

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue

AGENDA
June 13, 2012

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM ___ HARRIS ___ GOSLINE ___
LONG ___ MERCER-TAYLOR ___
FISCHER ___
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES: May 23, 2012
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through 6/6/2012: \$107,943.53
Payroll through 5/29/2012: \$17,732.62
 - 2. City License Renewal
 - 3. Authorization for Submittal of a MN Board of Fire Fighter Training & Education Grant
 - 4. Approval of Fire Relief Association Bylaws Change
 - 5. Appoint Peggy Hall to Environment Commission
- G. POLICY ITEMS:
 - 1. Approval of the Fire Study Consultant
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

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May 23, 2012

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM _X_ HARRIS _X_ GOSLINE _X_
LONG _ab_ MERCER-TAYLOR _ab_
FISCHER _X_
- C. PRESENTATIONS:
 - 1. Commissioner Appreciation Recognition
 - 2. Beyond the Yellow Ribbon Presentation
- D. APPROVAL OF MINUTES: May 9, 2012 Approved
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA: Pam Harris Moved Approval 3-0
 - 1. General Disbursements through 5/16/2012: \$207,092.01
Payroll through 5/15/2012: \$14,739.01
 - 2. Acceptance of 2010 to 2014 Community Forest Bonding Grant
 - 3. Approval of Pay Estimate # 1 on Roof Replacement
- G. POLICY ITEMS: Pam Harris Moved Approval 3-0
 - 1. Ordinance adopting the International Property Maintenance Code
- H. INFORMATION/ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT: 7:55pm



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	June 13, 2012
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through 6/6/2012: \$107,943.53 Payroll through 5/29/2012: \$17,732.62
Budget Impact	
Attachment(s)	General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

ACHET: 00691 Regular Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
LINE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----
GROSS P.O. #
POST DATE BANK CODE -----DESCRIPTION----- DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION
=====

00050 AMERIPRIDE SERVICES

I-1002141190 LINEN CLNG 41.08
5/24/2012 APBNK DUE: 5/24/2012 DISC: 5/24/2012 1099: N
LINEN CLNG 101 4124-82011-000 LINEN CLEANING 41.08
=== VENDOR TOTALS === 41.08

05083 MICHAEL ARCAID

I-201205243449 FIRE INVESTIGATION SCHOOL 649.64
5/24/2012 APBNK DUE: 5/24/2012 DISC: 5/24/2012 1099: N
REIMB: INVESTIGATION SCHOOL 101 4117-81240-000 FIRE INSPECTOR 649.64
=== VENDOR TOTALS === 649.64

00852 BAILEY CONSTRUCTION

I-230 CATCH BASIN REPLACEMENT 1,700.00
5/24/2012 APBNK DUE: 5/24/2012 DISC: 5/24/2012 1099: N
CATCH BASIN REPLACEMENT 602 4602-87000-000 REPAIR EQUIP/CATCH BASIN 1,700.00
=== VENDOR TOTALS === 1,700.00

00089 CASH

I-201205243443 CASH 109.37
5/24/2012 APBNK DUE: 5/24/2012 DISC: 5/24/2012 1099: N
CERTIFIED MAIL 101 4112-70500-000 POSTAGE 8.30
SPRING TOGETHER EVENT 101 4116-89010-000 SPECIAL EVENTS 44.64
BUY LOCAL CONTEST GIFT CARD 101 4116-89010-000 SPECIAL EVENTS 25.00
COMMISSION RECOGNITION 101 4116-89010-000 SPECIAL EVENTS 16.60
2 PITCHERS 101 4116-89010-000 SPECIAL EVENTS 12.83
=== VENDOR TOTALS === 109.37

05021 GONSOSKI, JIM

I-201205243445 REIMB: WEED TRIMMER COMM GARD 213.57
5/24/2012 APBNK DUE: 5/24/2012 DISC: 5/24/2012 1099: N
REIMB: WEED TRIMMER COMM GARDE 203 4203-70100-000 SUPPLIES 213.57
=== VENDOR TOTALS === 213.57

ACCT: 00691 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

LINE NO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01 053340	HAEG, KATHERINE					
1-201205243446		REFUND REC SPORTS FEE	90.00			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		REFUND REC SPORTS FEE		201 34340-000	NON-RESIDENT FEE	90.00
=== VENDOR TOTALS ===			90.00			

01 05154	HEWLETT PACKARD					
1-51193909		COMPUTER EQUIP	1,044.91			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		LAPTOP		424 4424-91000-000	MACHINERY & EQUIPMENT	1,044.91
1-51198053		MONITOR	203.54			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		MONITOR		424 4424-91000-000	MACHINERY & EQUIPMENT	203.54
=== VENDOR TOTALS ===			1,248.45			

01-05450	LEAGUE MN CITIES INS TRST					
1-40257		2012 LIABILITY INS	28,191.00			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		2012 LIABILITY INS		101 4112-88000-000	INSURANCE & BONDS	5,646.00
		2012 LIABILITY INS		101 4124-88000-000	INSURANCE & BONDS	8,208.00
		2012 LIABILITY INS		101 4131-88000-000	INSURANCE & BONDS	2,768.00
		2012 LIABILITY INS		101 4132-88000-000	INSURANCE & BONDS	2,894.00
		2012 LIABILITY INS		101 4141-88000-000	INSURANCE & BONDS	5,675.00
		2012 LIABILITY INS		601 4601-88000-000	INSURANCE & BONDS	2,000.00
		2012 LIABILITY INS		602 4602-88000-000	INSURANCE & BONDS	1,000.00
1-40258		EXTRA LIABILITY INS COVERAGE	2,545.00			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		EXTRA LIABILITY INS COVERAGE		101 4112-88000-000	INSURANCE & BONDS	2,545.00
=== VENDOR TOTALS ===			30,736.00			

01-05555	MEDICS TRAINING					
1-80221		1ST RESPONDER/EMT TRNG	525.00			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		1ST RESPONDER/EMT TRNG		101 4124-86020-000	TRAINING	525.00
=== VENDOR TOTALS ===			525.00			

ACCOUNT: 00691 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

LINE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
05261		MEHNDI MADE MEMORIES				

1	201205243447	SPRING TOGETHER EVENT	100.00			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		SPRING TOGETHER EVENT		101 4116-89010-000	SPECIAL EVENTS	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
05670		METRO PRODUCTS INC				

1	55255	STREET SIGN REPLACEMENT	79.09			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		STREET SIGN REPLACEMENT		101 4132-75100-000	STREET SIGNS	79.09
		=== VENDOR TOTALS ===	79.09			
=====						
05263		NEXTEL COMMUNICATIONS, INC				

1	201205243444	CELL PHONE	141.99			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		CELL PHONE		101 4121-85015-000	CELL PHONE	70.40
		CELL PHONE		101 4131-85015-000	CELL PHONE	12.11
		CELL PHONE		101 4141-85015-000	CELL PHONE	31.57
		CELL PHONE		101 4132-85015-000	CELL PHONE	7.29
		CELL PHONE		601 4601-85015-000	CELL PHONE	20.62
		=== VENDOR TOTALS ===	141.99			
=====						
05973		NORTH SUBURBAN ACCESS CORPORAT				

1	12-295	1ST QTR VIDEO STRM	275.40			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		1ST QTR VIDEO STRM		101 4116-85050-000	CABLE TV	275.40
		=== VENDOR TOTALS ===	275.40			
=====						
05960		NORTHERN SANITARY SUPPLY CO IN				

1	155210	7 NEW TRASH CONTAINERS	289.55			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		7 NEW TRASH CONTAINERS		101 4141-70100-000	SUPPLIES	289.55
		=== VENDOR TOTALS ===	289.55			

PACKET: 00691 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

1-00024 ON SITE SANITATION

1-A-456402		PORTABLE TOILET	456.53			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		PORTABLE TOILET		601 4601-85080-000	PORTABLE TOILET PARKS	238.37
		PORTABLE TOILET		601 4601-85080-000	PORTABLE TOILET PARKS	220.16
=== VENDOR TOTALS ===			456.53			

01 06115 TIMOTHY PITTMAN

1-201205243448		REIMBURSEMENT	96.96			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		MILEAGE TO LGE WMN VOTERS		101 4112-86010-000	MILEAGE & PARKING	32.32
		MILEAGE: PARK CHECKS		101 4141-86101-000	MILEAGE	64.64
=== VENDOR TOTALS ===			96.96			

01-00935 ST PAUL REGIONAL WATER SERVICE

1-201205243450		H2O AND SS	275.49			
5/24/2012	APBNK	DUE: 5/24/2012 DISC: 5/24/2012		1099: N		
		H2O		101 4131-85040-000	WATER	17.13
		SS		101 4131-85070-000	SEWER	8.93
		H2O		101 4141-85040-000	WATER	139.89
		SS		101 4141-85070-000	SEWER	109.64
=== VENDOR TOTALS ===			275.49			
=== PACKET TOTALS ===			37,030.12			

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-00960			FEISSWENGER'S				
1-201205303462	5/30/2012	APBHK	LAWN EDGER DUE: 5/30/2012 DISC: 5/30/2012 LAWN EDGER	553.94	1099: N 403 4403-91000-000	MACHINERY & EQUIPMENT	553.94
*** VENDOR TOTALS ***				553.94			
01-05422			BF				
1-201205303454	5/30/2012	APBHK	FUEL DUE: 5/30/2012 DISC: 5/30/2012 FUEL	711.14	1099: N 101 4152-74000-900	MOTOR FUEL & LUBRICANTS	711.14
*** VENDOR TOTALS ***				711.14			
01-01045			BREDAHL PLUMBING INC				
1-5337992	5/30/2012	APBHK	RPC VALVE TESTING DUE: 5/30/2012 DISC: 5/30/2012 RPC VALVE TESTING	325.00	1099: N 101 4141-87120-000	FACILITIES & GROUNDS MAINT	325.00
*** VENDOR TOTALS ***				325.00			
01-05424			CITY OF EDINA				
1-201205303459	5/30/2012	APBHK	REC SPORTS COACHING WORKSHOP DUE: 5/30/2012 DISC: 5/30/2012 REC SPORTS COACHING WORKSHOP	45.00	1099: N 201 4101-86100-000	CONFERENCES/EDUCATION	45.00
*** VENDOR TOTALS ***				45.00			
01-00937			CITY OF ROSEVILLE				
1-0216078	5/30/2012	APBHK	CUSTOMER SVC TRNG DUE: 5/30/2012 DISC: 5/30/2012 CUSTOMER SVC TRNG	35.00	1099: N 201 4101-86100-000	CONFERENCES/EDUCATION	35.00
*** VENDOR TOTALS ***				35.00			
01-05166			GRAINGER, W. W., INC.				
1-6197213398	5/30/2012	APBHK	PARKS SUPPLIES DUE: 5/30/2012 DISC: 5/30/2012 LINER 36X58 LEATHER GLOVE LEATHER GLOVE TREATMENT SALES TAX	201.74	1099: N 101 4141-70100-000 101 4141-70100-000 101 4141-70100-000 101 1143-70100-000	SUPPLIES SUPPLIES SUPPLIES SUPPLIES	113.68 63.40 11.24 13.42
*** VENDOR TOTALS ***				201.74			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-05243		HINRICH, RICH				
1-201205303453		SUPPLIES - FOOD	17.79			
5/30/2012	APBNK	DUE: 5/30/2012 DISC: 5/30/2012		1099: N		
		SUPPLIES - FOOD		101 4124-70100-000	SUPPLIES	17.79
=== VENDOR TOTALS ===			17.79			
01-03255		KEEPS, INC.				
1-189504		FIRE CLOTHING - BELT	21.99			
5/30/2012	APBNK	DUE: 5/30/2012 DISC: 5/30/2012		1099: N		
		FIRE CLOTHING - BELT		101 4124-77000-000	CLOTHING	21.99
=== VENDOR TOTALS ===			21.99			
01-05664		METRO FIRE				
1-201205103456		EQUIP MAINT	1,470.00			
5/30/2012	APBNK	DUE: 5/30/2012 DISC: 5/30/2012		1099: N		
		SCEA FLOW TESTS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	1,235.00
		FACEPIECE FLOW TESTS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	160.00
		SVC WORK		101 4124-87029-000	REPAIR OTHER EQUIPMENT	75.00
=== VENDOR TOTALS ===			1,470.00			
01-05670		METRO PRODUCTS INC				
1-201205303461		STREET SIGNS	79.09			
5/30/2012	APBNK	DUE: 5/30/2012 DISC: 5/30/2012		1099: N		
		STREET SIGN SUPPLIES		101 4124-70120-000	SUPPLIES	79.09
=== VENDOR TOTALS ===			79.09			
01-05843		MN NCPERS LIFE INSURANCE				
1-201205303457		MN NCPERS LIFE INSURANCE	32.00			
5/30/2012	APBNK	DUE: 5/30/2012 DISC: 5/30/2012		1099: N		
		MAY MN NCPERS LIFE INSURANCE		101 21709-000	OTHER PAYABLE	31.00
		MAY MN NCPERS LIFE INSURANCE		205 21709-000	OTHER PAYABLE	0.00
=== VENDOR TOTALS ===			32.00			

-----ID-----			GROSS	P.C. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-06115	TIMOTHY PITTMAN					
I-201205303458		MILEAGE REIMS	179.28			
5/30/2012	APBNK	DUE: 5/30/2012 DISC: 5/30/2012		1099: N		
		MILEAGE REIMP PARK RENTALS		101 4141-86101-000	MILEAGE	94.94
		MILEAGE REIMP COMMISSION EVENT		101 4141-86101-000	MILEAGE	32.32
		MILEAGE REIMP CHECK CURTASS		101 4141-86101-000	MILEAGE	32.32
		=== VENDOR TOTALS ===	179.28			
01-06165	RAMSEY COUNTY					
I-EMCON-001895		FLEET SUPPORT - MAY	56.16			
5/30/2012	APBNK	DUE: 5/30/2012 DISC: 5/30/2012		1099: N		
		FLEET SUPPORT - MAY		101 4124-86800-000	RADIO BESS/FLEET SUPPORT	56.16
		=== VENDOR TOTALS ===	56.16			
01-06184	RAMSEY COUNTY - 911 DISPATCH					
I-EMCON-001890		911 DISPATCH MAY	2,155.92			
5/30/2012	APBNK	DUE: 5/30/2012 DISC: 5/30/2012		1099: N		
		911 DISPATCH MAY		101 4127-81200-000	911 DISPATCH FEES	2,155.92
		=== VENDOR TOTALS ===	2,155.92			
01-07128	ST CROIX TREE SERVICE					
I-201205303460		TREE TRIMMING SVC	203.06			
5/30/2012	APBNK	DUE: 5/30/2012 DISC: 5/30/2012		1099: N		
		TREE TRIMMING SVC		419 1419-84000-000	TREE TRIMMING	203.06
		=== VENDOR TOTALS ===	203.06			
01-05870	XCEL ENERGY					
I-201205303463		ELECTRICITY	42.26			
5/30/2012	APBNK	DUE: 5/30/2012 DISC: 5/30/2012		1099: N		
		ELECT - PROTECTIVE LIGHT		101 4141-85020-000	ELECTRIC/GAS	27.19
		ELECT - SIREN		101 4171-84070-000	ELECTRIC	15.07
		=== VENDOR TOTALS ===	42.26			

07/30/2012 2:54 PM
 PACKET: 00694 Regular Payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Upon Item Register

PAGE: 4

ID	ICRI DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-00412		XIAOHUI CHENG					
1-201205303452	5/30/2012	AFBHE	REC FEE REFUND DUE: 5/30/2012 DISC: 5/30/2012 REC FEE REFUND	20.00	1029: N 201 34316-000	RECREATION FEES	20.00
			=== VENDOR TOTALS ===	20.00			
			=== PACKET TOTALS ===	6,409.37			

Regular Packet Total	<u>6409.37</u>
Federal Withholding	5664.52
State Withholding	986.89
PERA	2783.72
ICMA	1525
Direct Payables	<u>10960.13</u>
Grand Total	<u><u>17369.5</u></u>

AMOUNT: 00696 JUNE 6TH PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

LINE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-00088		ANDERSON, JESSICA					

6/201206043466		REIMB: MCMA CONF & TENNIS EX	358.92				
6/04/2012	APBNK	DUE: 6/04/2012 DISC: 6/04/2012		1099: N			
		REIMB: MCMA CONF EXP & MILEAGE		101 4112-86100-000	CONFERENCES/EDUCATION/AS		330.80
		REIMB: TENNIS TOURNAMENT EXP		101 4116-89010-000	SPECIAL EVENTS		28.12
		=== VENDOR TOTALS ===	358.92				
=====							
01-03123		CINTAS CORPORATION #470					

6/470829036		TOWELS AND TOILET TISSUE	152.26				
5/31/2012	APBNK	DUE: 5/31/2012 DISC: 5/31/2012		1099: N			
		TOWELS AND TOILET TISSUE		101 4131-70110-000	SUPPLIES		76.00
		TOWELS AND TOILET TISSUE		101 4141-70100-000	SUPPLIES		76.26
		=== VENDOR TOTALS ===	152.26				
=====							
01-03122		CITY OF ST PAUL					

6-123120		FUEL	112.79				
6/04/2012	APBNK	DUE: 6/04/2012 DISC: 6/04/2012		1099: N			
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS		112.79
		=== VENDOR TOTALS ===	112.79				
=====							
01-04027		EMERGENCY APPARATUS MAINT					

6-61273		753 CREW CAB TRIM REPAIR	468.12				
5/31/2012	APBNK	DUE: 5/31/2012 DISC: 5/31/2012		1099: N			
		753 CREW CAB TRIM REPAIR		101 4124-87029-000	REPAIR OTHER EQUIPMENT		468.12
		=== VENDOR TOTALS ===	468.12				
=====							
01-05171		FRA DOR INC					

6-120535		BLACK DIRT	57.85				
6/05/2012	APBNK	DUE: 6/05/2012 DISC: 6/05/2012		1099: N			
		BLACK DIRT		101 4141-70100-000	SUPPLIES		57.85
		=== VENDOR TOTALS ===	57.85				
=====							
01-05153		HOME DEPOT CRC/GECP					

6-201206053468		IMPACT WRENCH SET/GARDEN SUPP	629.94				
6/05/2012	APBNK	DUE: 6/05/2012 DISC: 6/05/2012		1099: N			
		IMPACT WRENCH SET		101 4132-70120-000	SUPPLIES		192.92
		GARDEN TOOLS/TARP/HOSE PARTS/T		203 4203-70100-000	SUPPLIES		437.02
		=== VENDOR TOTALS ===	629.94				

AMPT: 00696 JUNE 6TH PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DIR TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====						
06058	JOSH JORDAN					
1-201206043465		TAE KWON DO INSTRUCTOR	820.80			
6/04/2012	APBNK	DUE: 6/04/2012 DISC: 6/04/2012		1099: Y		
		TAE KWON DO INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	820.80
		=== VENDOR TOTALS ===	820.80			
=====						
06766	MN RECREATION/PARK ASSOC.					
1-201206043466		SUMMER LEADERSHIP WORKSHOP	150.00			
6/04/2012	APBNK	DUE: 6/04/2012 DISC: 6/04/2012		1099: N		
		SUMMER LEADERSHIP WORKSHOP		201 4201-86100-000	CONFERENCES/EDUCATION	150.00
		=== VENDOR TOTALS ===	150.00			
=====						
07263	NEXTEL COMMUNICATIONS, INC					
1-201206053467		NEXTEL COMMUNICATIONS, INC	90.91			
6/05/2012	APBNK	DUE: 6/05/2012 DISC: 6/05/2012		1099: N		
		NEXTEL COMMUNICATIONS, INC		101 4124-85015-000	CELL PHONE	90.91
		=== VENDOR TOTALS ===	90.91			
=====						
08054	ON SITE SANITATION					
1-201206053468		PORTABLE TOILET	74.85			
5/31/2012	APBNK	DUE: 5/31/2012 DISC: 5/31/2012		1099: N		
		PORTABLE TOILET		601 4601-85080-000	PORTABLE TOILET PARKS	74.85
1-201206053469		PORTABLE TOILET PARKS	59.85			
5/31/2012	APBNK	DUE: 5/31/2012 DISC: 5/31/2012		1099: N		
		PORTABLE TOILET PARKS		601 4601-85080-000	PORTABLE TOILET PARKS	59.85
		=== VENDOR TOTALS ===	134.70			
=====						
08059	APRIL OSS					
1-201205313464		YOGA INSTRUCTOR	355.20			
5/31/2012	APBNK	DUE: 5/31/2012 DISC: 5/31/2012		1099: Y		
		YOGA INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	355.20
		=== VENDOR TOTALS ===	355.20			

ACCT: 00696 JUNE 6TH PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====						
06/02/12		CITY OF ST ANTHONY				

06/03/12		JUNE POLICE SVCS	49,672.42			
5/31/2012	APBNK	DUE: 5/31/2012 DISC: 5/31/2012		1099: N		
		JUNE POLICE SVCS		101 4122-81000-000	POLICE SERVICES	49,672.42
		=== VENDOR TOTALS ===	49,672.42			
=====						
06/04/12		ZARNOTH BRUSH WORKS				

06/05/12	IN	BRUSHES FOR SWEEPER	540.00			
5/05/2012	APBNK	DUE: 6/05/2012 DISC: 6/05/2012		1099: N		
		BRUSHES FOR SWEEPER		602 4502-83025-000	SWEEPER PARTS/SUPPLIES	540.00
		=== VENDOR TOTALS ===	540.00			
		=== PACKET TOTALS ===	53,543.91			

EMP #	NAME	AMOUNT
01-0018	PETER C LINDSTROM	317.84
01-0016	PAMELA M HARRIS	283.05
01-0019	KEITH F GOSLINE	293.05
01-1004	BART J FISCHER	2,408.86
01-1010	MICHELLE C TESSER	1,060.94
01-1012	JESSICA A ANDERSON	1,071.45
01-1136	ROLAND O OLSON	1,551.97
01-2154	MAUREEN A ANDERSON	128.64
01-1038	DEBORAH K JONES	1,674.53
01-0086	RICHARD H HINRICHS	254.79
01-0095	MICHAEL J POESCHL	100.96
01-0105	ANTON M FEHRENBACH	99.29
01-1030	TIMOTHY J PITTMAN	1,815.12
01-1033	DAVE TRETSMEN	1,477.37
01-1143	COLIN B CALLAHAN	1,066.27
01-2197	LAURA A CHANDLER	77.98

TOTAL PRINTED: 16 13,671.11

5-29-2012 9:54 AM

PAYROLL CHECK REGISTER

PAYROLL NO: 01 City of Falcon Heights

PAGE: 1

PAYROLL DATE: 5/29/2012

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0017	MERCER-TAYLOR, ELIZABETH	R	5/29/2012	280.60	079235
0018	LONG, CHARLES E	R	5/29/2012	283.05	079236
0019	DIEGHAU, PAUL	R	5/29/2012	572.85	079237
0034	KURHAJETZ, CLEMENT	R	5/29/2012	367.30	079238
0097	GAFFNEY, PATRICK	R	5/29/2012	100.96	079239
2172	ARCAND, MICHAEL W	R	5/29/2012	396.81	079240
1034	PITTMAN, GERALD J	R	5/29/2012	853.56	079241
1036	IVERSON, ERIC K	R	5/29/2012	847.94	079242
2186	DAVITT, ALLIESON H	R	5/29/2012	358.44	079243

5-29-2012 9:54 AM

PAYROLL CHECK REGISTER

PAYROLL NO: 01 City of Falcon Heights

PAGE: 2

PAYROLL DATE: 5/29/2012

*** REGISTER TOTALS ***

REGULAR CHECKS:	9	4,061.51
DIRECT DEPOSIT REGULAR CHECKS:	16	13,671.11
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	25	17,732.62

*** NO ERRORS FOUND ***

** END OF REPORT **



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	June 13, 2012
Agenda Item	Consent F2
Attachment	N/A
Submitted By	Bart Fischer, City Administrator

Item	City License Applications
Description	<p>The following individuals have applied for a <u>Tree Trimming License</u> for 2012. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Twin City Tree Service 2. Majestic Tree Care
Budget Impact	
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the 2012 City License Applications



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	June 13, 2012
Agenda Item	Consent F3
Attachment	N/A
Submitted By	Bart Fischer, City Administrator Clem Kurhajetz, Fire Chief

Item	Authorization to submit for a MN Board of Fire Fighter Training & Education Grant
Description	Over the past few years, the Fire Chief has applied for and received grants from the MN Board of Fire Fighters for training and education dollars. These grant dollars assist with the costs for the ongoing training of Fire Department personnel. Once again this year, the Fire Chief is looking to apply for \$3,500 in grant dollars.
Budget Impact	These grant dollars will continue to help with the ongoing costs of training Fire Department personnel.
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council authorize the Fire chief to apply for a MN Board of Fire Fighter Training & Education Grant in the amount of \$3,500 and authorizes the Mayor, City Administrator and/or Fire Chief to execute any related documents or grant agreements on behalf of the City and Fire Department.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	June 13, 2012
Agenda Item	Consent F4
Attachment	Page 10, Section 4.2 of the "Bylaws of Falcon Heights Fire Department Relief Association"
Submitted By	Bart Fischer, City Administrator

Item	Approval of the changes to the "Bylaws of Falcon Heights Fire Department Relief Association"
Description	Annually, the Fire Department Relief Association looks at its Bylaws to see if there are any changes that need to be made and then submits any changes to the City Council for approval. For 2012, the Association only has one recommended change on page 10, section 4.2. This change puts the regular business meeting on the first Tuesday of the first month of every quarter instead of the first Tuesday of every month.
Budget Impact	N/A
Attachment(s)	Page 10, Section 4.2 of the "Bylaws of Falcon Heights Fire Department Relief Association"
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the changes to the "Bylaws of Falcon Heights Fire Department Relief Association" as shown in the attached copy.

Article IV – Meetings and Elections of Officers

Section 4.1. Annual Meeting of the Members. The annual meeting of the Association, for election of Association officers and two (2) Board Trustees shall be held on the first Tuesday in January each year. Written notice of the annual meeting shall be given to all members at least 7 days in advance. The place of the meeting shall be designated and may be changed from time to time by the Board of Trustees.

Section 4.2. Regular Membership Meetings. ~~The regular business meeting shall be held on the first Tuesday of the first month of each quarter. The regular monthly meeting shall be held on the first Tuesday of every other month.~~

Section 4.3. Special meetings. Special meetings may be called by the President and Secretary in cases of emergency. Notice of all special meetings shall be given to all members and the object of the meeting stated in such notice.

Section 4.4. Order of Business. At meetings, the order of business of the Association shall be:

1. Call to order
2. Reading of minutes
3. Report of the Treasurer
4. Unfinished business
5. New Business
6. Proposed Memberships
7. Reports of Special Committees
8. Reading of Reports and Minutes of Board of Trustees
9. Election of officers or trustees (annual meeting)

Section 4.5 . Quorum at Membership Meetings. A majority of all active members in good standing of the Association constitute quorums of the transaction of business at annual, regular, and special meetings.

Section 4.6. Quorum at Board of Trustee Meetings. A majority of members of the Board of Trustees shall constitute a quorum for the transaction of business at meetings.

Section 4.7. Location of Board Meetings. A meeting of the Board of Trustees shall be held at the registered office of the Association in the City of Falcon Heights unless noticed of another place within the state as designated by the Board.

Section 4.8. Notice. Subject to waiver, a notice of every meeting shall be sent or delivered by the Secretary to each trustee including ex-officio trustees, at least five (5), but not more than thirty (30) days, before the meeting, excluding the date of the meeting. Such notice shall set forth the date, time, place, and in case of a special meeting, the purpose.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	June 13, 2012
Agenda Item	Consent F5
Attachment	Commission Application
Submitted By	Mayor Peter Lindstrom

Item	Appointment of Peggy Hall to the Environment Commission.
Description	Due to a recent opening, applications were sought for the Environment Commission. I recommend that Peggy Hall be named to a three year term. This is the 9 th and final opening on the Environment Commission.
Budget Impact	N/A
Attachment(s)	Peggy Hall Application
Action(s) Requested	The appointment of Peggy Hall to a three year term (2012-2014) on the Falcon Heights Environment Commission.

CITY OF FALCON HEIGHTS
COMMISSION APPLICATION

DATE: May 15, 2012

NAME: Peggy Hall

ADDRESS: _____

PHONE: (H) _____ (W) _____

EMAIL ADDRESS: _____

HOW LONG AT ABOVE ADDRESS? 32 years

IN WHAT CAPACITY DO YOU WISH TO SERVE? I would like to
serve on the Environment Commission.

REASON YOU WISH TO SERVE ON ABOVE: Having lived in Falcon Heights for
many years, I appreciate what a wonderful community it
is. One of my major concerns is our Earth and how we
must care for it. I think this care starts individually
and locally.

PRIOR PUBLIC (OR RELATED) SERVICE: Falcon Heights Human Rights
Commission member, 2004-2010.

OTHER RELEVANT BACKGROUND (OR COMMENTS): I have been a law librarian
for many years, primarily at the Hennepin County Law
Library and more recently at the University of Minnesota
Law School Library. I have been active - and am still a
member - in the Minnesota Association of Law Libraries.
I am now retired.



The City That Soars!


REQUEST FOR COUNCIL ACTION

Meeting Date	June 13, 2012
Agenda Item	Policy G1
Attachment	Proposal from Springsted, Inc.
Submitted By	Bart Fischer, City Administrator

Item	Approval of the Fire Study Consultant.
Description	<p>Recently, a committee consisting of Fire Chief Clem Kurhajetz, resident and former State Fire Marshall Tom Brace, and City Administrator Bart Fischer met to discuss and provide a recommendation on the 6 proposals submitted by various firms desiring to conduct the fire study for Falcon Heights.</p> <p>After reviewing the proposals both individually and collectively as a group, the members listed above, mutually decided on two finalists. Though all of the firms could have done an adequate job, the two finalists stood out as being the strongest, locally based firms that could provide the best service for the cost proposed. Both of these firms were in the committee's top 2-3 choices after the individual reviews and before the collective group review.</p> <p>Upon checking the references provided by both firms, it became apparent that Springsted, Inc. was the logical choice to conduct the fire study/analysis for the City of Falcon Heights.</p> <p>All proposals are available for review at the Falcon Heights City Hall.</p>
Budget Impact	\$10,000 was budgeted for the study and Springsted's proposal indicates they will be able to provide the study at that cost.
Attachment(s)	Proposal from Springsted, Inc.
Action(s) Requested	Staff recommends that City Council approve Springsted, Inc. as the consultant for the Fire Department Study and authorize the Mayor and City Administrator to sign and enter into an agreement(s) with Springsted to conduct the required services/study.

Public Sector Advisors

Experience Intuition Accomplishment.

 Springsted

Springsted

Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2087

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

LETTER OF TRANSMITTAL

April 20, 2012

Mr. Bart Fischer, City Administrator
City of Falcon Heights
2077 W. Larpenteur Avenue
Falcon Heights, Minnesota 55113

Re: Request for Proposal to Provide an Operational Analysis of Fire Services

Dear Mr. Fischer:

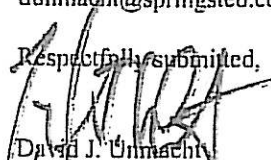
On behalf of the Springsted team we are pleased to submit our proposal to provide an operational analysis of the Fire Services for the City of Falcon Heights. We have carefully studied the Request for Proposal and confidently believe we can partner with you to successfully accomplish all your objectives.

The Springsted Team consists of a combination of experienced professionals in the fields you are seeking with proficient skills to meet and exceed your study expectations. They include the following: *fire services, staffing and equipment* to analyze present needs and plan for the future; *compensation and culture* to determine the strengths and areas of need and future development; *financial analysis* to ensure that the investment of resources is optimally utilized; and *facilitation* to engage the department, City leaders and stakeholders in helping to shape the future of the fire service. Our team works seamlessly within our specialty areas, and our coordination results in practical and realistic ideas and recommendations.

We understand the intent of the study is to conduct an operational analysis and provide a foundation for future planning and decision-making. Be assured we will partner with you and your colleagues to provide a comprehensive analysis that will provide you the ability to confidently move forward with delivering fire services within the Falcon Heights community.

Thank you very much for the opportunity to submit our proposal. We are available to meet with you to answer any questions and review our process and work plan. Feel free to contact me at 651-223-3047 or dunmachf@springsted.com.

Respectfully submitted,


David J. Unmacht
Springsted Incorporated

kmd

ORIGINAL

Public Sector Advisors

City of Falcon Heights, Minnesota
Proposal to Provide
an Operational Analysis of Fire Services

Background, experience, and reference list of similar studies

Project Manager
David Unmacht
Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, Minnesota 55101
651-223-3047
dunmacht@springsted.com

Consultant
Sharon Klumpp
Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, Minnesota 55101
651-223-3053
sklumpp@springsted.com

Subcontractor
Patrick Simpson
Tri-Data—Systems Planning Corporation
3601 Wilson Blvd.
Arlington, Virginia 22201
703-351-8335
plsimpson@sysplan.com

For more information on each firm, please go to: www.springsted.com and www.sysplan.com

Assignments and Resumes of Key Project Personnel

The team consists of three primary consultants. The two full-time Springsted staff members assigned to this study are conveniently located less than 20 minutes outside of the City. This will ensure greater accessibility to their knowledge and expertise, and will promote an incomparable ease in communication and scheduling flexibility. Summary biographies of all team members are included below. Additional detailed information on each is available upon request. The project will be coordinated and managed by David Unmacht. He will be responsible for all aspects of the process, work product, and communication with the City. Mr. Unmacht will ensure that the team works in tandem and accomplishes all of the tasks on time and on budget. Mr. Unmacht will focus on the compensation, collaborative conversations, culture and stakeholder input. Ms. Klumpp will support and provide insight on the financial work and overall findings. Mr. Simpson is the fire service expert and will provide primary leadership on all of the fire specifics within the RFP.

Each of the three primary team members is supported by staff within their respective firm. The support personnel will be involved in the project to assist in providing data analysis, logistics and general administrative responsibilities.

David J. "Dave" Unmacht
Project Manager



Mr. Unmacht is Director of Springsted's Organizational Management/ Human Resources group. He is a long time local government professional who brings a passion and commitment to excellence in his service and relationships. Mr. Unmacht brings more 15 years of county administration experience, having worked for Scott and Dakota counties, Minnesota. He has also worked as City Manager in Prior Lake and City Administrator in Belle Plaine, Minnesota. Mr. Unmacht's professional career has been

Springsted

leading communities through change and challenging experiences. He has a master's in Public Administration from Drake University and a bachelor's degree in Business Administration and Political Science from Wartburg College. Mr. Unmacht is also a Credentialed Manager with the International City/County Management Association (ICMA) and a community faculty member with Metropolitan State University in St. Paul, Minnesota. He taught a course in the summer of 2011 on *leading and managing organizational change in the public and non-profit sectors*.

Mr. Unmacht's work with fire departments includes the time when he was city administrator and city manager, and then through multi-level experiences throughout his county career. He is thoroughly knowledgeable about fire service practices in Minnesota and fire department intergovernmental collaborations with municipalities. His consulting work includes facilitation, goal setting, strategic planning, organizational assessments, local government collaborative, and activities that enhance and improve the efficiency and effectiveness of local governments.

Patrick Simpson

Fire Services Consultant



Patrick Simpson has over 32 years of combination, and career fire department experience, including 20 years as a Chief Executive Fire Officer. Chief Simpson has much knowledge of fire ground operations, emergency medical services, hazardous materials, technical rescue, code enforcement, fire investigation, community fire defense planning, personnel management, budgeting, and public relations. During his career he has published many articles on the fire service. Chief Simpson has taught fire science technology at a college level and chaired the fire science department of Dodge City/Community College for eight years. Chief Simpson is the Past President of Muskegon, Michigan Area Fire Chiefs Association and Kansas Fire Chiefs Association. His department in Kansas was a recipient of the International Award for Fire Service Excellence as presented by the IAFC. Chief Simpson also served as a governor's appointee on the Nebraska State Board of EMS.

Chief Simpson has a Master of Arts degree in Public Administration, with emphasis on municipal administration. In 1989, he graduated the National Fire Academy's Executive Fire Officer Program. He has been a program manager for 21 fire department studies including Deerfield Beach, FL; Muskego, WI; Upper Providence Township, PA; Pike Township, IN; Aurora, IL; Elgin, IL; Ocean City, NJ; Frederick County, MD; Rockbridge County, VA. He recently completed studies for Nassau County, FL and Charleston, WV.

Sharon Klumpp

Consultant



Ms. Sharon Klumpp specializes in organizational and management consulting for public agencies. She also assists governing bodies and senior-level managers in the development, execution and evaluation of strategic plans. Ms. Klumpp has extensive government experience, having served as an Executive Director of the Metropolitan Council -- the seven-county regional planning agency for the Twin Cities metropolitan area of Minnesota, as the Associate Executive Director for the League of Minnesota Cities, as a City Administrator and as an Assistant City Manager. She holds a bachelor's degree in political science and a master's in public administration.

Project Examples of Similar Projects

1. City of Eugene and Springfield, Oregon – Fire Department Merger (2010 and 2011)

The two cities contracted with Karen Ray and Associates of Hugo, Minnesota to facilitate a process to support the merger of the two Fire Departments. Ms. Ray subcontracted with Mr. Unmacht for his strategic planning, municipal government and fire department knowledge. Ms. Ray and Mr. Unmacht were on site for a series of meetings and facilitation sessions in 2010 and 2011. We worked directly with representatives of both city administrations, and top fire officials, including union leadership.

Ms. Karen Ray
Karen Ray Associates
4541 Victor Path, Suite 8
Hugo, Minnesota 55038
612-377-2128
karenray@visi.com

2. City of Minnetonka, Minnesota – Public Safety Management and Operations Study (2010)

The City of Minnetonka contracted with Mr. Unmacht and Mr. Simpson to prepare a public safety management and operations study. Based on the foundation with the City's comprehensive plan the team evaluated facility locations, public safety strategies, future public safety services and environmental conditions that will impact the City's ability to delivery public safety services over the next decade. The study included a major focus on the fire department including a station location analysis as well as a review of the present staffing model.

Mr. Joseph Wallin
Fire Chief
City of Minnetonka
14600 Minnetonka Boulevard
Minnetonka, Minnesota 55345
651-939-8598
jwallin@eminnetonka.com

3. City of Inver Grove Heights, Minnesota – Station Location Analysis (2011)

The City of Inver Grove Heights contracted with Mr. Simpson to prepare a station location analysis. A Risk and Demand Analysis was provided that determined current response times and identified areas of specific fire and rescue service need in the community. From this work we were able to identify locations within the City to locate a third fire station that will provide a balanced response pattern to all parts of the city. This work included consideration of current and future growth patterns, residential locations of current staff and fire fighters as well as potential future recruitment areas in order to assure adequate and long-term response to the new station and to the City.

Ms. Judy Thill
Fire Chief
8150 Barbara Avenue
Inver Grove Heights, Minnesota 55077
651-450-2495
jthill@invergroveheights.org

4. Roseville, Minnesota – Station Location, Apparatus, and Staffing Analysis (2008)

The City of Roseville contracted with Mr. Simpson to conduct an analysis and prepare recommendations for the number and location of the city's fire stations as well as recommendations for the appropriate level of on-duty staffing to meet service demands. Central to the study was an analysis to determine how the city's fire and emergency medical services should be deployed to best accommodate service demands.

Mr. Tim O'Neal
Fire Chief
Roseville Fire Department
2660 Civic Center Drive
Roseville, Minnesota 55113
651-775-3560
timoneal@ci.roseville.mn.us

5. Shakopee Mdewakanton Sioux Community, Minnesota – Management and Operations Assessment (2011)

The Mdewakanton Emergency Services protect all of the assets of the tribe. In addition to the full-time residents, the MES also protects a major casino operation, thus the population increases significantly, especially during weekends. The MES has one station and is operating multiple response vehicles from the facility. The purpose of this study was to analyze the performance of the MES's management structure and operation. Particularly important was a detailed analyses of the MES's ability to provide effective services including management, operations, training, and support services.

Mr. Bill Rudnicki
Business Manager
Shakopee Mdewakanton Sioux Community
2330 Sioux Trail, NW
Prior Lake, Minnesota 55372
952-445-8900
bill.rudnicki@shakopeedakota.org

Although not part of the SMSC fire study, Mr. Unmacht worked closely with Mr. Rudnicki for many years as the County Administrator in Scott County. Mr. Rudnicki can provide a supporting reference for him as a project manager.

6. City of New Berlin, Wisconsin – PSAP Organizational Study (2011)

The City of New Berlin contracted with Springsted to conduct a study of the dispatch services and to determine if the City should retain and enhance its current dispatch or join with Waukesha County. The City's dispatch provided service for both police and fire. Along with a financial analysis, the assessment included a review of the equipment, facilities, staffing, technology, capacity and cultures. Mr. Unmacht was the project manager for the study. The Fire Chief was involved in the study; however the Police Chief was the point of contact for references purposes.

Mr. Joe Rieder
Police Chief
City of New Berlin
16300 W. National Avenue
New Berlin, Wisconsin 53151
262-780-8101
rieder@nbpolice.org

7. Town of Buchanan, Wisconsin – Organizational Study and Fire Services Assessment (2009)
The Town of Buchanan contracted with Ms. Klumpp to conduct an organizational study, which included a compensation study and an assessment of fire services. The study recommended changes to the department structure and addressed fire inspections.

Ms. Angela Gornall
Town Administrator
Buchanan Town Hall
N178 County Road N
Appleton, Wisconsin 54915
920-734-8599
administrator@townofbuchanan.org

Proposed methods and approaches in conducting this study

The consulting team will be responsible for meeting and exceeding all requirements within the RFP. We have reviewed in detail the ten (10) General Scope of Services within the RFP and have no questions related to them. We will maintain open communication and will create strong partnerships with the City and Fire Department.

The Springsted team will bring an unsurpassed commitment to quality; in fact one of our distinctive qualities is the commitment we have to ensure the success of the study. To that end, our experience and project approach takes into consideration two key variables: *process credibility* and *outcome credibility*. Process credibility is the realization to all involved, in particular the elected officials and staff, that the methodology used is credible, reasonable and fair to all concerned. In addition, the information and communication must be transparent, honest and timely. Outcome credibility is the realization that the information and data used to develop the findings and recommendations is comprehensive, complete and applied consistently and appropriately without bias or preference to any particular person, persons or individual agenda. If these two objectives are realized, the recommendations, outcomes and future implementation plans are on a strong foundation. This distinction is unique in our business and is a contributing factor to the benefits and strengths of the Springsted team.

The key to our organizational approach is our project manager, (Mr. Unmacht) who has the single-point of responsibility and accountability. Project managers have the responsibility of planning, executing, and delivering all products and services requested in accordance with contract terms. As part of management responsibilities, the project manager oversees all work under the contract, provides input on every aspect of the project, and coordinates the various study areas. The project manager meets and interacts with representatives of the City on a regular basis to discuss the project schedule and status of work and related issues.

The overall approach Springsted will use for this study has proven to be successful in working on many similar projects and comparable studies. It is comprehensive, yet keeps within budget by its efficiency. The details of the approach are tailored to the particular issues and questions being asked by the City. This approach achieves the best possible efficiency and ensures that our staff spends the most time in the areas they understand best.

Springsted

Phase I

We are available to begin the project immediately upon approval by the City. The following four tasks represent the major scope of the study.

Task I. Develop Project Action Plan

We will schedule a conference call immediately to introduce the team, discuss the tasks, timetables, mutual expectations, resource needs, and any outstanding issues that need to be resolved for a successful study. The project manager will be on site during the conference. We will also review our travel plans for the initial site visit and plan a tight schedule of meetings for the visit in order to efficiently use everyone's time. The action plan will include a list of officials that we should meet with during the initial or subsequent visits.

Task II. Review Background Information

Many of our recommendations are based on quantitative and qualitative data. CAD, mapping and other data should be provided in electronic format. At the beginning of the study, we will identify the information needed to support the work.

Task III. Meet with City Officials, Stakeholders

We will schedule our first site visit to begin the analysis, research and to also triage the issues. During the site visit, our project team will conduct a series of meetings with all key officials and stakeholders to develop a thorough understanding of existing conditions and to learn what these individuals believe are the issues and potential solutions. In conjunction with the City we will identify a list of individuals to be interviewed as an important part of the study. These include all – and possibly more – of the groups of individuals identified within #3 in the RFP.

Task IV. Data Analysis

Springsted will conduct a thorough review and analysis of data (historical, present, future projections) to make recommendations for each item within the scope of services, including response times and standards, department structure and culture, market data on compensation, staffing and recruitment, training procedures, present and future equipment, budgets, Standard Operating Procedures (SOP's) and comparable service cost estimate.

Phase I Deliverable

At the conclusion of Phase I, the Springsted team will schedule a meeting to present our overview and summary of findings on the Falcon Heights fire services. The purpose of this meeting will be to present the general data and findings and to receive important and critical feedback on the content before proceeding to develop recommendations.

Phase II

After the completion of Phase I and delivery of the initial findings, the Springsted team will begin Phase II as described below.

Task I. Identify Options and Ideas for the Future

Starting from the baseline information in Phase I, we will develop ideas and options for the specific topics within the study. This work will include process, methods and financial analysis as needed.

Task II. Identify Critical Issues to be Resolved

We will also identify any possible critical issues that must be resolved going forward. We will prioritize critical issues and identify specific needs and suggestions for addressing them.

Task III. Develop Implementation Plan

We will develop a thorough and easily understandable implementation plan that addresses all subjects within the study (and any that may have come up from our work). In partnership with the City we will offer a prioritization process to assess all options using criterion to determine which issues should be addressed first and which can be handled at a later date.

Task IV. Develop Final Plan

Based upon the field work, data analysis, findings and discussions with the City, we will prepare a final plan. The plan will include all components as previously discussed. We will provide the City with an initial draft and offer the opportunity to review and comment before finalizing. We will prepare and submit as many copies as required and will be available for presentations as needed.

Phase II Deliverables

At the completion of Phase II, Springsted will have delivered the following: the Final plan, copies as needed and a presentation(s) as requested.

• Detailed cost breakdown, including a "not-to-exceed" estimate (identify if cost is fee based or hourly charges)

The fee for the operational analysis of Fire Service is \$8,000; this fee is all inclusive and not based on any hourly rate. The costs for project deliverables and reimbursable expenses will not exceed \$2,000. The majority of this cost will be for travel related expenses. There will be minor expenses for teleconference costs, mailings, and preparation of the reports, but these are anticipated to be minimal. All reimbursable costs will be itemized and identified separately from the project invoice. There will be no expenses or extra costs for meetings nor will there be additional costs for changes to the work plan unless they are clearly out of the scope and agreed upon by the City in advance of the work. The total not-to-exceed fee is \$10,000.

• Projected timeline

The projected timeline for the study is between 60 and 90 days (two to three months). We anticipate 45 to 60 days of preparation, document review, on site field work, data collection and analysis and development of our findings and recommendations. Once completed, we anticipate up to 30 days of review, meetings and interactions with the City. A detailed schedule will be prepared at the beginning of the study.