<u>City of Saint Paul Financial Analysis Template Instructions</u>

<u>Purpose of the Fiscal Analysis Template:</u>

- Provide summary information of the fiscal impact of financial resolutions that come before the Mayor and City Council

- Provide accurate accounting information (codes, and amounts) so that budget amendments can be reflected in the Infor system.

- Resolutions and administrative orders without this information will not be approved by OFS, and will be returned to the resolution drafter.

<u>Financial Analysis Template</u>

- Provide the requested information in the <u>Financial Analysis Template (green tab)</u> of this file. Pop-up windows will appear throughout the file to provide more details on what information is required.

- Complete the **top section** (line #s 1-27) of the Financial Analysis Template for any finance related resolutions, including:
  - Grants: applying for, accepting, and budgeting
  - Donations: soliciting, accepting, and budgeting
  - Budget amendments: both resolutions and administrative orders
  - All other resolutions with a financial impact
- Required fields are marked with red font or borders.

- **General Ledger (GL) - Annual Budget**
  - Complete the **General Ledger** section for all changes to the annual budget
  - Provide accurate **GL account codes**: Company, Accounting Unit (fund-department-cost center), Account
  - If you need help with GL codes, check the Chart of Accounts crosswalk on the intranet or contact Lori Lee x68822
  - This section is required for all changes to the budget via budget amendment or administrative order

- **Activity Ledger (AC) - Life to Date Activity Budget**
  - Complete the **Activity Ledger** section <u>in addition to</u> the GL section for changes to the following budgets:
    - Grants
    - Capital and Capital Bond Proceeds
    - STAR
    - TIF
    - HRA
  - Provide accurate **AC account codes**: Activity Group, Activity, Account Category
  - If you need help with AC codes, check the Chart of Accounts crosswalk on the intranet or contact Patty Germain x68807

<u>Budget Reference Tabs</u>

- The <u>Operating Budget Reference</u> and <u>CIB Budget Reference</u> pages (blue tabs) contain guidance on what kind of Mayoral and/or Council action is required for budget changes to the operating and capital budgets. Charter and administrative code citations for various financial resolutions are also provided.

- If you have questions about what is required to accomplish a particular financial action, please contact your budget analyst.

City of Saint Paul Financial Analysis

File ID Number:	RES 25-1614		
Budget Affected:	Operating Budget PED		Special Fund
Total Amount of Transaction:	-		
Funding Source:	Other	Please Specify Funding Source:	STAR
	Appropriation already included in budget?		Yes
Charter Citation:	10.07.4		

Fiscal Analysis

This resolution allocates Neighborhood STAR funds for the following projects, which, after review and recommendation by the Neighborhood STAR board, have been recommended by the Neighborhood STAR Board and Mayor for funding in 2025.

Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

Spending Changes
(Action Accomplished)

	GL Annual Budget					
Company	**Fund-Dept-Cost Center**	**Account**	**Description**	**CURRENT BUDGET**	**CHANGES**	**AMENDED BUDGET**
	star					
1	28551200	73220	STAR NEIGHBORHOOD	-	-	-
				-	-	-
			TOTAL:		-	

Financing Changes
(Action Accomplished)

	GL Annual Budget					
Company	**Fund-Dept-Cost Center**	**Account**	**Description**	**CURRENT BUDGET**	**CHANGES**	**AMENDED BUDGET**
				-	-	-
				-	-	-
			TOTAL:		-	

ACTIVITY LEDGER (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						
Activity Group	**Activity**	**Account Category**	**Activity Description**	**PROJECT WARD**	**CURRENT BUDGET**	**CHANGES**	**AMENDED BUDGET**
S-STAR	5120010000	73220	N STAR UNDESIGNATED		1,589,688.22	(2,300,685.00)	(710,996.78)
S-STAR	5120211215	73220	2025 WEST 7TH/FORT ROAD FEDERATION, INC.	*2*	-	50,000.00	50,000.00
S-STAR	5120211216	73220	2025 VICTORIA BEST STEAK HOUSE, INC.	*1*	-	50,000.00	50,000.00
S-STAR	5120211217	73220	2025 TKP LLC	*2*	-	15,000.00	15,000.00
S-STAR	5120211218	73220	2025 EAST SIDE NEIGHBORHOOD DEVELOPMENT COMPANY	*6*	-	50,000.00	50,000.00
S-STAR	5120211219	73220	2025 MORE	*5*	-	24,000.00	24,000.00
S-STAR	5120211220	73220	2025 52 MARKET & TRADING, INC	*6*	-	80,000.00	80,000.00
S-STAR	5120211221	73220	2025 PAYLESS TIRES NORTH	*6*	-	50,000.00	50,000.00
S-STAR	5120211222	73220	2025 PAYLESS TIRES INC.	*1*	-	50,000.00	50,000.00
S-STAR	5120211223	73220	2025 ST. PAUL & RAMSEY COUNTY DOMESTIC ABUSE INTERVENTION PROJECT	*1*	-	49,938.00	49,938.00
S-STAR	5120211224	73220	2025 HOURCAR	*6*	-	30,000.00	30,000.00
S-STAR	5120211225	73220	2025 SOHN HEE EATERIES, LLC	*3*	-	12,000.00	12,000.00
S-STAR	5120211226	73220	2025 SAINT PAUL PARKS CONSERVANCY	*6*	-	5,000.00	5,000.00
S-STAR	5120211227	73220	2025 EZITEC LLC	*4*	-	50,000.00	50,000.00
S-STAR	5120211228	73220	2025 UNION GOSPEL MISSION ASSOCIATION OF ST PAUL	*2*	-	50,000.00	50,000.00
S-STAR	5120211229	73220	2025 CIBKOOB ASIA FRESH LLC	*6*	-	49,900.00	49,900.00
S-STAR	5120211230	73220	2025 PARK SQUARE THEATRE	*2*	-	28,000.00	28,000.00
S-STAR	5120211231	73220	2025 FROGTOWN FARM	*1*	-	50,000.00	50,000.00
S-STAR	5120211232	73220	2025 SPRINGBOARD FOR THE ARTS	*1*	-	50,000.00	50,000.00
S-STAR	5120211233	73220	2025 PREFERRED CHOICE INSURANCE AGENCY INC	*6*	-	50,000.00	50,000.00
S-STAR	5120211234	73220	2025 FACE TO FACE HEALTH & COUNSELING SERVICE, INC.	*6*	-	40,000.00	40,000.00
S-STAR	5120211235	73220	2025 SHOBI'S TABLE	*1*	-	49,913.00	49,913.00
S-STAR	5120211236	73220	2025 THE RONDO COMMUNITY LAND TRUST	*1*	-	100,000.00	100,000.00
S-STAR	5120211237	73220	2025 TMREIT, LLC	*5*	-	30,000.00	30,000.00
S-STAR	5120211238	73220	2025 GRAND AVENUE BUSINESS ASSOCIATION	*2 AND 3*	-	50,000.00	50,000.00
S-STAR	5120211239	73220	2025 SUNLIGHT SERVICES LLC	*6*	-	45,000.00	45,000.00
S-STAR	5120211240	73220	2025 ROOTS WELLNESS CENTER	*4*	-	20,000.00	20,000.00
S-STAR	5120211241	73220	2025 FAMILY FOODS MARKET	*6*	-	50,000.00	50,000.00
S-STAR	5120211242	73220	2025 WALKER WEST MUSIC ACADEMY	*1*	-	50,000.00	50,000.00
S-STAR	5120211243	73220	2025 HAMERNICK'S FLOORING SOLUTIONS	*5*	-	50,000.00	50,000.00
S-STAR	5120211244	73220	2025 ASHELI THREADING LLC D.B.A BROW JEFA	*3*	-	40,000.00	40,000.00
S-STAR	5120211245	73220	2025 FAR EAST INC	*6*	-	50,000.00	50,000.00
S-STAR	5120211246	73220	2025 COOK ST PAUL, LLC	*6*	-	50,000.00	50,000.00
S-STAR	5120211247	73220	2025 ROLU, LLC	*1*	-	225,000.00	225,000.00
S-STAR	5120211248	73220	2025 TEE PWO MARKET LLC	*6*	-	45,000.00	45,000.00
S-STAR	5120211249	73220	2025 BURL GALLERY	*2*	-	5,000.00	5,000.00
S-STAR	5120211250	73220	2025 NORTH GARDEN THEATER, LLC	*2*	-	30,000.00	30,000.00
S-STAR	5120211251	73220	2025 FRIENDLY GROCERY	*1*	-	25,000.00	25,000.00
S-STAR	5120211252	73220	2025 ST. PAUL AERIE NO. 33 FRATERNAL ORDER OF EAGLES	*7*	-	49,934.00	49,934.00
S-STAR	5120211253	73220	2025 COMUNIDADES LATINAS UNIDAS EN SERVICIO	*7*	-	75,000.00	75,000.00
S-STAR	5120211254	73220	2025 DUE FOCACCERIA	*3*	-	70,000.00	70,000.00
S-STAR	5120211255	73220	2025 CADENZA MUSIC LLC	*4*	-	47,000.00	47,000.00
S-STAR	5120211256	73220	2025 W 7TH ARTS DISTRICT	*2*	-	25,000.00	25,000.00
S-STAR	5120211257	73220	2025 HMONG VILLAGE INC	*6*	-	200,000.00	200,000.00
S-STAR	5120211258	73220	2025 HIGHLIGHT LLC	*5*	-	45,000.00	45,000.00

95	**S-STAR**	5120211259	73220	2025 AFRICAN ECONOMIC DEVELOPMENT SOLUTIONS	*4*	-	40,000.00	40,000.00
96						**1,589,688.22**	**-**	**1,589,688.22**
97								
98								
99					**PROJECT**	**CURRENT**		**AMENDED**
100	**Canceled or Completed Neighborhood STAR Projects**				**WARD**	**BUDGET**	**CHANGES**	**BUDGET**
101	**S-STAR**	5120010000	73220	N STAR UNDESIGNATED		(710,996.78)	719,856.43	8,859.65
102	**S-STAR**	5120211097	73220	22-133 FYI LLC, Exterior Remodel and Updates	6	30,000.00	(5,387.31)	24,612.69
103	**S-STAR**	5120311107	73220	22-122, DWD Group LLC/Billy's on Grand	2	50,000.00	(50,000.00)	-
104	**S-STAR**	5120211107	73220	22-122, DWD Group LLC/Billy's on Grand	2	50,000.00	(50,000.00)	-
105	**S-STAR**	5120211123	73220	23-106, African Development Center	CITYWIDE	210,000.00	(210,000.00)	-
106	**S-STAR**	5120211133	73220	23-156, TB'z Customz Boutique	1	13,797.00	(13,797.00)	-
107	**S-STAR**	5120211148	73220	23-170, Yoni Treats Wellness Center Signage	6	5,000.00	(5,000.00)	-
108	**S-STAR**	5120211161	73220	24-104, Highlight Grocery Store Northend	5	56,550.00	(6,600.00)	49,950.00
109	**S-STAR**	5120211195	73220	24-107, Phi Chay Thai Cuisine of MN	2	26,970.00	(1,971.00)	24,999.00
110	**S-STAR**	5120210982	73220	19-139, Rondo CLT Single Family Housing	1, 2, 4, 5, 6, 7	21,000.00	(21,000.00)	-
111	**S-STAR**	5120211149	73220	23-141, Plant Bar Café	2	50,000.00	(50,000.00)	-
112	**S-STAR**	5120211189	73220	24-211, HeardLove Music	4	42,195.00	(42,195.00)	-
113	**S-STAR**	5120211098	73220	22-137, Herizon One, Inc.	6	50,000.00	(10,954.30)	39,045.70
114	**S-STAR**	5120211119	73220	23-108, Al's Diner	2	48,000.00	(48,000.00)	-
115	**S-STAR**	5120211101	73220	22-160, Rolu LLC, Mi Linda Tierra	1	118,640.00	(118,640.00)	-
116	**S-STAR**	5120211197	73220	24-199, Hey Bear Storefront	4	21,007.02	(21,007.02)	-
117	**S-STAR**	5120211207	73220	24-103, Hmong Cultural Center Capital Improvement	1	41,325.00	(33,325.00)	8,000.00

Operating Budget Changes Procedures Guide

2/14/2014

	In order to:	Resolution, A.O., or Other Documentation Required?	Resolution/AO Action	Charter/Code Citation
1.)	**Recognize additional/unanticipated revenues** (Ex. Outperforming revenues, outside donations, etc.)	Budget Amendment Resolution and Public Hearing	- Mayor certifies that there are available for appropriation total revenues in excess of those estimated in the budget - Amend spending and financing to recognize new revenue in the appropriate company and activity	C.C. 10.07.1
2.)	**Accept a Grant**			
	a.) If no budget has previously been established for the grant	Award Letter and/or Grant Agreement Budget Amendment Resolution and Public Hearing	- Mayor certifies that there are available for appropriation total revenues in excess of those estimated in the budget - Amend spending and financing to recognize the grant in the appropriate company and activity	C.C. 10.07.1 Admin 41.03
	b.) Previously established grant budget	Award Letter and/or Grant Agreement Resolution Accepting the Grant Funds (No public hearing needed)	- Accept the awarded grant funds - Include in the resolution that the grant funds were included in the current year's budget	
3.)	**Transfer Appropriations <u>within Departments</u>:**			
	a.) Within the same Fund/Company	Administrative Order (A.O.)	- Mayor may transfer any unencumbered appropriation balances within a department - Administrative order is prepared to execute the transfer	C.C. 10.07.4
	b.) Between Funds/Companies	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between companies - Amend spending and financing to recognize transfer	C.C. 10.07.4

Operating Budget Changes Procedures Guide

2/14/2014

	In order to:	Resolution, A.O., or Other Documentation Required?	Resolution/AO Action	Charter/Code Citation
4.)	**Transfer Appropriations between Departments**			
	a.) Within the same Fund/Company	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between departments - Amend spending and financing to recognize transfer	C.C. 10.07.4
	b.) Between Funds/Companies	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between departments - Amend spending and financing to recognize transfer	C.C. 10.07.4
5.)	**Allow appropriations to lapse (non-capital improvement dollars)** For Lapse of appropriations - Capital improvements see City Charter 10.09. For guidance on budget change procedures for accomplished or abandoned projects, see the CIB Project and Budget Changes Procedures Guide, numbers 1, 2, and 6.	None	- No action required. -All non-encumbered appropriations will fall to fund balance at the end of the fiscal year. - All encumbered appropriations will be re-appropriated in the following fiscal year's budget for the same purposes	C.C. 10.08
6.)	**Enact Emergency Appropriation**	Emergency is defined as "a sudden or unforeseen situation affecting life, health, property, or the public peace or welfare that requires immediate council action", C.C. 6.06 Emergency Ordinances Budget Amendment Resolution	- Resolution to appropriate emergency funds is adopted by unanimous affirmative vote by the council	C.C. 10.07.2 C.C. 6.06
7.)	**Reduction of Appropriations**	Report by the Mayor of the estimated amount of the deficit Recommendation by the Mayor to the City Council of steps to be taken	- Resolution or other actions deemed necessary by Council to prevent or minimize any deficit	C.C. 10.07.3

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) A.O.s require periodic review by CIB Committee Transfers between departments require a resolution (completed by departments; verified and approved by OFS)	- Reduce amount in appropriate contingency fund - Amend project spending and financing to recognize use of contingency funding	Administrative Code 57.09 (3) a City Charter 10.07.4
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 Mayor recommends via resolution Public hearing	- Reduce amount in appropriate contingency fund ("*unallocated reserve account*") - Amend project spending and financing to recognize use of contingency funding	Administrative Code 57.09 (3) b City Charter 10.07.4

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
5.)	<u>Add a new project</u> OR <u>Expand the scope of an existing 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
	b.) Financing source is contingency	All proposed uses of Contingency funds must first be reviewed by OFS CIB Committee review and recommendation Mayor recommends via resolution Public hearing	- Transfer dollars from contingency to new project - Amend spending and financing to recognize transfer	Administrative Code 57.09 (1) City Charter 10.07.4
6.)	Declare a project abandoned	Council resolution	- Identify project as abandoned -Transfer appropriation for the abandoned project to a separate contingency fund ("*unallocated reserve account*") - 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	

Departments	Affected Budgets	General vs. Special Fund	Funding Source	Already Appropriated?	Company
(Select Department)	(Choose CIB or Operating)	(Choose General, Special or Capital)	(Select Funding Source)	(Yes or No?)	(Choose Company)
Multiple Departments			Transfer of Appropriations	Yes	1
City Attorney's Office	Both Operating and CIB Budgets	General Fund	Grant	No	3
City Council	Operating Budget	Special Fund	Donation		5
Emergency Management	CIB Budget	Capital	Multiple		8
Financial Services		Multiple Funds	Other		9
Fire and Safety Services					
General Government Accounts					
HRA					
Human Resources					
HREEO					
Mayor's Office					
Parks and Recreation					
PED					
Police Department					
Public Health					
Public Library Agency					
Public Works					
RiverCentre					
Safety and Inspections					
Technology and Communications					
Water Department					