact me at:

Daley Lehmann 651-266-8825
John McCarthy 651-266-8554

Or email daley.lehmann@ci.stpaul.mn.us
John.maccarthy@ci.stpaul.mn.us

Thank you.

cc: CIB Committee

CIB Task Force Descriptions

Community Facilities (CF)

Meets Mondays 4:30 – 6:30

The Community Facilities task force reviews a wide range of projects, focusing on buildings and parks facilities. Examples of past projects include play area replacements and upgrades, Highland and Sun Ray Library renovations, Cherokee Regional Park Trail, and the Western District Police Station.

Streets and Utilities (SU)

Meets Tuesdays 4:30 – 6:30

The Streets and Utilities task force reviews projects often associated with Public Works, including improvements to streets, bridges, sewers, lighting, and stairways. Examples of past projects include Burns Avenue lighting improvements, Morton Street stair reconstruction, Raymond Avenue traffic calming, and the Lafayette Bridge replacement. Recently technology projects, including the City's new integrated finance system, and a real estate asset management program have also been included in the Streets and Utilities category.

Residential and Economic Development (RED)

Meets Thursdays 4:30 – 6:30

The Residential and Economic Development task force reviews projects related to housing and economic development in the city, often proposed by Community Development Corporations (CDCs) or the City's Department of Planning and Economic Development. Examples of past projects include NENDC's Economic Development fund, the Homeowner Rehabilitation Fund, and vacant and hazardous building demolition. Most RED projects are funded with federal Community Development Block Grants (CDBG).

Meetings are held weekly from early March through late April.