

SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MEETING AGENDA

Monday, Monday, April 8, 2024, 5:00 – 7:00 pm | Rondo Community Library

- I. **Call to Order** **Chair Tobolt** 5 min
- II. **Roll Call and Establish Quorum / Introduction Icebreaker** **Chair Tobolt** 5 min
What is your favorite vacation spot (or dream vacation spot) and why?
- III. **Approval of Meeting Agenda**
- IV. **Approval of Minutes: [March 12, 2024](#)** **Chair Tobolt** 5 min
- V. **Unfinished Business**
 - a. **June Meeting Location Options** **Shannon Forney** 10 min
 - i. June 3: Merriam Park Meeting Room
 - ii. June 17: Highland Park Community Room
 - iii. Tentative June 24:
 - b. **[Community Proposals Applications Update](#)** **Nichelle Bottko Woods** 5 min
- VI. **New Business**
 - a. **Community Proposals Process Planning** **Nichelle Bottko Woods** 5 min
 - i. **[Timeline Update](#)**
 - 1. District Council and Online Scoring:
<https://stpaul.abalancingact.com/2024-2025-community-proposals>
 - 2. May Meeting: Community Presentations
 - ii. **[CIB Committee Scoring Documents](#)**
 - b. **Committee Membership Recruitment** **Nichelle Bottko Woods** 3 min
 - i. Internal "Priority Deadline" May 10th for board applications
 - c. **Update: [AO 24-27](#)** **Nichelle Bottko Woods** 3 min
Parks Community Proposal Contingency
- VII. **Announcements**
 - a. Next Meeting: Monday, May 13, 2024
- VIII. **Adjournment**

SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MEETING MINUTES

Monday, March 12, 5:00 – 7:00 pm | Rondo Community Library

- I. Call to Order at 5:08 by Chair Tobolt
- II. Roll Call and Establish Quorum / Introduction Icebreaker
 - a. Members in attendance: Makayla Cox, Raymond Hess, Robert (Brian) Jackson, William (Liam) O'Brien, Darren Tobolt, Lauren Dees-Erickson, Pang Yang, Demetrius Shaw
 - b. Members excused: Pat McQuillan, Carl Johnson
 - c. Members Absent: Elsa Vega Perez
 - d. City Staff and Community Members in Attendance: Patty Lammers, Saint Paul Police Department; Nichelle Bottko Woods, Shannon Forney, Office of Financial Services
- III. Approval of Meeting Agenda: Hess moved Dees-Erickson seconded to approve the agenda, motion passed.
- IV. Approval of Minutes: January 8: Dees-Erickson moved, and Hess seconded to approve the minutes, motion passed.
- V. Unfinished Business
 - a. Deferred and Capital Maintenance: Nichelle Bottko Woods shared that \$3M from the 2024-2025 Capital Maintenance budget was added to the Deferred Maintenance Budget for a total funding amount of \$27M. The Mayor amended the CIB Committee's funding recommendations for Phase 2 Deferred Maintenance and 2024-2025 Capital Maintenance and approved funding on 3/6/24, via AO 24-17.
 - b. 2024 -2025 Community Proposal Application and Timeline: Nichelle Bottko Woods shared the Community Process application timeline and application portal.
- VI. New Business
 - a. Crime Prevention Through Environmental Design (CPTED) Workshop led by Patty Lammers of the Saint Paul Police Department.
- VII. Adjournment: the meeting was adjourned at 5:47 pm

COMMUNITY PROPOSALS APPLICATIONS UPDATE

Nichelle Bottko Woods 10 min

INITIAL ELIGIBILITY REVIEW

25 proposals were submitted. 1 proposal was withdrawn by the applicant with the following comment:

"I connected with Andy and Alice. They already have plans for building bike parking in several city parks. The funding for that was obtained during the 2022 cycle of CIB Community initiatives. Good news!"

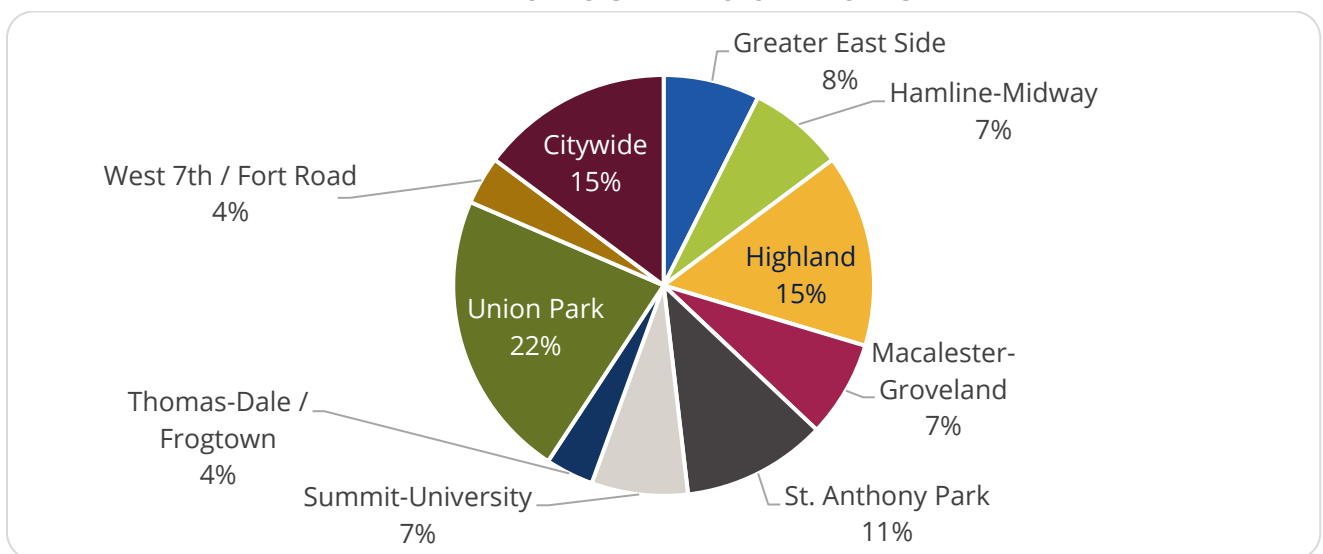
All applications went through an initial eligibility review to ensure the proposals were eligible based on the following conditions:

- Proposed investment must be related to infrastructure owned and maintained by the City
- Proposed investment must last 10 years or more
- Proposed investment must be possible to complete within the funding available.
- Proposed investment must have an impact related to advancing principles of Crime Prevention Through Environmental Design (CPTED)

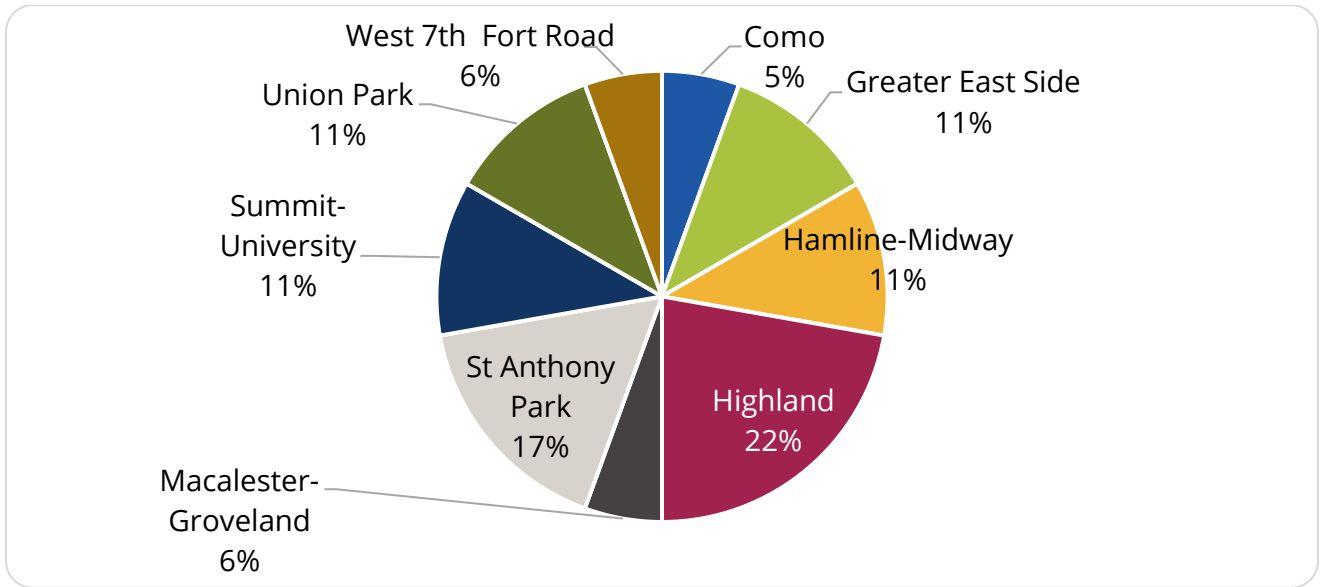
Any project which was initially determined to be ineligible, or which may benefit from providing additional information was contacted and provided the opportunity to submit edits. The table below details the total number of eligible projects by department.

Department	Projects Reviewed	Eligible	Eligible after review	Total Eligible	Ineligible Useful Life	Ineligible Location	Total Ineligible
Parks	7	5	2	7	0	0	0
Public Works	17	9	4	13	1	3	4
Total	24	14	6	20	1	3	4

PROPOSAL LOCATIONS



SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE APPLICANT DEMOGRAPHICS: WHERE DO YOU LIVE?



COMMUNITY PROCESS TIMELINE

Project review and scoring	
Applications to district councils for review and scoring, online polling opens	Tuesday, April 9, 2024
Department costing complete	Tuesday, April 23, 2024
<i>Cost data added to proposal information for Committee Review</i>	<i>Friday, April 26, 2024</i>
Online polling closes	Monday, April 29, 2024
Poll results to CIB Committee for review	Monday, May 6, 2024
CIB Monthly Meeting: 5 pm at Rondo Community Library - Community presentations	Monday, May 13, 2024
Scores due from CIB Committee	Monday, May 27, 2024
CIB Committee Recommendation Development	
Additional CIB Meeting: Initial CIB ranking session	Monday, June 3, 2024
Preliminary recommendation published on CIB website	Tuesday, June 4, 2024
CIB Monthly Meeting: Public Hearing, 5pm Community Room A, Arlington Hills Community Center 1200 Payne Ave Saint Paul, MN 55130.	Monday, June 10, 2024
Additional CIB Meeting: Finalize recommendations	Monday, June 17, 2024
TENTATIVE Additional CIB Meeting: Finalize recommendations (if necessary)	<i>Monday, June 24, 2024</i>
CIB Committee recommendations for allocations delivered to Mayor	Sunday, June 30, 2024
Key- Color Coding Above	
	Regularly Scheduled CIB Meeting
	Additional / Tentative CIB Committee Meeting
	Public Deadline

2024 CIB COMMUNITY PROPOSAL SCORING GUIDE

Updated January 2024

Category	Very Poor (0.5 points)	Poor (1 point)	Adequate (2 points)	Good (4 points)	Very Good (6 points)
Condition	Not articulated or asset is totally functional and reliable.	Asset is functional but could benefit from rehabbing or replacement.	Moderate need relative to similar projects. Functions as a result of numerous ongoing repairs.	Project addresses a critical need (health/safety risk), significantly extends life of asset, or fills a gap in the system.	Project addresses a critical and urgent need (health/safety risk), significantly extends life of asset, or fills a gap in the system.
Usage	Not articulated.	Low current or potential usage. Does not seem to meet specific needs of community.	Moderate current or potential usage. Meets some needs of community.	Heavy current or potential usage.	Heavy current and potential usage.
Equity and Inclusion	Not articulated.	Proposal demonstrates minimal understanding of community needs and is not explicitly linked to a defined need or community benefit.	Need is described but evidence offered for the need is incomplete or not specific to the community where project will exist.	Proposal describes a need for the proposed project that is specific to the community that, if unmet, will contribute to disparities. Clearly advances equity, inclusion, or accessibility.	Proposal clearly describes a need for the proposed project that is specific to the community that, if unmet, will contribute to disparities. Clearly advances equity, inclusion, and accessibility.
Strategic Investment	Not articulated.	Proposal shows minimal indication of collaboration, innovation, or alignment with City/neighborhood goals and plans.	Proposal shows some indication of collaborative partners, innovative approaches to the problem.	Proposal includes plan identifying collaborative partners or innovative approaches to the identified problem that align with City/neighborhood goals or plans.	Proposal includes plan identifying collaborative partners and innovative approaches to the identified problem that align with City/neighborhood goals or plans.
CPTED: Crime Prevention Through Environmental Design	Not articulated.	Minimal impact on potential crime prevention.	Moderate impact on crime prevention. Project may meet some CPTED principles but may not be in an area experienced as unsafe.	Good alignment with CPTED principles in an area where community members do not feel safe.	Excellent alignment with CPTED principles in an area where community members do not feel safe.



City of Saint Paul

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

Legislation Text

File #: AO 24-26, **Version:** 1

Authorizing the Department of Parks and Recreation to reallocate \$15,000 from the CIB Contingency Funds for Community Proposals to the Parks Community Proposal Budget for Path Lighting between Maryland and Iowa, therefore providing the necessary funding for Parks to secure a bid for Path Lighting in Prosperity Heights.

Administrative Order, consistent with the authority granted to the Mayor in section 10.07.4 of the City Charter and based on the request of the Director of the Department of Parks and Recreation to amend the 2024 budget for the reallocation of funds within existing budgets. Parks and Recreation wishes to reallocate a total of \$15,000 in the accounting units and project budgets for the shift of funds within CIB Community Proposal budgets. The Director of the Office of Financial Services is authorized to amend said budget in the particulars as indicated in the attached financial analysis.

See Attachment

City of Saint Paul Financial Analysis

1	File ID Number:	AO 24-26		
2				
3	Budget Affected:	CIB Budget	Parks and Recreation	Capital
4				
5	Total Amount of Transaction:	15,000		
6				
7	Funding Source:	Transfer of Appro Existing budget:	CIB Contingency Fund	
8				
9		Appropriation already included in budget?	Yes	
10				
11	Charter Citation:	10.07.04		
12				
13				

Fiscal Analysis

16 Administrative Order authorizing the reallocation of \$15,000 from the CIB Contingency Funds for Community Proposals to the Parks
 17 Community Proposal Budget for Path Lighting between Maryland and Iowa, therefore providing the necessary funding for Parks to
 18 secure a bid for Path Lighting in Prosperity Heights.

Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

Spending Changes

(Action Accomplished)

GL Annual Budget				CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	CHANGES	BUDGET
1	40017950	79215	Full Time Certified	50,000	(15,000)	35,000
1	40041910	76505	Transfer to Capital Project Fund	120,347	15,000	135,347
				TOTAL:	-	

Financing Changes

(Action Accomplished)

GL Annual Budget				CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description	BUDGET	CHANGES	BUDGET
1	40017950	56022	Community Proposals	(50,000)	15,000	(35,000)
1	40041910	56024	Community Project: Lighting on Maryland and Iowa	(120,347)	(15,000)	(135,347)
				TOTAL:	-	

(AC) - LIFE TO DATE ACTIVITY BUDGET

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

Spending Changes

(Action Accomplished)

Life to Date Activity Budget				CURRENT		AMENDED
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
C-FMSCAP	C219T31800000	79215	Community Proposals	50,000.00	(15,000.00)	35,000.00
C-FMSCAP	C239T31830003	76505	Equipment	120,347.00	15,000.00	135,347.00
				TOTAL:	-	

Financing Changes

(Action Accomplished)

Life to Date Activity Budget				CURRENT		AMENDED
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
C-FMSCAP	C219T31800000	56022	Community Proposals	(50,000.00)	15,000.00	(35,000.00)
C-FMSCAP	C239T31830003	56024	Community Project: Lighting on Maryland and Iowa	(120,347.00)	(15,000.00)	(135,347.00)
				TOTAL:	-	