

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

**AGENDA**  
July 11, 2018 at 7:00 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM \_\_\_ LEEHY\_\_\_ BROWN THUNDER \_\_\_  
MIAZGA \_\_\_ GUSTAFSON\_\_\_  
  
STAFF PRESENT: THONGVANH\_\_\_
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES:
  - 1. June 27, 2018 City Council Meeting Minutes
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
  - 1. General Disbursements through: 7/06/18 \$469,580.95  
Payroll through: 6/30/18 \$23,112.35
- G: POLICY ITEMS:
  - 1. Bush Foundation – Community Innovation Grant Application
- H. INFORMATION/ANNOUNCEMENTS
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

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- B. ROLL CALL: LINDSTROM \_\_\_ LEEHY\_\_X\_\_ BROWN THUNDER \_X\_\_  
MIAZGA \_X\_\_ GUSTAFSON\_X\_\_

STAFF PRESENT: THONGVANH\_X\_

- C. PRESENTATIONS:

Council Member Gustafson

Amend the Policy Items and add the Resolution accepting the resignation of Council Member Brown Thunder and declare a vacancy on the City Council.

1. Annual Fire Report

Rich Hinrichs, Fire Chief

Fire Chief, Rich Hinrichs, presented the Fire Department annual report for 2017. The 2017 budget amount was \$153,970.00 with a surplus of 4.09%. Everything was on targeted and repaired cost increased with aging equipment that needed to be repaired. Revenue came from the City of Lauderdale fire calls at \$34,191.19. Accident cleanup revenue went over five thousand and is at \$5,290.00. The city of Falcon Heights received \$7,535.62 grant from Minnesota Board of Firefighter Training and Education, and the Ramsey County Emergency Management and Homeland Security Equipment also granted the City about \$7,700.00 where it will go towards equipment. Adding on, the City also got a \$2,500.00 matching grant from Minnesota DNR, and it went towards radio and pagers. The State of Minnesota Fire Relief Association pension contribution was \$55,582.00 which has no city cost and contribution because everything was state fund.

2017 Apparatus and Equipment and the oldest one is the 2001 Freightliner, the primary vehicle that is being used the most is the 2005 sterling, and the 2014 pierce ladder depending on the types of calls. The 1998 Chevrolet was the vehicle that required a lot of repairs and maintenance due to aging and equipment are hard to find nowadays. What the summary calls for last year was 119 which is only a number short from 2016 with 120 calls; however, 2018 calls the year to date is higher than last year by 23 calls. Summer season typically shows more calls than other seasons due to the fact with more daylight, outdoor activities at home and more. Total calls by service area were 68 calls from Falcon Heights, 48 from Lauderdale and three from outside of service area.

The average response time in 2017 was 5 minutes and 6 seconds, and average response for emergency and non-emergence calls was 6 minutes and 24 seconds. The busiest day of the week for calls are Thursdays with the average of 19.3% (23 of 119) and the most active months for calls were July and August which both has 12.6 average (15 of 119). The busiest time for calls usually falls between 16:00 to 20:00 hours which average out to 32.8% (39 of 119). The fire department responded to 68 calls in Falcon Heights and 48 calls in Lauderdale and three out of city calls included one mutual aid structure fire in Roseville. The estimated fire loss was valued at \$81,515.00. Noteworthy calls in 2017 included motor vehicle collision inside a building that was known as the former service station in Lauderdale, anime and wildlife rescues.

The members of the falcon heights fire department participated in over 1,600 hours of in-house training in 2017. The fire department offered 83 training drills averaging 7 per month. Over 600+ hours of additional off-site training exercises such as North Suburban Haz-Mat Team training, out of state FEMA training, weekend state fire schools for continuing education courses, along with training for new firefighters which includes firefighter i/ii, hazardous materials, first responder or emergency medical technician (EMT).

#### Council Member Leehy

Would like Fire Chief Rich Hinrichs to give recommendations for residents to help eliminate false alarms and partnership with volunteering that they assisted with some of the training and as a CERTS. I have been one of those volunteers in the past and am wondering if that is still taking place.

#### Rich Hinrichs, Fire Chief

The fire department haven't had any joint trainings with the CERTs in the last couple years, and haven't heard any new CERT classes from existing members. False alarms can be reduced by checking smoke detectors or CO monitors; such as the reading the prints at the back and checking the batteries or check the detectors for any malfunctions. Detectors and monitors are good for 5-7 years and must be updated after that. Advise residents to pay attention to the chirp noises because it just means the battery is low or not working and not an alarm.

2. Approve Comprehensive Surface Water Management Plan Update
  - a. Rice Creek Watershed District's Correction – Ramsey County Ditch 2, 3, and 5

#### Jesse Freihammer, City Engineer

The City of Falcon Heights is required by State Statute to have a local water management plan, capital improvement program, and official controls as necessary to bring local water management into conformance with the watershed district plans. The Comprehensive Surface Water Management Plan (CSWMP) was adopted in 1990 and an update was made in 2003.

#### CSWMP Update Goals

- New/innovative implementation ideas

- Update goals and policies and issues assessment
- New issues/Issues Assessment Map
- Resolved Issues Section
- Education & Outreach
- Alignment with 2 Watershed Districts
- Inclusion of TMDL's

The City is part two watersheds. They are Capital Region and Rice Creek.

On October 12<sup>th</sup>, 2016, the City council approved an engineering services contract with SEH, Inc. to complete the plan update. City staffs and SEH worked together with the Environment Commission on developing this plan update. The CSWMP draft was sent to the Metropolitan Council, and Ramsey County and after reviewing the draft and gave comments, there were many revisions such as:

- Flow paths and modeled stormwater volumes and flow rates are now referenced to corresponding watershed district management plan
- Primary role of watershed districts as the drainage authority over public drainage systems (Ramsey County Ditch 4 & 5, Ditch 10)
- Waste load allocation references for Como Lake, Pike Lake/Long Lake South & Upper Mississippi River
- Added clarification and additional details to the Issues Assessment portion of the plan and incorporates a clear linkage between our identified problems, how our projects were identified and prioritized, and how they will be implemented.
- Created an Implementation Plan and schedule that includes costs for projects over the next 10 years.
- Added a Minnesota Land Cover Classification System Map

Presentation can be found at Falcon Heights website under the Agenda.

Council Member Leehy

Motion to approve Comprehensive Surface Water Management Plan Update

Council Member Leehy Moved, Approved 4-0

- D. APPROVAL OF MINUTES:
1. June 13, 2018 City Council Meeting Minutes Approved
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
1. General Disbursements through: 6/20/18 \$60,477.42

- a. Payroll through: 6/15/18 \$25,542.04
2. Mower Replacement
3. GASB Statement 75 –Agreement for Consulting Services
4. Target – Soccer Grant Application

City Administrator Thongvanh

Reminded Council members that Consent Agenda #2 replacement was scheduled in 2016 but from recommendation of Public Works Director Tim Pittman and it was the same time when the AC unit on top of the city hall was breaking down. It was recommended from Tim Pittman to delayed the mower replacement and focused on the AC unit and bring it to the council members at a later date. Now that the AC is taken care of would like to bring it to the council members.

The new mower replacement will be used for a variety of uses such as mowing, sweeping, and snow removal. This equipment is on a five-year replacement schedule for to the continuous use that it endures throughout all seasons. The quotes from Midwest Machinery Co. is \$25,685.00, and Minnesota Equipment, Inc. is \$26,243.50 and would like the Council members to approve the bid from Midwest Machinery Co. for the amount of \$25,685.00.

Council Member Miazga Moved, Approved 4-0

G: POLICY ITEMS:

1. 2017 PMP – Change Order #7 and Payment #8

Jesse Freihammer, City Engineer

Would like an approval of a Change Order #7 and approval for Payment #8 in the 2017 PMP. Change Order #7 is needed for the project over the winter and putted temporary paving next to the protected curb so there wasn't any item to build it off and decided to pave it. Also didn't have an item adjusted grant to get all manholes up.

Payment #8 in the amount of \$230,455.06 and includes the following work: Concrete Work and Milling, Final Pavement and utility adjustments. With this pay estimate, the total amount paid to date on this project is \$1,455,205.45 or 97.53% of the contract amount. With this payment the retainage on the project has been reduced to 1% or \$14,699.04. Final acceptance and final payment is anticipated by the end of July. Of the \$230,455.06 being paid to the contractor, \$18,848.02 will be reimbursed to the City by Saint Paul Regional Water Services for watermain related work. This project is being funded from the following sources: Special Assessments, Municipal State Aid (MSA) dollars, City funds (infrastructure, utility), Saint Paul Regional Water Services

Council Member Brown Thunder Moved, Approved 4-0

2. Resolution accepting the resignation of Council Member Brown Thunder and declare of vacancy on the City Council

### Council Member Brown Thunder

Leaving the City of Falcon Heights Council members. Both of his daughters are currently living in California and the third daughter will be going there soon. Also, his wife took a position in Los Angeles at Orange County College and the family is excited to move.

Resolution can be found on Falcon Heights website under Agenda.

Council Member Gustafson Moved, Approved 4-0

## H. INFORMATION/ANNOUNCEMENTS

### Council Member Miazga

- Planning Commission met was on June 26 and discussed the 2040 Comprehensive Plan and updated plan. The Comp Plan is in the six months review phase, and citizens are encouraged to send feedbacks to Sack and can view the draft on the Falcon Heights' website. Planning Commission will be having a booth at the Ice Cream Social & Hotdog with a Deputy on July 19 at Community Park at 5 pm and is a great chance to provide feedback on the Comp Plan.
- Restoration Day is July 6 and Unity Day is July 7.
- Currently working with City Administrator Thongvanh on the community survey and it should be out to the public by September.

### Council Member Leehy

- Park Commission is looking for volunteer commissioners, and it's a busy season with summer programs and Rec on the Go. On June 26 there were 15 participants, and the final session is on Tuesday, July 10, 9 am – 11 pm, and it is a preprogramming for the participants.
- Ice Cream Social & Hotdog with a Deputy on July 19 5:00 pm to 7:00 pm and it is a Free event and great way to meet new people.
- Restoration Day is July 6 an opportunity to interact with neighbors, meet new people, rebuild or restore, and create relationships and Unity Day is July 7 which means the healing has begun. Adding on, on Unity day the Castile's family will be doing a partying at the City Hall on the green space at 5 pm and free food provided by Clearance who is Philando's uncle.

### Council Member Brown Thunder

- Informed NYFS about his resignation and will appoint someone to the board. It includes board meetings plus committee among the program and fundraising. A great organization to be a part of and will talk to City Administrator Thongvanh about appointing someone to the board.

### Council Member Gustafson

- Community Engagement Commission was on June 18 and new staff liaison Amanda Lor is settling into her role and will help make sure she is caught up. At the meeting, we discussed about continuing and promote the recommendations that were handed to us from the Falcon Heights Taskforce on inclusion and increasing policy.
- The next meeting will be canceled because members of the commissioners will be attending the Ice Cream Social & Hotdog with a Deputy on July 19 5:00 pm to 7:00 pm. Tim Sandvik and Amanda Lor will be working on the event.
- Tim Sandvik and Amanda Lor attended the annual Human Rights Summit on Tuesday, June 26 and reported that it was a great event and heard what other cities are doing to promote Human Rights Commission event and will bring it to the August 20 meeting.
- There is an opening on the commission and residents can apply online or call the city hall.
- Nite to Unite coordination by the sheriff's office for deputy visits and the registration is online. The newsletter will be sent out with information and link.

City Administrator Thongvanh

- Council members Miazga, Leehy, Gustafson, Mayor Lindstrom, and I attended the League of Minnesota Cities at the League's Annual Conference, and the City of Falcon Heights has been recognized with a 2018 City of Excellence Award for its "Policing & Inclusion Community Initiative."
- Would like residents to read the newsletters about Crime Prevention Tips. Whether you are leaving for a weekend at the cabin or planning for weeks on the road, the Sheriff's Office reminds you to take steps to keep your home secure while you are on vacation. Examples can be, informing your neighbors so that they can help watch your house, and set the ringer on your telephone to low. A ringing unanswered phone is a sign no one is home.
- After accepting the resignation of Council Member Brown Thunder, next steps and process will be discussed at next City Council Workshop. It will be similar to when previous Council Member Keith Gosline left.
- The budget workshop is on August.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 8:14 P.M.

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Peter Lindstrom, Mayor

Dated this 27th day of June, 2018

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Sack Thongvanh, City Administrator





*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	July 11, 2018
<b>Agenda Item</b>	Consent F1
<b>Attachment</b>	General Disbursements and Payroll
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	General Disbursements and Payroll
<b>Description</b>	General Disbursements through: 7/06/18 \$469,580.95 Payroll through: 6/30/18 \$23,112.35
<b>Budget Impact</b>	The general disbursements and payroll are consistent with the budget.
<b>Attachment(s)</b>	· General Disbursements and Payroll
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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PACKET: 01776 JUNE 27TH PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-00255	AMERICAN OFFICE PRODUCTS						
I-4877		LETTEREHEAD		328.25			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018			1099: N		
		LETTEREHEAD			101 4112-70100-000	SUPPLIES	328.25
		=== VENDOR TOTALS ===		328.25			
=====							
01-00250	AMERIPRIDE SERVICES						
I-1004175465		LAUNDRY SVCS		49.13			
6/25/2018	APBNK	DUE: 6/25/2018 DISC: 6/25/2018			1099: N		
		LAUNDRY SVCS			101 4124-82011-000	LINEN CLEANING	49.13
		=== VENDOR TOTALS ===		49.13			
=====							
01-03089	CASH						
I-201806276736		REC SPORTS CLASS SUPPLIES		212.27			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018			1099: N		
		REC SPORTS CLASS SUPPLIES			201 4201-70100-000	SUPPLIES	212.27
		=== VENDOR TOTALS ===		212.27			
=====							
01-06290	CITY OF ROSEVILLE						
I-224649		JUNE IT SVCS		2,431.00			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018			1099: N		
		JUNE IT SVCS			101 4116-85070-000	TECHNICAL SUPPORT	2,431.00
I-224684		JUNE PHONE SVCS		315.81			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018			1099: N		
		JUNE PHONE SVCS			101 4116-85010-000	TELEPHONE	315.81
		=== VENDOR TOTALS ===		2,746.81			
=====							
01-03539	DAKOTA ELECTRIC ASSOCIATION						
I-1880700067		JUNE ELECTRIC		530.00			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018			1099: N		
		JUNE ELECTRIC			101 4131-85025-000	SOLAR ELECTRIC	530.00
		=== VENDOR TOTALS ===		530.00			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05724	DISTRICT 10 COMO COMMUNITY COU					
I-2018-01		RECYLING CLEAN UP FEES	400.00			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018		1099: N		
		RECYCLING CLEAN UP FEES		206 4206-89010-000	CLEANUPDAY/EVENTS/ORG CO	400.00
		=== VENDOR TOTALS ===	400.00			
=====						
01-03582	DUNK N JUMP					
I-201806256729		BOUNCE HOUSE FOR SUMMER EVT	160.00			
6/25/2018	APBNK	DUE: 6/25/2018 DISC: 6/25/2018		1099: N		
		BOUNCE HOUSE FOR SUMMER EVT		101 4116-89010-000	SPECIAL EVENTS	160.00
		=== VENDOR TOTALS ===	160.00			
=====						
01-05653	FIRST DUE FIRE TRAINING					
I-15		ACQUIRED STRUCTURE STAGING	300.00			
6/25/2018	APBNK	DUE: 6/25/2018 DISC: 6/25/2018		1099: N		
		ACQUIRED STRUCTURE STAGING		101 4124-86020-000	TRAINING	300.00
		=== VENDOR TOTALS ===	300.00			
=====						
01-05086	JENNIFER GIMPL					
I-201806276743		REFUND REC SPORTS CLASS	60.00			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018		1099: N		
		REFUND REC SPORTS CLASS		201 34310-000	RECREATION FEES	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-05894	GL SPORTS CAMPS, LLC					
I-201806276742		REFUND REC SPORTS CLASS	60.00			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018		1099: N		
		REFUND REC SPORTS CLASS		201 34310-000	RECREATION FEES	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-05290	GOODIN COMPANY					
I-02278871-00		VAC BREAKER REPAIR KIT	44.26			
6/25/2018	APBNK	DUE: 6/25/2018 DISC: 6/25/2018		1099: N		
		VAC BREAKER REPAIR KIT		101 4131-87010-000	CITY HALL MAINTENANCE	44.26
		=== VENDOR TOTALS ===	44.26			

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01-05052	JOHNSON-POWERS,DAN					
I-201806276739		FF1 AND FF2 INSTRUCTION	312.50			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018		1099: N		
		FF1 AND FF2 INSTRUCTION		101 4124-86020-000	TRAINING	312.50
		=== VENDOR TOTALS ===	312.50			
=====						
01-05058	JOSH JORDAN					
I-201806276735		TAE KWON DO INSTRUCTOR	868.00			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018		1099: Y		
		TAE KWON DO INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	868.00
		=== VENDOR TOTALS ===	868.00			
=====						
01-05509	LEAGUE OF MN CITIES					
I-274014		LMC CONFERENCE CITY AWARD	70.00			
6/25/2018	APBNK	DUE: 6/25/2018 DISC: 6/25/2018		1099: N		
		LMC CONFERENCE CITY AWARD		101 4111-86100-000	CONFERENCES/EDUCATION/TR	70.00
		=== VENDOR TOTALS ===	70.00			
=====						
01-05461	MIAZGA, MARK					
I-201806276741		MILEAGE LMC CONF ST CLOUD	76.30			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018		1099: N		
		MILEAGE LMC CONF ST CLOUD		101 4111-86130-000	MEETINGS	76.30
		=== VENDOR TOTALS ===	76.30			
=====						
01-07263	NEXTEL COMMUNICATIONS,INC					
I-201806276740		CELL PHONES	114.96			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018		1099: N		
		CELL PHONES		101 4121-85015-000	CELL PHONE	24.75
		CELL PHONES		101 4131-85015-000	CELL PHONE	13.09
		CELL PHONES		101 4141-85015-000	CELL PHONE	13.03
		CELL PHONES		101 4132-85015-000	CELL PHONE	13.02
		CELL PHONES		601 4601-85015-000	CELL PHONE	33.03
		CELL PHONES		602 4602-85015-000	CELL PHONES	18.04
		=== VENDOR TOTALS ===	114.96			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-05676	OFFICE DEPOT					
I-150421408001		PAPER/PENCILS/BINDERS/CLIPS	151.81			
6/25/2018	APBNK	DUE: 6/25/2018 DISC: 6/25/2018		1099: N		
		PAPER/PENCILS/BINDERS/CLIPS		101 4112-70100-000	SUPPLIES	151.81
		=== VENDOR TOTALS ===	151.81			
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01-06185	RAMSEY COUNTY					
I-PRRLG 000859		AQSSESSMENT ADMIN FEES	247.50			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018		1099: N		
		AQSSESSMENT ADMIN FEES		427 4427-89000-000	MISCELLANEOUS	247.50
		=== VENDOR TOTALS ===	247.50			
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01-05812	SORENSEN CONSULTING					
I-201806276738		PERSONNEL ASSESSMENT SVCS	1,200.00			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018		1099: N		
		PERSONNEL ASSESSMENT SVCS		101 4112-80330-000	CONSULTANT	1,200.00
		=== VENDOR TOTALS ===	1,200.00			
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-201806276734		WATER AND SS	646.63			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018		1099: N		
		WATER		101 4141-85040-000	WATER	350.07
		SS		101 4141-85070-000	SEWER	206.98
		WATER		101 4131-85040-000	WATER	67.62
		SS		101 4131-85070-000	SEWER	21.96
		=== VENDOR TOTALS ===	646.63			
=====						
01-07314	VALLEY PAVING INC					
I-201806256730		PAY ESTIMATE # 8 GROVE ST PROJ	230,455.05			
6/25/2018	APBNK	DUE: 6/25/2018 DISC: 6/25/2018		1099: N		
		PAY ESTIMATE # 8 GROVE ST PROJ		427 4427-92098-000	2017 STREET PROJECT -- GR	222,687.63
		PAY ESTIMATE # 8 GROVE ST PROJ		602 4602-92600-000	GROVE STORM IMPROVEMENTS	6,374.18
		PAY ESTIMATE # 8 GROVE ST PROJ		601 4601-92400-000	GROVE ST PROJECT	1,393.24
		=== VENDOR TOTALS ===	230,455.05			

This payment check was voided and reissued with correct amount on June 28, 2018 for \$235,132.18

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05870	XCEL ENERGY					
-----						
I-201806276737		ELECTRIC	36.81			
6/27/2018	APBNK	DUE: 6/27/2018 DISC: 6/27/2018		1099: N		
		PROTECTIVE LIGHTS		101 4141-85020-000	ELECTRIC/GAS	28.13
		EMERGENCY SIREN ELECTRICITY		101 4121-85020-000	ELECTRIC	8.68
		=== VENDOR TOTALS ===	36.81			
		=== PACKET TOTALS ===	239,070.28			

\*\* T O T A L S \*\*

INVOICE TOTALS 239,070.28  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 239,070.28

\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2018		101-20200-000	ACCOUNTS PAYABLE	6,716.39-*						
		101-4111-86100-000	CONFERENCES/EDUCATION/TR	70.00	2,000	1,050.81				
		101-4111-86130-000	MEETINGS	76.30	0	76.30	- Y			
		101-4112-70100-000	SUPPLIES	480.06	5,500	4,119.13				
		101-4112-80330-000	CONSULTANT	1,200.00	0	2,800.00	- Y			
		101-4116-85010-000	TELEPHONE	315.81	4,195	2,240.46				
		101-4116-85070-000	TECHNICAL SUPPORT	2,431.00	20,223	8,068.00				
		101-4116-89010-000	SPECIAL EVENTS	160.00	5,000	4,514.82				
		101-4121-85015-000	CELL PHONE	24.75	600	476.25				
		101-4121-85020-000	ELECTRIC	8.68	110	58.88				
		101-4124-82011-000	LINEN CLEANING	49.13	1,200	570.81				
		101-4124-86020-000	TRAINING	612.50	18,000	10,564.39				
		101-4131-85015-000	CELL PHONE	13.09	500	76.66				
		101-4131-85025-000	SOLAR ELECTRIC	530.00	6,360	3,180.00				
		101-4131-85040-000	WATER	67.62	1,000	21.14				
		101-4131-85070-000	SEWER	21.96	0	454.19	- Y			
		101-4131-87010-000	CITY HALL MAINTENANCE	44.26	6,000	2,641.74				
		101-4132-85015-000	CELL PHONE	13.02	350	244.87				
		101-4141-85015-000	CELL PHONE	13.03	150	12.58	- Y			
		101-4141-85020-000	ELECTRIC/GAS	28.13	6,000	1,987.24				
		101-4141-85040-000	WATER	350.07	2,400	493.43				
		101-4141-85070-000	SEWER	206.98	0	1,127.25	- Y			
		201-20200-000	ACCOUNTS PAYABLE	1,200.27-*						
		201-34310-000	*NON-EXPENSE	120.00	11,500-	7,449.50-				
		201-4201-70100-000	SUPPLIES	212.27	900	439.73				
		201-4201-87700-000	INSTRUCTOR-SPECIALTY CLA	868.00	7,000	4,560.80				
		206-20200-000	ACCOUNTS PAYABLE	400.00-*						
		206-4206-89010-000	CLEANUPDAY/EVENTS/ORG CO	400.00	2,500	2,100.00				
		427-20200-000	ACCOUNTS PAYABLE	222,935.13-*						
		427-4427-89000-000	MISCELLANEOUS	247.50	1,000	752.50				
		427-4427-92098-000	2017 STREET PROJECT - GR	222,687.63	88,500	137,677.20-	Y			



\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		601-20200-000	ACCOUNTS PAYABLE	1,426.27-*				
		601-4601-85015-000	CELL PHONE	33.03	1,100	694.17		
		601-4601-92400-000	GROVE ST PROJECT	1,393.24	0	1,393.24- Y		
		602-20200-000	ACCOUNTS PAYABLE	6,392.22-*				
		602-4602-85015-000	CELL PHONES	18.04	150	59.26		
		602-4602-92600-000	GROVE STORM IMPROVEMENTS	6,374.18	0	6,374.18- Y		
		999-13100-000	DUE FROM OTHER FUNDS	239,070.28 *				
			** 2018 YEAR TOTALS	239,070.28				

PACKET: 01776 JUNE 27TH PAYABLES  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	6/2018	6,716.39
201	6/2018	1,200.27
206	6/2018	400.00
427	6/2018	222,935.13
601	6/2018	1,426.27
602	6/2018	6,392.22

NO ERRORS NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00988	B & H					
I-738392270		AAPC SMART EQUIP/AUDIO	499.99			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		AAPC SMART EQUIP/AUDIO		401 4401-90100-000	FURNITURE & EQUIPMENT	499.99
		=== VENDOR TOTALS ===	499.99			
=====						
01-01034	BRAKE AND EQUIPMENT WAREHOUSE					
I-1-085090		BRAKE EQUIPMENT	31.16			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		BRAKE EQUIPMENT		101 4132-70120-000	SUPPLIES	31.16
		=== VENDOR TOTALS ===	31.16			
=====						
01-03123	CINTAS CORPORATION #470					
I-4007280138		CINTAS CORPORATION #470	73.98			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		CINTAS CORPORATION #470		101 4131-70110-000	SUPPLIES	73.98
		=== VENDOR TOTALS ===	73.98			
=====						
01-04027	EMERGENCY APPARATUS MAINT					
I-100309		753 GAUGE REPAIRS/AUTO DRAIN	324.75			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		753 GAUGE REPAIRS/AUTO DRAIN		101 4124-87029-000	REPAIR OTHER EQUIPMENT	324.75
		=== VENDOR TOTALS ===	324.75			
=====						
01-07174	FALCON HEIGHTS LIMITED PARTNER					
I-201807066758		1ST HALF PAY AS GO PYMT	107,059.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		1ST HALF PAY AS GO PYMT		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	107,059.00
		=== VENDOR TOTALS ===	107,059.00			
=====						
01-05235	JAN-PRO CLEANING SYSTEMS					
I-7D6952		JULY JANITORIAL SVC	205.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		JULY JANITORIAL SVC		101 4131-87010-000	CITY HALL MAINTENANCE	205.00
		=== VENDOR TOTALS ===	205.00			

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-04570	JOSEPH, KATRINA E.						
I-201807066759		JUNE PROSECUTIONS		2,500.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018			1099: Y		
		JUNE PROSECUTIONS			101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===		2,500.00			
=====							
01-05665	METROPOLITAN COUNCIL						
I-1084511		AUG SANITARY SVC		39,846.43			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018			1099: N		
		AUG SANITARY SVC			601 4601-85060-000	METRO SEWER CHARGES	39,846.43
		=== VENDOR TOTALS ===		39,846.43			
=====							
01-05655	MINNESOTA EQUIPMENT						
I-P63864		EQUIPMENT PARTS		764.99			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018			1099: N		
		EQUIPMENT PARTS			101 4132-87000-000	REPAIR EQUIPMENT	764.99
		=== VENDOR TOTALS ===		764.99			
=====							
01-05532	OFFICE SPACE DESIGN						
I-3952		OFFICE CHAIR		481.20			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018			1099: N		
		OFFICE CHAIR			401 4401-90100-000	FURNITURE & EQUIPMENT	481.20
		=== VENDOR TOTALS ===		481.20			
=====							
01-06030	OLSON,ROLAND						
I-201807066756		FLEX REIMB		250.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018			1099: N		
		FLEX REIMB			101 21712-000	MEDICAL FLEX SAVINGS PAY	199.20
		FLEX REIMB			601 21712-000	MEDICAL FLEX SAVINGS PAY	36.00
		FLEX REIMB			602 21712-000	MEDICAL FLEX SAVINGS PAY	14.80
		=== VENDOR TOTALS ===		250.00			
=====							
01-06053	OREILLY AUTO PARTS						
I-1799421361		LATEX GLOVES/ 2 PK KEYLESS		49.95			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018			1099: N		
		LATEX GLOVES/ 2 PK KEYLESS			101 4132-87000-000	REPAIR EQUIPMENT	49.95
		=== VENDOR TOTALS ===		49.95			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06185	RAMSEY COUNTY					
I-2147909	001931	JULY DENTAL/DISABILITY/LIFE	1,005.27			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		JULY DENTAL/DISABILITY/LIFE		101 4112-89000-000	MISCELLANEOUS	1,005.27
		=== VENDOR TOTALS ===	1,005.27			
=====						
01-05374	TENNIS SANITATION LLC					
I-2147909		JUNE RECYCLING	5,769.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		JUNE RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	5,769.00
I-2147910		JUNE WASTE REMOVAL	66.50			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		JUNE WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	66.50
		=== VENDOR TOTALS ===	5,835.50			
=====						
01-07173	TOWNSQUARE SENIOR LLC					
I-201807066757		1ST HALF PAY AS GO PYMT	57,568.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		1ST HALF PAY AS GO PYMT		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	57,568.00
		=== VENDOR TOTALS ===	57,568.00			
=====						
01-05784	UPPER CUT TREE SERVICES					
I-201807066760		REMOVE 2 TREES NORTHRUP./IDAH	768.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		REMOVE 2 TREES NORTHRUP./IDAHO		419 4419-85000-000	TREE REMOVAL	768.00
		=== VENDOR TOTALS ===	768.00			
=====						
01-05737	VERIZON WIRELESS					
I-98009726731		FIRE DEPT CAD	59.68			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		FIRE DEPT CAD		101 4124-85015-000	CELL PHONE	59.68
		=== VENDOR TOTALS ===	59.68			
		=== PACKET TOTALS ===	217,322.90			

\*\* T O T A L S \*\*

INVOICE TOTALS 217,322.90  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 217,322.90

\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2018		101-20200-000	ACCOUNTS PAYABLE	5,280.48-*						
		101-21712-000	MEDICAL FLEX SAVINGS PAY	199.20						
		101-4112-89000-000	MISCELLANEOUS	1,005.27	800	9,737.90-	Y			
		101-4123-80200-000	LEGAL FEES	2,500.00	31,000	16,000.00				
		101-4124-85015-000	CELL PHONE	59.68	750	47.13				
		101-4124-87029-000	REPAIR OTHER EQUIPMENT	324.75	16,120	9,695.66				
		101-4131-70110-000	SUPPLIES	73.98	10,000	3,035.97				
		101-4131-82010-000	WASTE REMOVAL	66.50	950	550.00				
		101-4131-87010-000	CITY HALL MAINTENANCE	205.00	6,000	2,111.74				
		101-4132-70120-000	SUPPLIES	31.16	5,000	1,960.11				
		101-4132-87000-000	REPAIR EQUIPMENT	814.94	4,500	2,495.73				
		206-20200-000	ACCOUNTS PAYABLE	5,769.00-*						
		206-4206-82030-000	RECYCLING CONTRACTS	5,769.00	70,000	35,299.46				
		401-20200-000	ACCOUNTS PAYABLE	981.19-*						
		401-4401-90100-000	FURNITURE & EQUIPMENT	981.19	85,500	51,324.60				
		414-20200-000	ACCOUNTS PAYABLE	164,627.00-*						
		414-4414-93000-000	DEBT PAY AS YOU GO PYMT	164,627.00	260,000	95,373.00				
		419-20200-000	ACCOUNTS PAYABLE	768.00-*						
		419-4419-85000-000	TREE REMOVAL	768.00	5,000	1,243.00				
		601-20200-000	ACCOUNTS PAYABLE	39,882.43-*						
		601-21712-000	MEDICAL FLEX SAVINGS PAY	36.00						
		601-4601-85060-000	METRO SEWER CHARGES	39,846.43	478,158	199,232.99				
		602-20200-000	ACCOUNTS PAYABLE	14.80-*						
		602-21712-000	MEDICAL FLEX SAVINGS PAY	14.80						
		999-13100-000	DUE FROM OTHER FUNDS	217,322.90 *						
			** 2018 YEAR TOTALS	217,322.90						

PACKET: 01783 JULY 6TH PAYABOES  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	7/2018	5,280.48
206	7/2018	5,769.00
401	7/2018	981.19
414	7/2018	164,627.00
419	7/2018	768.00
601	7/2018	39,882.43
602	7/2018	14.80

NO ERRORS                      NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0    TOTAL WARNINGS: 0

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05422	BP					
I-201807026754		FUEL	1,299.59			
7/02/2018	APBNK	DUE: 7/02/2018 DISC: 7/02/2018		1099: N		
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS	169.86
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	239.23
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	643.00
		FUEL		101 4141-74000-000	MOTOR FUEL & LUBRICANTS	247.50
		=== VENDOR TOTALS ===	1,299.59			
=====						
01-03123	CINTAS CORPORATION #470					
I-4007079272		BLACK MATT SERVICE	94.91			
7/02/2018	APBNK	DUE: 7/02/2018 DISC: 7/02/2018		1099: N		
		BLACK MATT SERVICE		101 4131-70110-000	SUPPLIES	94.91
		=== VENDOR TOTALS ===	94.91			
=====						
01-05153	HOME DEPOT CRC/GEFC					
I-201807026753		TOOLS/INSECT FOGGER/FASTENERS	331.40			
7/02/2018	APBNK	DUE: 7/02/2018 DISC: 7/02/2018		1099: N		
		DRYWALL, CLAMPLS, FASTERNERS		101 4131-70110-000	SUPPLIES	154.44
		ECHO BACKPACK DIAPHRAM		101 4141-70100-000	SUPPLIES	85.47
		CUTTER INSECT FOGGER		101 4124-70100-000	SUPPLIES	66.47
		TOOLS		101 4132-70120-000	SUPPLIES	25.02
		=== VENDOR TOTALS ===	331.40			
=====						
01-05549	MELANIE LEEHY					
I-201807026752		MILEAGE LMC CITY AWARD	76.30			
7/02/2018	APBNK	DUE: 7/02/2018 DISC: 7/02/2018		1099: N		
		MILEAGE LMC CITY AWARD		101 4111-86100-000	CONFERENCES/EDUCATION/TR	76.30
		=== VENDOR TOTALS ===	76.30			
=====						
01-06185	RAMSEY COUNTY					
I-EMCOM 006986		JUNE RADIO FLEET SVC	81.12			
7/02/2018	APBNK	DUE: 7/02/2018 DISC: 7/02/2018		1099: N		
		JUNE RADIO FLEET SVC		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	81.12
		=== VENDOR TOTALS ===	81.12			



-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06184	RAMSEY COUNTY	- POLICE AND 911				
-----						
I-EMCOM 007018		JUNE CAD SVCS	499.10			
7/02/2018	APBNK	DUE: 7/02/2018 DISC: 7/02/2018		1099: N		
		JUNE CAD SVCS		101 4122-81200-000	911 DISPATCH FEES	499.10
-----						
I-EMCOM 007033		JUN E 911 DISPATCH	2,557.68			
7/02/2018	APBNK	DUE: 7/02/2018 DISC: 7/02/2018		1099: N		
		JUN E 911 DISPATCH		101 4122-81200-000	911 DISPATCH FEES	2,557.68
		=== VENDOR TOTALS ===	3,056.78			
=====						
01-05170	TOM LYNCH ELECTRIC LLC					
-----						
I-201807026755		Council Chamber Electrical/st	2,800.00			
7/02/2018	APBNK	DUE: 7/02/2018 DISC: 7/02/2018		1099: N		
		COUNCIL CHAMBERS ELECTRICAL		401 4401-90100-000	FURNITURE & EQUIPMENT	1,850.00
		LARPENTEUR ST LIGHT REPAIRS		209 4209-85020-000	STREET LIGHTING POWER	375.00
		GENERAL ELECRICLA REPAIRS CH		101 4131-87010-000	CITY HALL MAINTENANCE	325.00
		WARMING HOUSE DIDCONNECT		101 4141-86105-000	TEMPORARY WARMING HOUSE	250.00
		=== VENDOR TOTALS ===	2,800.00			
=====						
01-06581	TRI-STATE BOBCAT INC					
-----						
I-A 45072		FILTERS FOR BOBCATS	41.52			
7/02/2018	APBNK	DUE: 7/02/2018 DISC: 7/02/2018		1099: N		
		FILTERS FOR BOBCATS		101 4132-70120-000	SUPPLIES	41.52
		=== VENDOR TOTALS ===	41.52			
		=== PACKET TOTALS ===	7,781.62			

PACKET: 01781 JULY 2 PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* T O T A L S \*\*

INVOICE TOTALS 7,781.62  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 7,781.62

\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2018		101-20200-000	ACCOUNTS PAYABLE	5,386.76-*						
		101-4111-86100-000	CONFERENCES/EDUCATION/TR	76.30	2,000	1,009.51				
		101-4122-81200-000	911 DISPATCH FEES	3,056.78	38,000	19,659.32				
		101-4124-70100-000	SUPPLIES	66.47	6,120	4,838.52				
		101-4124-74000-000	MOTOR FUEL & LUBRICANTS	643.00	2,400	948.24				
		101-4124-86800-000	RADIO MESH/FLEET SUPPORT	81.12	1,200	713.28				
		101-4131-70110-000	SUPPLIES	249.35	10,000	3,109.95				
		101-4131-87010-000	CITY HALL MAINTENANCE	325.00	6,000	2,316.74				
		101-4132-70120-000	SUPPLIES	66.54	5,000	1,991.27				
		101-4132-74000-000	MOTOR FUEL & LUBRICANTS	239.23	8,000	3,977.18				
		101-4141-70100-000	SUPPLIES	85.47	5,500	2,771.71				
		101-4141-74000-000	MOTOR FUEL & LUBRICANTS	247.50	800	552.50				
		101-4141-86105-000	TEMPORARY WARMING HOUSE	250.00	3,550	3,300.00				
		209-20200-000	ACCOUNTS PAYABLE	375.00-*						
		209-4209-85020-000	STREET LIGHTING POWER	375.00	31,000	16,228.91				
		401-20200-000	ACCOUNTS PAYABLE	1,850.00-*						
		401-4401-90100-000	FURNITURE & EQUIPMENT	1,850.00	85,500	52,305.79				
		602-20200-000	ACCOUNTS PAYABLE	169.86-*						
		602-4602-74000-000	FUEL & LUBRICANTS	169.86	2,500	1,696.44				
		999-13100-000	DUE FROM OTHER FUNDS	7,781.62 *						
			** 2018 YEAR TOTALS	7,781.62						

PACKET: 01781 JULY 2 PAYABLES  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	7/2018	5,386.76
209	7/2018	375.00
401	7/2018	1,850.00
602	7/2018	169.86

NO ERRORS                      NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0    TOTAL WARNINGS: 0

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-00988	B & H						
I-738392270		AAPC SMART EQUIP/AUDIO		499.99			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018			1099: N		
		AAPC SMART EQUIP/AUDIO			401 4401-90100-000	FURNITURE & EQUIPMENT	499.99
		=== VENDOR TOTALS ===		499.99			
=====							
01-01034	BRAKE AND EQUIPMENT WAREHOUSE						
I-1-085090		BRAKE EQUIPMENT		31.16			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018			1099: N		
		BRAKE EQUIPMENT			101 4132-70120-000	SUPPLIES	31.16
		=== VENDOR TOTALS ===		31.16			
=====							
01-03123	CINTAS CORPORATION #470						
I-4007280138		CINTAS CORPORATION #470		73.98			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018			1099: N		
		CINTAS CORPORATION #470			101 4131-70110-000	SUPPLIES	73.98
		=== VENDOR TOTALS ===		73.98			
=====							
01-04027	EMERGENCY APPARATUS MAINT						
I-100309		753 GAUGE REPAIRS/AUTO DRAIN		324.75			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018			1099: N		
		753 GAUGE REPAIRS/AUTO DRAIN			101 4124-87029-000	REPAIR OTHER EQUIPMENT	324.75
		=== VENDOR TOTALS ===		324.75			
=====							
01-07174	FALCON HEIGHTS LIMITED PARTNER						
I-201807066758		1ST HALF PAY AS GO PYMT		107,059.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018			1099: N		
		1ST HALF PAY AS GO PYMT			414 4414-93000-000	DEBT PAY AS YOU GO PYMT	107,059.00
		=== VENDOR TOTALS ===		107,059.00			
=====							
01-05235	JAN-PRO CLEANING SYSTEMS						
I-7D6952		JULY JANITORIAL SVC		205.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018			1099: N		
		JULY JANITORIAL SVC			101 4131-87010-000	CITY HALL MAINTENANCE	205.00
		=== VENDOR TOTALS ===		205.00			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-04570	JOSEPH, KATRINA E.					
I-201807066759		JUNE PROSECUTIONS	2,500.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: Y		
		JUNE PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,500.00
		=== VENDOR TOTALS ===	2,500.00			
=====						
01-05665	METROPOLITAN COUNCIL					
I-1084511		AUG SANITARY SVC	39,846.43			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		AUG SANITARY SVC		601 4601-85060-000	METRO SEWER CHARGES	39,846.43
		=== VENDOR TOTALS ===	39,846.43			
=====						
01-05655	MINNESOTA EQUIPMENT					
I-P63864		EQUIPMENT PARTS	764.99			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		EQUIPMENT PARTS		101 4132-87000-000	REPAIR EQUIPMENT	764.99
		=== VENDOR TOTALS ===	764.99			
=====						
01-05532	OFFICE SPACE DESIGN					
I-3952		OFFICE CHAIR	481.20			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		OFFICE CHAIR		401 4401-90100-000	FURNITURE & EQUIPMENT	481.20
		=== VENDOR TOTALS ===	481.20			
=====						
01-06030	OLSON,ROLAND					
I-201807066756		FLEX REIMB	250.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		FLEX REIMB		101 21712-000	MEDICAL FLEX SAVINGS PAY	199.20
		FLEX REIMB		601 21712-000	MEDICAL FLEX SAVINGS PAY	36.00
		FLEX REIMB		602 21712-000	MEDICAL FLEX SAVINGS PAY	14.80
		=== VENDOR TOTALS ===	250.00			
=====						
01-06053	OREILLY AUTO PARTS					
I-1799421361		LATEX GLOVES/ 2 PK KEYLESS	49.95			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		LATEX GLOVES/ 2 PK KEYLESS		101 4132-87000-000	REPAIR EQUIPMENT	49.95
		=== VENDOR TOTALS ===	49.95			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06185	RAMSEY COUNTY					
I-2147909	001931	JULY DENTAL/DISABILITY/LIFE	1,005.27			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		JULY DENTAL/DISABILITY/LIFE		101 4112-89000-000	MISCELLANEOUS	1,005.27
		=== VENDOR TOTALS ===	1,005.27			
=====						
01-05374	TENNIS SANITATION LLC					
I-2147909		JUNE RECYCLING	5,769.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		JUNE RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	5,769.00
I-2147910		JUNE WASTE REMOVAL	66.50			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		JUNE WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	66.50
		=== VENDOR TOTALS ===	5,835.50			
=====						
01-07173	TOWNSQUARE SENIOR LLC					
I-201807066757		1ST HALF PAY AS GO PYMT	57,568.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		1ST HALF PAY AS GO PYMT		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	57,568.00
		=== VENDOR TOTALS ===	57,568.00			
=====						
01-05784	UPPER CUT TREE SERVICES					
I-201807066760		REMOVE 2 TREES NORTHRUP./IDAH	768.00			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		REMOVE 2 TREES NORTHRUP./IDAHO		419 4419-85000-000	TREE REMOVAL	768.00
		=== VENDOR TOTALS ===	768.00			
=====						
01-05737	VERIZON WIRELESS					
I-98009726731		FIRE DEPT CAD	59.68			
7/06/2018	APBNK	DUE: 7/06/2018 DISC: 7/06/2018		1099: N		
		FIRE DEPT CAD		101 4124-85015-000	CELL PHONE	59.68
		=== VENDOR TOTALS ===	59.68			
		=== PACKET TOTALS ===	217,322.90			

\*\* T O T A L S \*\*

INVOICE TOTALS 217,322.90  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 217,322.90

\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2018		101-20200-000	ACCOUNTS PAYABLE	5,280.48-*						
		101-21712-000	MEDICAL FLEX SAVINGS PAY	199.20						
		101-4112-89000-000	MISCELLANEOUS	1,005.27	800	9,737.90-	Y			
		101-4123-80200-000	LEGAL FEES	2,500.00	31,000	16,000.00				
		101-4124-85015-000	CELL PHONE	59.68	750	47.13				
		101-4124-87029-000	REPAIR OTHER EQUIPMENT	324.75	16,120	9,695.66				
		101-4131-70110-000	SUPPLIES	73.98	10,000	3,035.97				
		101-4131-82010-000	WASTE REMOVAL	66.50	950	550.00				
		101-4131-87010-000	CITY HALL MAINTENANCE	205.00	6,000	2,111.74				
		101-4132-70120-000	SUPPLIES	31.16	5,000	1,960.11				
		101-4132-87000-000	REPAIR EQUIPMENT	814.94	4,500	2,495.73				
		206-20200-000	ACCOUNTS PAYABLE	5,769.00-*						
		206-4206-82030-000	RECYCLING CONTRACTS	5,769.00	70,000	35,299.46				
		401-20200-000	ACCOUNTS PAYABLE	981.19-*						
		401-4401-90100-000	FURNITURE & EQUIPMENT	981.19	85,500	51,324.60				
		414-20200-000	ACCOUNTS PAYABLE	164,627.00-*						
		414-4414-93000-000	DEBT PAY AS YOU GO PYMT	164,627.00	260,000	95,373.00				
		419-20200-000	ACCOUNTS PAYABLE	768.00-*						
		419-4419-85000-000	TREE REMOVAL	768.00	5,000	1,243.00				
		601-20200-000	ACCOUNTS PAYABLE	39,882.43-*						
		601-21712-000	MEDICAL FLEX SAVINGS PAY	36.00						
		601-4601-85060-000	METRO SEWER CHARGES	39,846.43	478,158	199,232.99				
		602-20200-000	ACCOUNTS PAYABLE	14.80-*						
		602-21712-000	MEDICAL FLEX SAVINGS PAY	14.80						
		999-13100-000	DUE FROM OTHER FUNDS	217,322.90 *						
			** 2018 YEAR TOTALS	217,322.90						

PACKET: 01783 JULY 6TH PAYABOES  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	7/2018	5,280.48
206	7/2018	5,769.00
401	7/2018	981.19
414	7/2018	164,627.00
419	7/2018	768.00
601	7/2018	39,882.43
602	7/2018	14.80

NO ERRORS                      NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0    TOTAL WARNINGS: 0



EMP #	NAME	AMOUNT
0 013	PETER C LINDSTROM	304.93
01-0022	RANDALL C GUSTAFSON	262.05
01-0023	MELANIE M LEEHY	262.05
01-0024	MARK J MIAZGA	262.05
01-1005	SACK THONGVANH	3,198.63
01-1017	TIMOTHY J SANDVIK	1,736.07
01-1020	AMANDA P LOR	1,270.70
01-1136	ROLAND O OLSON	2,484.60
01-2154	MAUREEN A ANDERSON	101.51
01-1018	PAUL A MORETTO	2,023.87
01-0086	RICHARD H HINRICHS	984.92
01-0095	MICHAEL J POESCHL	182.13
01-0097	PATRICK GAFFNEY	128.61
01-0105	ANTON M FEHRENBACH	347.91
01-0123	BRYAN R SULLIVAN	92.24
01-0124	MICHAEL D KRUSE	126.40
01-2240	TIMOTHY P TWOHY	845.43
01-2247	THOMAS J DEMARS	1,015.21
01-1030	TIMOTHY J PITTMAN	2,062.95
01-1033	DAVE TRETSEVEN	1,626.64
01-1143	COLIN B CALLAHAN	1,614.32

TOTAL PRINTED: 21 20,933.22

6-26-2018 9:41 AM PAYROLL CHECK REGISTER  
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1  
 PAYROLL DATE: 6/26/2018

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
30	BROWN THUNDER, JOSEPH C	R	6/26/2018	262.05	087647
21	GRAY, MCGWIRE T	R	6/26/2018	98.88	087648
2230	YARBROUGH-WRIGHT, GIOVANI J	R	6/26/2018	461.15	087649
2252	TACHENY, JUSTIN T	R	6/26/2018	808.22	087650
2253	CHAGIL-MASON, TEO C	R	6/26/2018	134.43	087651
2254	HART, KELLY M	R	6/26/2018	110.51	087652
2255	HUBERT, BRADEN R	R	6/26/2018	147.71	087653
2256	WALCZAK, EVAN	R	6/26/2018	156.18	087654

6-26-2018 9:41 AM PAYROLL CHECK REGISTER  
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2  
 PAYROLL DATE: 6/26/2018

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	8	2,179.13
DIRECT DEPOSIT REGULAR CHECKS:	21	20,933.22
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	29	23,112.35

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*

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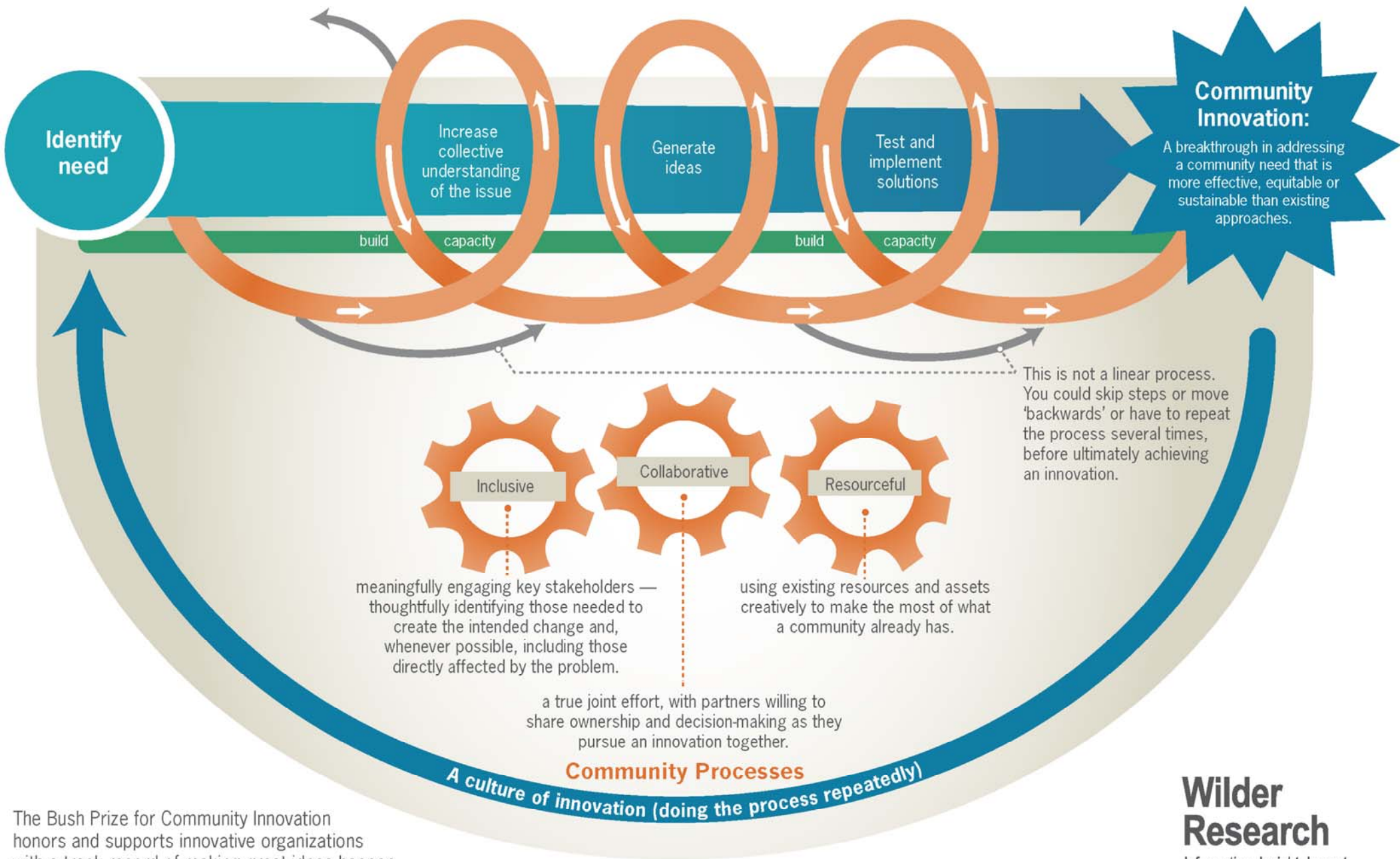
*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	July 11, 2018
<b>Agenda Item</b>	Policy G1
<b>Attachment</b>	Information Packet & Application
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Bush Foundation – Community Innovation Grant Application
<b>Description</b>	<p>On September 21, 2016, the City Council established the Falcon Heights Inclusion and Policing Task Force in response to a police involved shooting of a Saint Anthony Police Officer and Philando Castile on July 6<sup>th</sup>, 2016. Residents and surrounding community members were demanding action and the City Council had to develop a plan.</p> <p>The Council recognized the need to critically balance the enforcement of law with effective, fair and transparent police services. The City has identified racial equity as a community value with the standard expectation being fair and equitable service delivery to all people who live, work, or visit Falcon Heights.</p> <p>The Task Force comprised of eleven (11) committed individuals that had diverse experiences and perspectives. There were thirteen (13) meetings and five (5) Community Conversations. The Policing Recommendations was adopted on May 24, 2017 and the Inclusion Recommendations was adopted on June 14, 2017.</p> <p>Link to Final Report  <a href="https://www.falconheights.org/vertical/Sites/%7BA88B3088-FA03-4D5D-9D04-CCC9EF496399%7D/uploads/Final_Recommendations_Combined_with_all_Summaries.pdf">https://www.falconheights.org/vertical/Sites/%7BA88B3088-FA03-4D5D-9D04-CCC9EF496399%7D/uploads/Final_Recommendations_Combined_with_all_Summaries.pdf</a></p> <p>The City is now on the next step of determining funding mechanisms to support the recommendations provided by the Task Force. The City has already received \$20,000 of grant funding from the St. Paul Foundation.</p>
<b>Budget Impact</b>	The City’s grant request will be for \$200,000 over a two-year period.
<b>Attachment</b>	<ul style="list-style-type: none"> <li>· Community Innovation Grants-Information Packet</li> <li>· Community Innovation Flow</li> <li>· Draft Grant Application</li> <li>· Proposed Budget</li> </ul>

<b>Action(s) Requested</b>	Motion to authorize the City Administrator to submit a grant application for the Bush Foundation Community Innovation Grant.
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**Wilder Research**  
Information. Insight. Impact.

This theory of change was co-developed by Bush Foundation and Wilder Research.

The Bush Prize for Community Innovation honors and supports innovative organizations with a track record of making great ideas happen.

Community Innovation Grants support communities to use problem-solving processes that lead to more effective, equitable and sustainable solutions.

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# BUSH FOUNDATION

## Community Innovation Grants Information Packet September 2016

*This information packet covers the following topics. To apply or find additional information, please visit [BushFoundation.org/CIGrants](http://BushFoundation.org/CIGrants).*

<a href="#"><u>Overview of Community Innovation Grant Program</u></a> .....	2
<a href="#"><u>How to Apply</u></a> .....	3
<a href="#"><u>Eligibility and Selection Criteria</u></a> .....	6
<a href="#"><u>Selection Process and Timeline</u></a> .....	7
<a href="#"><u>Working with Community Innovation Grantees</u></a> .....	8
<a href="#"><u>Frequently Asked Questions</u></a> .....	8
<a href="#"><u>Sample Project Budget</u></a> .....	10

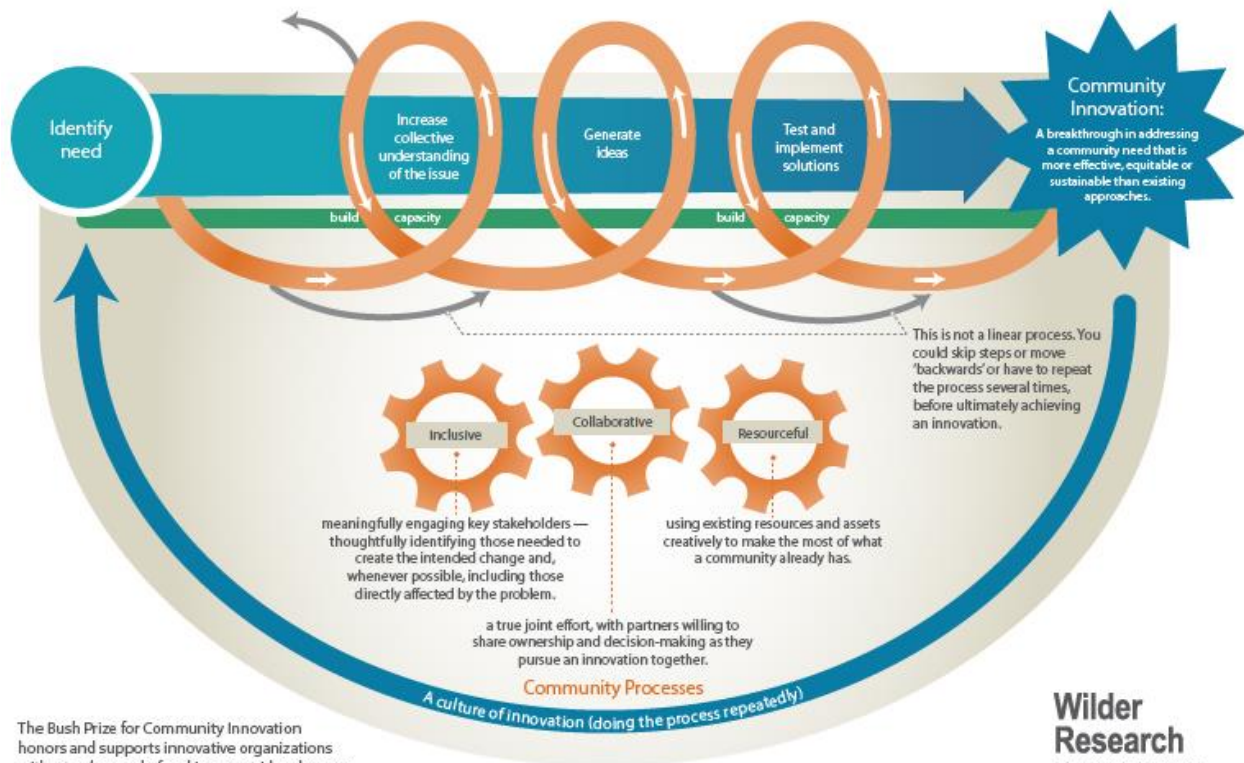
## Overview of Community Innovation Grant Program

Community Innovation Grants support communities to use problem-solving processes that lead to more effective, equitable and sustainable solutions. Think of it as civic R&D, allowing communities to develop and test new solutions to community challenges.

There's a lot of work that happens in between identifying a community problem and implementing a new breakthrough solution, especially if you want to engage your community, make the most of existing assets and work collaboratively with other organizations along the way. Our Community Innovation Grants support that process—they fund the work that it takes to create a community innovation.

The Foundation provides Community Innovation Grants of \$10,000 to \$200,000. Community Innovation Grants of \$500 to \$10,000 are available from our intermediary partner organizations: [Headwaters Foundation for Justice \(MN\)](#), [The Consensus Council \(ND\)](#) and the [South Dakota Community Foundation \(SD\)](#).

### The Community Innovation Process



The Bush Prize for Community Innovation honors and supports innovative organizations with a track record of making great ideas happen.

Community Innovation Grants support communities to use problem-solving processes that lead to more effective, equitable and sustainable solutions.

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### **You define your community**

We look to you to identify and define your community. This could be a geographic community, and it could be a community of common interest or racial/cultural identity.

### **You define the issue**

We do not prioritize specific issues and instead are open to projects that address all sorts of community needs.

Projects can be at various stages of the innovation process including identifying the need, increasing collective understanding of the issue, generating ideas or testing and implementing solutions. Proposals can focus on one area or span multiple stages.

Take a look at our [2016 Community Innovation Grantees](#) on our website for some examples of recently funded projects through this program.

### **How to Apply**

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#### **For grants from \$10,000 - \$200,000**

[Apply online](#) using our online application system. Our initial application is brief, but we will request more detailed information if you become a finalist.

If applying online presents a barrier for you, please let us know—we'd be happy to help. Once you've started an application in our online system, you can save it and return later to continue working anytime. To return to an in-process application, login to our online application program using [this link](#) and the password contained in the confirmation email you received when you created your account.

#### **For grants from \$500 - \$10,000**

We partner with the [Headwaters Foundation for Justice](#) (MN), [The Consensus Council](#) (ND) and the [South Dakota Community Foundation](#) (SD) to provide Community Innovation Grants for projects with budgets of \$500 - \$10,000. The program content and criteria for these grants is the same as the Community Innovation Grants offered here at the Bush Foundation. Applications are reviewed three times per year by each of our partner organizations. Interested applicants can apply directly to the state program most applicable for their project using the links above.

Application questions for the Bush Foundation Community Innovation Grant are provided below as reference.

### **Applicant Organization**

All of the information provided in this section should be for a single Applicant Organization. If working with a Fiscal Sponsor, the Fiscal Sponsor is the Applicant Organization.

#### *Organization/Contact Information*

- Applicant Organization name, organization legal name (*if different*), address, city, state, zip, phone, website, Employer Identification Number
- Application Primary Contact Information first name, last name, title, phone, email, address, city, state, zip

#### *Organization Questions*

- Our organization is certified by the IRS as a 501(c)(3) public charity. (Y/N)
- Our organization is a public agency/unit of government or Indian tribal government under Section 7871 of the Internal Revenue Code. (Y/N)

- Current Fiscal Year Operating Budget (Select one.)
  - Up to \$49,999
  - \$50,000 - \$99,999
  - \$100,000 - \$249,999
  - \$250,000 - \$499,999
  - \$500,000 - \$999,999
  - \$1M - \$4,999,999
  - \$5M +
  
- Has your organization previously applied for a Community Innovation Grant? (Select as many as apply.)
  - Yes, from the Bush Foundation
  - Yes, from Headwaters Foundation for Justice, South Dakota Community Foundation or the Consensus Council
  - No
  
- Has your organization received a Community Innovation Grant? (Select as many as apply.)
  - Yes, from the Bush Foundation
  - Yes, from Headwaters Foundation for Justice, South Dakota Community Foundation or The Consensus Council
  - No
  
- If yes, does the proposed work build upon your previous Community Innovation Grant? (Y/N)
  
- What is the requested grant term? Indicate length in number of months, using six-month increments. Only enter numbers.
  
- Total amount requested (between \$10,000 and \$200,000). Enter amount with no dollar sign and round to the nearest whole number.
  
- Where will the proposed work take place? (Select up to five specific locations.)
 

○ Minnesota	○ Minnesota Chippewa Tribe
○ North Dakota	○ Oglala Sioux Tribe
○ South Dakota	○ Prairie Island Indian Community
○ Bois Forte Band of Chippewa	○ Red Lake Nation
○ Cheyenne River Sioux Tribe	○ Rosebud Sioux Tribe
○ Crow Creek Sioux Tribe	○ Shakopee Mdewakanton Sioux Community
○ Flandreau Santee Sioux Tribe	○ Sisseton-Wahpeton Oyate Tribe
○ Fond Du Lac Band of Lake Superior Chippewa	○ Spirit Lake Nation
○ Grand Portage Band of Chippewa	○ Standing Rock Sioux Tribe
○ Leech Lake Band of Ojibwe	○ Turtle Mountain Band of Chippewa
○ Lower Brule Sioux Tribe	○ Upper Sioux Community
○ Lower Sioux Indian Community	○ White Earth Nation
○ MHA Nation	○ Yankton Sioux Tribe
○ Mille Lacs Band of Ojibwe	
  
- Which of the following describes where the majority of your work takes place? This will be used to determine the pool in which your application will be reviewed. (Select one.)
  - Minnesota and the Native nations that share the same geography
  - North Dakota and the Native nations that share the same geography
  - South Dakota and the Native nations that share the same geography

- What issue area does your organization address? (Select up to three.) The options below are from the National Taxonomy of Exempt Entities.
  - Arts, Culture and Humanities
  - Education
  - Environment
  - Health
  - Human Services
  - Other
  - Public and Societal Benefit
  
- What best describes the community served by your organization? (Select one.)
  - Rural
  - Town or City – population under 50,000
  - Town or City – population over 50,000
  - Combination: Rural/Town/City

### **Sponsored Organization**

If you're applying using a fiscal sponsor arrangement, this section applies to you. This is not the case for most applicants. The information below should be about the organization that is being sponsored.

#### *Sponsor Organization*

Sponsored Project (organization or group name), mailing address, city, state, zip, phone, website, contact prefix, first name, last name, title, email

### **Narrative Questions**

#### *Context*

- Provide a title for the work you are proposing. Maximum of 255 characters (approximately 40 words)
  
- In 3,000 characters or less (approximately 500 words), provide a brief introduction to:
  - Your organization and any people or organizations working closely with you on this project. As the applicant organization, describe why you are well positioned to lead this work. If you're applying as a fiscal sponsor, please briefly describe both your organization and the group you're sponsoring.
  - Your community. What do we need to understand about your community or context to better understand the work you are proposing?
  
- What is the problem that you're trying to solve with the work proposed in this application? How did you decide to focus on this problem? Who informed, or was involved in, identifying the problem that you are working on solving? Maximum of 900 characters (approximately 150 words)
  
- Why is it important to address the problem now? How is the identified problem typically addressed in your field or community? Describe the current "status quo" approach and why something different is needed. Maximum of 900 characters (approximately 150 words)

#### *The Problem-Solving Process (Check out this [diagram](#) for inspiration.)*

- In 1,800 characters or less (approximately 300 words)
  - Provide a short overview of the problem-solving process you will use to pursue a breakthrough (two or three sentences).
  - Provide a numbered list of key activities you are proposing during the grant term.
  
- Describe the work that brought you to this point and how it has informed the activities you've proposed for this grant?
  
- WHO will you engage in problem-solving? We are looking for processes that are inclusive: meaningfully engaging key stakeholders - thoughtfully identifying those needed to create the

intended change and, whenever possible, including those directly affected by the problem. Maximum of 900 characters (approximately 150 words)

- HOW will you work with other partners through the problem-solving process? Describe the group that has come together to work on this project, the various roles of the people and organizations that are involved and how you will make decisions together. We are looking for processes that are collaborative: a true joint effort, with partners willing to share ownership and decision-making as they pursue an innovation together. Maximum of 900 characters (approximately 150 words)
- WHAT community assets and resources will you build on as you pursue a solution to your community problem? We are looking for processes that are resourceful: using existing resources and assets creatively to make the most of what a community already has. Maximum of 900 characters (approximately 150 words)

### *Outcomes and Innovation*

We know that innovation takes time. In the questions below, we want to learn about both the progress you'll make during this grant term and the community innovation you ultimately imagine.

### *Progress during grant term*

- Provide a numbered list of key outcomes you anticipate achieving by the end of the grant term. What will increase, decrease, improve, etc. because of the work you've proposed? This is the place to be practical about what you hope to accomplish during this grant period. Maximum of 1,800 characters (approximately 300 words)

### *Your long-term vision*

- This is the place to dream. You're building towards a community innovation – a breakthrough in addressing a community need that is more effective, equitable or sustainable than existing approaches. What is the breakthrough you imagine one day? What will become different because of it? How will your community be changed? Maximum of 1,800 characters (approximately 300 words)

### **Attachments**

*Project Budget (required)* - An application without a project budget is not considered complete and will not be reviewed or considered.

*Fiscal Sponsorship Agreement (if applicable)* - If a fiscal sponsorship relationship is part of this application the agreement must be uploaded. An application without the agreement is not considered complete and will not be reviewed or considered.

We will not review or consider any documents besides those listed above.

### **Eligibility and Selection Criteria**

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#### **Community Innovation Grant Eligibility**

- Community Innovation Grants may be awarded to 501(c)(3) public charities or government entities (including schools). Coalitions or collaboratives are eligible to apply, but only one organization may receive the grant.
- For organizations that do not have 501(c)(3) status, the Foundation accepts Community Innovation Grant applications from fiscal sponsors. The fiscal sponsor organization must submit the grant application and, if the grant is approved, becomes the grantee and receives the funds. Our [fiscal sponsorship overview](#) provides additional information.
- Grants must be used for projects located in Minnesota, North Dakota, South Dakota or the 23 Native nations that share the same geography.
- Grants must be used for a charitable purpose.

## **Community Innovation Grant Selection Criteria**

### *Fit with Community Innovation Grant Program*

- Does the project use inclusive, collaborative and resourceful processes to pursue an innovative solution to a community challenge?
  - Inclusive: meaningfully engaging key stakeholders - thoughtfully identifying those needed to create the intended change and, whenever possible, including those directly affected by the problem.
  - Collaborative: a true joint effort, with partners willing to share ownership and decision-making as they pursue an innovation together.
  - Resourceful: using existing resources and assets creatively to make the most of what a community already has.
- Is the process likely to lead to a community innovation - a breakthrough in addressing a community need that is more effective, equitable or sustainable than existing approaches?

### *Implementation*

- Is the project plan thoughtful, realistic and does it address the identified community need?
- Does the applicant have the capacity to execute the work effectively or have a plan to meet the needed capacity?

### *Impact*

- Is the project likely to make a significant, sustainable difference, now or in the future?
- Will the project inspire or inform others?

## **Additional Considerations**

We seek a final portfolio of Community Innovation grantees with balance across:

- Size of community
- Size of applicant organization
- Size of grant request
- Demographics of communities served
- Minnesota, North Dakota, South Dakota and the 23 Native nations that share the same geography
- Type of issue addressed

At least 50% of Community Innovation grants will be for projects that address racial and/or economic disparities. *For the purposes of this grant program, the Foundation defines this as proposals that seek to actively reduce structural and/or systemic gaps in access, outcomes, opportunities or treatment based on race/ethnicity or economic standing.*

## **Selection Process and Timeline**

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There are two stages in the Bush Foundation's Community Innovation grant selection process:

### **Initial Review**

Members of the Community Innovation team will evaluate applications and select finalists on a rolling basis. We will communicate our decision via email approximately six to eight weeks from the date the application is submitted.

### **Finalist Review**

A member of the Community Innovation team will schedule a phone call with finalists to discuss the application. We may also request additional information during this stage. The Community Innovation team then makes its final decision and notifies the applicant organization.

For most applications, we estimate the entire selection process – from the date we receive the application to the date we make the final decision to award a Community Innovation grant – will take four months. Organizations can expect to receive their grant payment about one month following the final decision.

## **Working with Community Innovation Grantees**

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The Foundation hopes to build a supportive relationship with Community Innovation grantees by:

### **Working Together**

We'll create a grant agreement based on your proposal, including an agreed upon timeline for the project and use of funds.

We'll be responsive and direct in our communication with you, and will be available to you throughout your grant term. We hope to build a relationship that is supportive when you want us to be, without being in your way. We want you to be able to focus on what you do best.

### **Learning and Evaluation**

We want to know if we're making a difference, and will ask you to participate in our evaluation of the Community Innovation Grant Program. We will use what we learn together to improve this grant program over time.

We will ask you to share key lessons learned (successes as well as challenges) during our meetings and as part of your interim and final grant reports. Portions of these reports will be shared publicly on the Foundation's website.

We acknowledge that not all grant projects will lead to a community innovation. And, in fact, sometimes the path to an innovation includes unexpected or undesirable outcomes. Learning from these moments is an important part of creating new community solutions and we look forward to doing that with you.

We'll invite you to participate in Foundation-sponsored events for grantees to meet one another, share the stories of your work and learn together.

### **Sharing Your Story**

We want to publicly recognize the good work that grantees are doing. We will ask you to provide basic content about your organization and project for the Foundation's website.

We may request that you share periodic, informal updates for the Bush Foundation to use in online media promotions.

## **Frequently Asked Questions**

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### *Applying for a Community Innovation Grant*

- **How do I submit my application?**

We use an online application system. To start an application, please visit the [Community Innovation page](#) on our website. Once you've started your application, it can be saved for you to revisit and finish at any time during the open application period.

If applying online presents a barrier for you, let us know.

- **If I am having trouble completing my application online, what do I do?**

- First, try to address the following common issues:
- To continue working on an in-progress application, login to the online application program using the username and password you used to create your account.
- The application will not submit if the required questions are not answered.
- We recommend using Chrome or Firefox to access your application.

We encourage you to begin your application in the online system as early as possible in the application period so that we will have time to offer you more support. For additional technical support, please contact the Bush Foundation Community Innovation Team at 651-379-2266 or [CommunityInnovation@BushFoundation.org](mailto:CommunityInnovation@BushFoundation.org).

## *Understanding the Grant Program*

- **Are grants for less than \$10,000 available?**

The Bush Foundation is partnering with the [Headwaters Foundation for Justice](#) (MN), [The Consensus Council](#) (ND) and the [South Dakota Community Foundation](#) (SD) to support community innovation projects with budgets of \$500 to \$10,000. The program content and criteria for these grants is the same as the Community Innovation Grants offered by the Bush Foundation.

- **Is there a chance that you will only fund part of my proposal?**

We honor your knowledge about what it takes to do this work well and will likely fund your project in the full amount that you request in your proposal. If we have questions or concerns about your project plan or budget, we will discuss them with you if you become a finalist in our grant selection process.

- **Is there anything you won't fund?**

Beyond the program's [eligibility criteria](#), there are no other constraints to how these funds can be used. We'll look to fund projects that best fit the criteria and propose responsible stewardship of resources.

- **What if the proposed work is a collaborative effort? How do we determine which organizations will be publicly acknowledged and which organizations will receive the grant?**

We will only provide a grant to one entity but will happily credit multiple organizations publicly, if that is your preference. The primary applicant organization will be the grant recipient.

*Not finding an answer to your question? We're happy to help. Please contact us at 651-379-2266 or [CommunityInnovation@BushFoundation.org](mailto:CommunityInnovation@BushFoundation.org) with questions about the Community Innovation Grant program.*

**Sample Project Budget**

This sample project budget is provided for reference. If you have a project budget in an existing format, please feel free to use it.

All of the line items below are examples of sources of support and expenses which may or may not apply to your particular project. They're provided solely as a guide to the type of information we're looking for from applicants.

Here are a few things that we'd recommend you keep in mind when creating your budget:

- Clearly identify funding status (ex. pledged, committed, received, pending, under review).
- If the proposed project will be for more than one year, include a column showing funding and expenses for each year, as shown below.

**Applicant Organization Name**  
**Sponsored Organization or Group Name - if applicable**  
**Project Title**

	<b>Year 1</b>	<b>Year 2</b>	<b>Notes/Funding Status</b>
<b>SOURCES OF SUPPORT</b>			
Bush Foundation	\$ -	\$ -	
In-kind contributions			
Other funding			
<b>TOTAL SOURCES</b>	\$ -	\$ -	
<b>EXPENSES</b>			
Community Events	\$ -	\$ -	
Space Rental			
Facilitator(s)			
Materials			
Capacity Building / Training Events			
Space Rental			
Trainers and Training Cost			
Materials			
Consultant			
Operating Expenses / Overhead			
Staff Positions			
Rent			
Travel			
Pilot / Implementation Expenses			
Other Expenses			
<b>TOTAL EXPENSES</b>	\$ -	\$ -	



## Post-Critical Incident Pathway to Equity

**2. In 3,000 characters or less (approximately 500 words), provide a brief introduction to:**

- **Your organization and any people or organizations working closely with you on this project. As the applicant organization, describe why you are well positioned to lead this work. If you're applying as a fiscal sponsor, please briefly describe both your organization and the group you're sponsoring.**
- **Your community. What do we need to understand about your community or context to better understand the work you are proposing?**

Falcon Heights (“City”) is a first-tier suburb neighboring Saint Paul and located one-quarter mile from Minneapolis. Despite a population of 5,400, City is a significant hub in the 2.5 million population Twin Cities Metro Area. Over 50,000 vehicles traverse the city daily. Located within city boundaries is the University of Minnesota Agriculture Science Campus with tens of thousands of students and visitors, and the Minnesota State Fairgrounds draw nearly three million visitors to events year-round.

City is uniquely positioned to have a far reach and affect to the greater metro, and be a model city and influencer of inclusion practices. Our goal is to build a toolbox to help communities address inclusion issues.

With nearly 70% of City land occupied by the U of M, Fairgrounds, and non-profit organizations the burden of property taxes falls on 32% of land owned by residents and a handful of commercial entities. This creates a challenge to meet city needs with available revenues. To provide law enforcement services economically City has contracted with other government entities for decades.

On July 6, 2016, a City of Saint Anthony police officer, under contract with City, shot and killed Philando Castile; with a portion of the incident live streamed on Facebook, setting off a wave of protests that received national and international media attention. This was the first officer-involved shooting in City history. Immediately following Mr. Castile’s death, City, residents, and concerned community members expressed outrage and demanded efforts to identify insidious risk factors leading to this shooting.

City leadership sought guidance and assistance from other cities who had experienced similar challenges on how to proceed and recover from this critical incident. Finding none, City’s council formed the Inclusion and Policing Task Force (“Task Force”), comprised of eleven community members with the mission

to articulate community values, identify community needs, and recommend programming and policies. The effort to seek meaningful solutions generated offers to help and collaborate including the American Arbitration Association, Center for Integrative Leadership, MN State Office for Collaboration and Dispute Resolution, Mitchell Hamline School of Law, and the University of Minnesota Humphrey Institute for Public Affairs (collectively, “Partners.”) In addition to collaboration with Partners on policing, police-community relationships, citizen oversight boards, and joint powers authorities, Task Force held thirteen meetings and five community conversations, attended by 80 to 100 participants, to provide opportunity for residents and community to share their concerns, ideas, and thoughts on a way forward.

Task Force completed its charge and published Recommendations and a Statement of Community Values (“Report”). Two parts—Inclusion and Policing Recommendations—comprise the recommendations within Report. This application focuses on City’s **needs regarding the Report’s Inclusion Recommendations.**

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Specifically, City has reached critical limits in volunteer capacity. While some Partners will continue to collaborate with City in consultory roles, others no longer have volunteer capacity to continue significant support. As such, City must work to develop in-house and community expertise in inclusion and diversity practices.

To further this development of in-house and community expertise. The City has created a strategy to spark creativity, share ownership, and test ideas. This effort emphasizes community participation, transparency of City, and oversight by community in inclusion and diversity practices.

**3. What is the problem that you’re trying to solve with the work proposed in this application? How did you decide to focus on this problem? Who informed, or was involved in, identifying the problem that you are working on solving?**

Maximum of 900 characters (approximately 150 words)

City seeks to address the problem of people not feeling connected or welcomed, and their distrust in authority within its community, exposed after the shooting of Philando Castile. To that end, City Council (“Council”) formed the Task Force, made up of fifteen community volunteers, and charged it “To articulate, affirm and operationalize our values as a community to be inclusive and welcoming environment for residents and guests of Falcon Heights, with an emphasis on policing values, policies and procedures.” Task Force collaborated with Partners to host five Community Conversations through which over four hundred

community members participated to develop City’s Values Statement and Inclusion Recommendations.

City seeks to affirm and operationalize these values by implementing Task Force’s Inclusion Recommendations, including enhancing transparency and building pathways of communication as well as solicit new ideas from its community.

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This while recognizing people who are contagiously welcoming in their everyday life. These Influencers have the ability to set the tone that encourages other be and do likewise. The work ahead is to identify, engage, and empower our Influencers that organically builds sustainable outcomes. The end goal is a more inclusive community where residents recognize the value that each person adds to the whole.

**4. Why is it important to address this problem now? How is the identified problem typically addressed in your field or community? Describe the current “status quo” approach and why something different is needed.**

Maximum of 900 characters (approximately 150 words)

**As you complete the questions in this tab, you may want to check out [our Community Innovation Process diagram](#) for inspiration.**

The window of opportunity to help other communities is now open. Immediately following Castile’s death, City sought help from other cities who had experienced police-shooting deaths and City governance experts. The League of Minnesota Cities was able to provide public relations guidance; no city or entity had a crisis toolkit. Thus, City has relied solely on its own ingenuity, its Partners, and its community to manage the crisis and identify a path towards healing.

Due to the success of Task Force, The League of Minnesota Cities selected Falcon Heights to receive the 2018 City of Excellence Award, population 5,000 – 19,999. It was an honor to receive the award, but this was not about getting an award, rather this is about action and truly creating a culture of being a welcoming community. We want to tell our story to document the steps to help other communities going through a similar tragedy or a community wanting to enhance community engagement and inclusion.

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Specifically, City committed to implementing Report’s Inclusion Recommendations and building pathways of communication. Failure to meet these commitments risks loss of confidence from its community and potential

loss of life. At the same time, some Partners have reached volunteer capacity and City lacks financial resources to hire comparable in-house expertise. A grant will relieve pressure on City staff who do not have sufficient inclusion expertise, create capacity within the community, and allow City to accelerate its initiatives.

**5. In 1,800 characters or less (approximately 300 words),**

- **Provide a short overview of the problem-solving process you will use to pursue a breakthrough. (Two to three sentences.)**
- **Provide a numbered list of key activities you are proposing during the grant term.**

City will affirm and operationalize its community values defined by Task Force efforts, including enhancing transparency, building pathways of communication, and engagement. To do so, City has identified a continuous loop through which community will provide feedback and ideas. City will receive information through this loop that includes at least five points where community may influence City's implementation plans including through active methods, e.g., communicating through Community Engagement Commission, City, City officials and employees, community conversations and gatherings, and passive methods, e.g., City's website, social media, etc.

1. City will build in-house expertise by:
  - a. Hiring an inclusion/diversity/engagement personnel to lead and coordinate ongoing efforts;
  - b. Consulting with Partners on inclusion and diversity practices; and
  - c. Improving engagement skills for City employees, officials, and residents; to fulfill City's commitment to achieve the inclusion training recommendation.
2. City will obtain ongoing ideas and recommendations from community by:
  - a. Hosting community conversations; and
  - b. Developing new ways to reach previously untapped community members (especially in minority communities) via hosting and collaboration of community gatherings.
3. City will enhance existing channels of communication and develop new ones by:
  - a. Developing a baseline measurement of City's diversity and inclusion practices; and
  - b. Creating a transparent reporting mechanism to relay its ongoing efforts.

4. City will share its story within and beyond its community by:
  - a. Collaborating with its Partners to define crisis management best practices;
  - b. Documenting its journey from crisis to welcoming city through video production and passive communication methods; and
  - c. Creating a Toolkit to address community inequity.

**6. Describe the work that brought you to this point and how it has informed the activities you've proposed for this grant.**

Maximum of 900 characters (approximately 150 words)

As described under previous questions, numerous issues led City to the tasks outlined under Q5. Specifically, City initially identified that it could not locate a police-shooting crisis management toolkit nor could it identify peer cities to mentor City through its crisis. City self-initiated an effort to heal, and determine a pathway that involved the broader community. The Task Force work resulted in Report that includes both a Statement of Community Values and Inclusion Recommendations. While City has made great strides with support from its Partners to catalogue community's values and Inclusion Recommendations, City has determined that it requires in-house inclusion and diversity expertise in order to make its efforts transparent to its community, facilitate implementation, and solicit new ideas and recommendations from the community.

**7. WHO will you engage in problem-solving? We are looking for processes that are inclusive: meaningfully engaging key stakeholders - thoughtfully identifying those needed to create the intended change and, whenever possible, including those directly affected by the problem.**

Maximum of 900 characters (approximately 150 words)

As demonstrated in City's feedback loop and implementation strategy, City will engage several key groups. First, City will engage with the community through Community Engagement Commission volunteers. Second, City will engage with the community by hosting additional conversations and gatherings with efforts made to attract and empower Influencers. In particular, community gatherings will target new community segments by offering new formats, food, and childcare. Third, City will open new channels of communication between community and Council, such as a creating a website ideas submission form. Fourth, City will continue to foster its connections with entities such as the University of Minnesota Dispute Resolution Institute, Mitchell Hamline Dispute

Resolution Institute, and The Minnesota Department of Human Rights. Fifth, the City will facilitate engagement driven by community influencers to provide a foundation for **sustainability of an empowered welcoming city.**

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**8. HOW will you work with other partners through the problem-solving process? Describe the group that has come together to work on this project, the various roles of the people and organizations that are involved and how you make decisions together. We are looking for processes that are collaborative: a true joint effort, with partners willing to share ownership and decision-making as they pursue an innovation together.**

Maximum of 900 characters (approximately 150 words)

City has three ways it intends to work with Partners. First, City will consult with experts in diversity, inclusion, and conflict management. Entities such as the University of Minnesota and Mitchell Hamline Dispute Resolution Institutes will continue to serve in consulting roles. Second, City will rely on community to influence its initiatives through community conversations and community gatherings as well as new and enhanced communication channels. Third, City will seek out and offer to collaborate with entities who provide inclusion, diversity, or conflict resolution services.

Additionally, City will pursue reconnecting with individuals and entities from the African American community that were previously part of the dialogue. City will also pursue building relationships with leaders from neighboring cities.

**9. WHAT community assets and resources will you build on as you pursue a solution to your community problem? We are looking for processes that are resourceful: using existing resources and assets creatively to make the most of what a community already has.**

Maximum of 900 characters (approximately 150 words)

City created a communication network that resulted directly from Task Force's efforts. This network will serve as the backbone for City's future work and allow City to leverage existing resources creatively. First, City will leverage its existing Community Engagement Commission and other city influencers in lieu of forming an additional and new inclusion committee as recommended in Report. Second, City will leverage its experience with hosting five community conversations to host additional community conversations during the grant

period. Third, City will leverage new partnerships, such as Minnesota Science Museum, to provide training, tell its story, etc. Fourth, City will leverage existing communication channels like website and social media to enhance two-way communication through suggestion forms, reporting, etc.

We know that innovation takes time. In the questions below, we want to learn about both the progress **you will** make during this grant term and the community innovation you ultimately imagine.

**Progress during grant term:**

**10. Provide a numbered list of key outcomes you anticipate achieving by the end of the grant term. What will increase, decrease, improve, etc. because of the work you've proposed? This is the place to be practical about what you hope to accomplish during this grant period.**

Maximum of 1,800 characters (approximately 300 words)

At the end of the grant term, City expects to have achieved the following tangible outcomes:

1. Implemented new and enhanced channels of communication, both passive and active;
2. Developed in-house expertise in inclusion and diversity practices;
3. Improved its Welcome packet, including enhanced options to communicate with new and current residents, businesses, and guests;
4. Enhanced its website by:
  - a. Redesigning to improve visuals and user-friendly format that is welcoming (also ADA compliance).;
  - b. Adding topics to address equity and inclusion; and
  - c. Providing enhanced mechanisms for relationship building.
5. Created a method of baselining, then measuring, City's Community Values in action;
6. Create tools kits for neighborhood conversations that include book and documentary suggestions, as well as deliberation guidelines.
7. Become a role model for other cities, whether in crisis and/or seeking to enhance their own inclusion and diversity practices, by having developed:
  - a. A "step" program to recognize cities at various stages of implementation; and

- b. A toolkit for crisis management for cities to plan for or manage a crisis that implicate equity or racial injustice as underlying causes.

City also will have developed additional methods to create transparency and enhanced pathways of communication.

*Your long-term vision:*

**11. This is the place to dream. You're building towards a community innovation - a breakthrough in addressing a community need that is more effective, equitable or sustainable than existing approaches. What is the breakthrough you imagine one day? What will be different because of it? How will your community be changed?**  
 Maximum of 1,800 characters (approximately 300 words)

Due to the magnitude of the crisis that existed in the wake of Castile's shooting, City must now creatively envision its future through an inclusion and racial equitable lens. To this end, City has outlined three innovations that it intends to use as a self-measurement and to share with other communities who share its community values. These innovations include: 1) developing an inclusion "step" program; 2) developing a crisis management toolkit for use by other cities experiencing a critical incident stemming from racial inequity or social injustice; and 3) developing a baseline and measuring criteria to quantify City's adoption of its Community Values.

First, City intends to develop a "step" program for inclusion. This program, akin to the Minnesota GreenStep Cities challenge, will provide specific steps cities may follow to achieve their own breakthrough in inclusion practices. By creating this "step" program, City will enhance its own understanding of inclusion practices and create a network of cities who strive to achieve the same.

Second, because no city or entity had a crisis management toolkit for City, it wants to share its experiences with other communities. To do so, it will create a toolkit, including a video, that will identify key procedures and outcomes that communities may use should they experience a critical incident such as a police-shooting death.

Third, City will develop a baseline measurement and measuring criteria for its inclusion and adoption of Community Values. City currently does not have a definition of success. By developing both a baseline and measuring criteria, City



will create transparent reporting on its success and areas of improvement for its community that it can also share with other cities.

**12. Is a primary purpose of the proposed work to actively reduce structural and/or systemic gaps in access, outcomes, opportunities or treatment based on a person's race/ethnicity or economic standing? At least 50% of Community Innovation grants will be for projects that address racial and/or economic disparities.**

Yes, the primary purpose of this grant is to address racial and economic inequity within City.

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**13. If yes, how? Optional. The Bush Foundation will take your entire application into consideration when determining whether your work fits the above commitment. If your work does not actively work to address racial and/or economic disparities, you do not need to provide an answer to this question.**

Maximum of 900 characters (approximately 150 words)

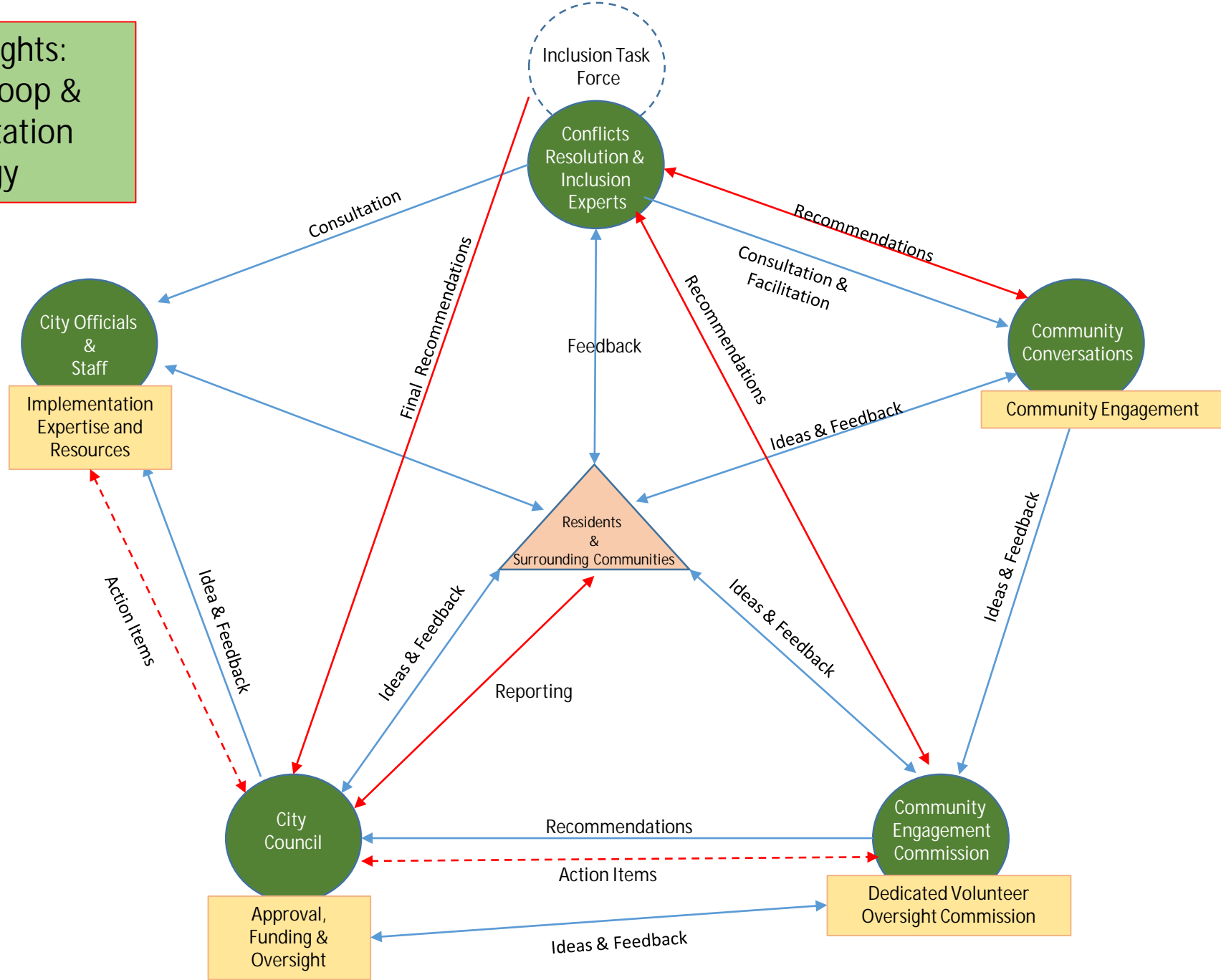
Through a process of empowering influencers throughout the community to create an atmosphere of welcoming and a sense of belonging which acknowledges the intrinsic value of every individual. This work will be to find the methods and tools to make this atmosphere tangible and replicable.

- Define the Steps to “Round Table Community” concept (exhibit)
- Develop two-way communication tools; for
  - Residents
  - Guests
  - Businesses
- Build connections with surrounding institutions and neighborhoods
- Create supportive tools for our Restoration Day and Unity Day
- Make available resources for other communities desiring to implement this work

**PROPOSED BUDGET**

Attached

Falcon Heights:  
Feedback Loop &  
Implementation  
Strategy



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**Sample Project Budget**

This sample project budget is provided for reference. If you have a project budget in an existing format, please feel free to use it.

All of the line items below are examples of sources of support and expenses which may or may not apply to your particular project. They're provided solely as a guide to the type of information we're looking for from applicants.

Here are a few things that we'd recommend you keep in mind when creating your budget:

\*Clearly identify funding status (ex. pledged, committed, received, pending, under review).

\*If the proposed project will be for more than one year, include a column showing funding and expenses for each year, as shown below.

**CITY OF FALCON HEIGHTS**

**Sponsored Organization or Group Name - if applicable**

**Project Title**

	Year 1	Year 2	Notes/Funding Status
<b>SOURCES OF SUPPORT</b>			
Bush Foundation	\$ 100,000	\$ 100,000	Request
In-kind contributions (City)	56,000	51,000	Budgeted
Other funding			
St. Paul Foundation	20,000		Received
<b>TOTAL SOURCES</b>	<b>\$ 176,000</b>	<b>\$ 151,000</b>	
<b>EXPENSES</b>			
Community Survey			
Mailing	\$ 5,000	\$ 5,000	
Communication	\$ 2,000	\$ 2,000	
Community Conversations			Six Sessions
Materials	\$ 6,000	\$ 6,000	
Staffing	\$ 12,000	\$ 12,000	
Consultants - Facilitators	\$ 6,000	\$ 6,000	
Training			
City Staff City Council, and Commissions	20,000	20,000	
Residents and Surrounding Community Members	20,000	20,000	
Production Video "Telling Our Story"			
Production	30,000	10,000	
Toolkits	20,000	20,000	
Arts	5,000		Partner with local school
Communications (Newsletters, Flyers, Notices and Publications)	10,000	10,000	
Operating Expenses / Overhead	10,000	10,000	
Staff Position/Staffing	30,000	30,000	
Other Expenses			
<b>TOTAL EXPENSES</b>	<b>\$ 176,000</b>	<b>\$ 151,000</b>	