

**City of Saint Paul Financial Analysis**

1 File ID Number: AO 23-42  
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 3 Budget Affected: CIB Budget Multiple Departments Capital  
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 5 Total Amount of Transaction: 300,000  
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 7 Funding Source: Other Please Specify Funding Source: CIB Bonds  
 8  
 9 Appropriation already included in budget? Yes  
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 11 Charter Citation: 57.09, 10.07.4  
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14 **Fiscal Analysis**

15 Amend 2022 capital maintenance budget to allocate \$300,000 to Parks & Rec maintenance project and contingency funding.  
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21 **Detail Accounting Codes:**

**GENERAL LEDGER (GL) - ANNUAL BUDGET**

25 **Spending Changes**

26 *Adjust 2022 capital maintenance budget authority to allocate \$300,000 to maintenance project and contingency funding.*

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET
1	40017950	74105	Capital Maintenance - Contingency		374,625	(134,100)	240,525
1	40041950	64505	General Maintenance - Parks and Recreation		409,700	132,600	542,300
1	40017950	64505	General Maintenance - Public Art Maintenance		7,500	1,500	9,000
TOTAL:					791,825	-	791,825

35 **Financing Changes**

36 *Adjust 2022 capital maintenance budget authority to allocate \$300,000 to maintenance project and contingency funding.*

GL Annual Budget					CURRENT		AMENDED
Company	Fund-Dept-Cost Center	Account	Description		BUDGET	CHANGES	BUDGET
1	40017950	56022	Intra Fund In Bond Draw - Contingency		(374,625)	134,100	(240,525)
1	40041950	56022	Intra Fund In Bond Draw - Parks and Recreation		(409,700)	(132,600)	(542,300)
1	40017950	56022	Intra Fund In Bond Draw - Public Art Maintenance		(7,500)	(1,500)	(9,000)
TOTAL:					(791,825)	-	(791,825)

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**ACTIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY BUDGET**

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

**Spending Changes**

Adjust 2022 capital maintenance budget authority to allocate \$300,000 to maintenance project and contingency funding.

Life to Date Activity Budget				CURRENT		AMENDED
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
C-FMSCAP	C229T05200000	74105	Capital Maintenance - CM Contingency	374,625	(134,100)	240,525
C-FMSCAP	C229T05293003	64505	General Maintenance - Parks and Recreation	409,700	132,600	542,300
C-FMSCAP	C229T05293011	64505	General Maintenance - Public Art Maintenance	7,500	1,500	9,000
TOTAL:				791,825	-	791,825

**Financing Changes**

Adjust 2022 capital maintenance budget authority to allocate \$300,000 to maintenance project and contingency funding.

Life to Date Activity Budget				CURRENT		AMENDED
Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
C-FMSCAP	C229T05200000	56022	Intra Fund In Bond Draw - CM Contingency	(374,625)	134,100	(240,525)
C-FMSCAP	C229T05293003	56022	Intra Fund In Bond Draw - Parks and Recreation	(409,700)	(132,600)	(542,300)
C-FMSCAP	C229T05293011	56022	Intra Fund In Bond Draw - Public Art Maintenance	(7,500)	(1,500)	(9,000)
TOTAL:				(791,825)	-	(791,825)

## Capital Project and Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution and/or A.O. Required? CIB	Resolution/AO Action	Charter/Code Citation
1.) Close a completed project with excess balances	Administrative Order (completed by OFS) Periodic review by the CIB Committee	- Amend project financing and spending - Transfer excess appropriation to contingency when applicable	Administrative Code 57.09 (2) City Charter 10.09 - Accomplished projects
2.) Close a completed project with no excess balances, but excess spending authority	Administrative Order (completed by OFS) Periodic review by the CIB Committee	- Amend project financing and spending	City Charter 10.09 - Accomplished projects
3.) Close a completed project with no excess balances and no excess spending authority	None	- Contact OFS with project budget codes to have the project inactivated in the finance system	N/A
4.) <u>Adding new spending authority to an existing project (without changing the scope of the project)</u>			
a.) Financing source is new money	CIB Committee review and recommendation Mayor recommends via resolution Compliance with City Comprehensive Plan Public hearing	- Amend project financing and spending to recognize new revenue	Administrative Code 57.09 (1) City Charter 10.07.1

**Capital Project and Budget Changes Procedures Guide**

2/14/2014

In order to:	Resolution and/or A.O. Required? CIB	Resolution/AO Action	Charter/Code Citation
b.) Financing source is contingency (less than \$25,000)	All proposed uses of Contingency funds must first be reviewed by OFS		
	Transfers within a department require an Administrative Order (completed by departments; verified and approved by OFS)	- Reduce amount in appropriate contingency fund	Administrative Code 57.09 (3) a
	A.O.s require periodic review by CIB Committee	- Amend project spending and financing to recognize use of contingency funding	City Charter 10.07.4
	Transfers between departments require a resolution (completed by departments; verified and approved by OFS)		
c.) Financing source is contingency (more than \$25,000)	All proposed uses of Contingency funds must first be reviewed by OFS		
	CIB Committee review and recommendation	- Reduce amount in appropriate contingency fund (" <i>unallocated reserve account</i> ")	Administrative Code 57.09 (3) b
	Mayor recommends via resolution	- Amend project spending and financing to recognize use of contingency funding	City Charter 10.07.4
	Public hearing		

## Capital Project and Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution and/or A.O. Required? CIB	Resolution/AO Action	Charter/Code Citation
<u>Add a new project</u>			
5.) OR			
<u>Expand the scope of an existing project</u>			
	CIB Committee review and recommendation		
a.) Financing source is new money	Mayor recommends via resolution	- Amend project financing and spending to recognize new revenue	Administrative Code 57.09 (1)
	Compliance with City Comprehensive Plan		City Charter 10.07.1
	Public hearing		
	All proposed uses of Contingency funds must first be reviewed by OFS		
b.) Financing source is contingency	CIB Committee review and recommendation	- Transfer dollars from contingency to new project	Administrative Code 57.09 (1)
	Mayor recommends via resolution	- Amend spending and financing to recognize transfer	City Charter 10.07.4
	Public hearing		
6.) Declare a project abandoned	Council resolution	- Identify project as abandoned -Transfer appropriation for the abandoned project to a separate contingency fund (" <i>unallocated reserve account</i> ") - Reappropriation of the funds needs CIB Committee review, Mayor recommendation, and Council approval (see either of the Add dollars to a project sections above)	Administrative Code 57.09 (4) City Charter 10.09
7.) Replace an approved project with a new project	1) Declare an approved project abandoned or completed with excess balances (see process above) 2) Add new project after capital improvement budget is adopted (see process above)	- Can accomplish both steps in one resolution	