

CITY OF FALCON HEIGHTS
City Council Workshop
City Hall
2077 West Larpenteur Avenue

AGENDA
October 7, 2020
6:30 P.M.

NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS ___ GUSTAFSON___ LEEHY___
 MIAZGA ___ WEHYEE___
- STAFF PRESENT: THONGVANH___ WALTER___
- C. PRESENTATIONS:
1. CTV Updates and Agreement
- D. POLICY ITEMS:
1. Bee Ordinance Updates
2. Garden Ordinance Updates
3. The Hendrickson PUD Amendment Update
4. Ramsey County Sheriff's Office Request
5. City Logo
6. CARES Act Funding
7. Small Business and Non-Profit Relief Funding
- E. INFORMATION/ANNOUNCEMENTS
- F. ADJOURNMENT:

*You can view the meeting by clicking the following Zoom link:
<https://us02web.zoom.us/j/86258938311>.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	October 7, 2020
Agenda Item	Presentation C1
Attachment	See Below
Submitted By	Sack Thongvanh, City Administrator

Item	CTV Updates and Agreement
Description	Executive Director of CTV North Suburbs, Dana Healy will be present to provide the City Council an update, discuss the agreement, and provide an update on their name change to “Nine North”. Additional materials will be provided to you next week.
Budget Impact	This has been included in the 2021 Proposed Budget.
Attachment(s)	<ul style="list-style-type: none"> • Letter • Proposed 2021 Service Agreement
Action(s) Requested	The Agreement will be schedule this year for official action at a Regular City Council Meeting.

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September 15, 2020

Sack Thongvanh, City Administrator
City of Falcon Heights
2077 Larpenteur Ave W
Falcon Heights, MN 55113

Dear Sack,

First, we'd like to thank you for Falcon Heights's partnership with the North Suburban Communications Commission and Access Corporation (dba CTV North Suburbs). We truly value the Falcon Heights community and want to continue to support the city through enhancing your communications by making information available to all residents.

The cable and communications landscape continues to change. We are adapting with it. Historically, we have charged per hour for meeting coverage. We will be offering meeting coverage service as a flat rate per meeting. This makes it easier for our cities to budget, but it represents a more accurate account of our costs. The cost per meeting, when purchased in a bulk buy, is \$173 per meeting. For ala carte meetings, for emergency situations, the cost is \$207 per meeting.

We will not be increasing costs of webcasting and cablecasting this year because of the price structure change of meeting coverage.

Your Municipal Producer will continue to be Maureen Anderson. The benefit for using the CTV services is the peace of mind that the meetings will be executed properly, and there will always be a back-up operator available.

We will continue to offer the Neighborhood Network program for \$1 a year. If you chose to participate, CTV will produce *at least* 3 productions a year related to your city, which will also be webcasted, cable casted and archived for the city.

We are also offering a 20% discount in 2021 for our cities to utilize our social media coordination services. For your city, it would be \$4,576 for the year to have social media coordination support for your communications staff. If you would like this service added, please let us know.

Please let me know if you have any questions about the service agreement for 2021. We look forward to serving the city of Falcon Heights. Thank you.

Sincerely,

Dana Healy
Executive Director
North Suburban Access Corporation, CTV North Suburbs

North Suburban Access Corporation Professional and Technical Services Agreement

This contract is between the North Suburban Access Corporation, a Minnesota Municipal Corporation, (herein “the NSAC”) and the City of Falcon Heights, Minnesota (herein “the City”).

Recitals

1. Under Minnesota law, the NSAC is empowered to provide such professional and technical services as are desired by the City.
2. The City desires to engage the NSAC for video webcasting services and archiving services (herein “the Services”).
3. The City represents that it is empowered to engage the NSAC.

Agreement

1. Term of Contract

- 1.1. **Duration.** This Agreement will become effective January 1, 2021 and will remain in effect for a period of one (1) year. At the expiration of the one (1) year period, the Agreement will automatically renew for another period of one (1) year, unless notice to terminate this Agreement is provided no less than ninety (90) days prior to the end of the current term. If this Agreement is terminated prior to the completion of a one (1) year period, the NSAC will be entitled to payment, determined on a *pro rata* basis, for Services satisfactorily performed.
- 1.2. **Survival of Terms.** The following clauses will remain in effect after the termination of the Agreement: Section 5. Liability, Section 6. Government Data Practices and Intellectual Property, Section 8. Governing Law, Jurisdiction, and Venue; and Section 9. Disclosure.

2. Services Provided

- 2.1. **Services.** The NSAC will provide the Services described in Schedule A (attached).
- 2.2. **Additional Services.** The City may also request additional services during the term of the Agreement (see Section 1.1. Duration). If accepted by the NSAC, Schedule A will be amended to include a description of the

additional services and according compensation. Unless otherwise specified, all terms of this Agreement will apply to any amendments to Schedule A.

- 2.3. **Standard of Care.** To the extent any property, such as camera or computer equipment, is loaned by the NSAC to the City, the City will exhibit a standard of care consistent with Minnesota law.
- 2.4. **City Assistance.** Depending on the nature of the Services, the NSAC may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably able, the City will provide access to and make provisions to enable the NSAC or its agents or employees to enter upon public and private land and property as required for the NSAC to perform the Services.

The City will furnish the NSAC with a copy of any special standards or criteria promulgated by the City relating to the Services, including, but not limited to, design and construction standards, that is necessary for the NSAC to prepare for its performance of the Services.

3. Payment

- 3.1. **Compensation.** The City will pay for all Services to be performed by the Contractor as specified in Schedule A (attached).
- 3.2. **Fee Adjustment.** The NSAC reserves the right to annually adjust the fees associated with the Services specified in Schedule A. Such adjustments, if any, will be enacted on January 1 of a given year. Prior to enacting any fee adjustments, the NSAC must provide written notice of such to the City at least ninety (90) calendar days prior to the effective date of the fee adjustment.
- 3.3. **Invoices.** The City must promptly pay the NSAC after the NSAC presents an invoice for those Services that have been actually performed. The NSAC must timely submit invoices.
- 3.4. **Event Cancellation.** The City agrees to pay 70% of the expected event amount for any cancellation unless sufficient prior notice is provided. "Prior Notice" is defined as at least 10 business days (including the day of the event) before the scheduled event.

4. Assignment, Amendments, Waiver, and Completeness

- 4.1. **Assignment.** The City may not assign, license, or transfer any rights or obligation under this Agreement without prior written consent of the NSAC and a fully executed Assignment Agreement, executed and

approved by the same parties who executed and approved this Agreement, or their successors in office.

- 4.2. **Amendments.** Any amendments to this contract must be made in writing and will not be effective until executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 4.3. **Waiver.** If the NSAC fails to enforce in a timely manner any provision of this Agreement, that failure does not waive the provision or the NSAC's right to enforce the provision.
- 4.4. **Completeness.** This Agreement contains all negotiations and agreements between the NSAC and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

5. Liability

The City must indemnify and hold harmless the NSAC, its agents, and its employees from any claims or causes of action, including attorney's fees incurred by the NSAC arising from performance of this Agreement by the City, its agents, or its employees. The clause must not be construed to preempt any legal remedies the NSAC may have for the City's failure to fulfill its obligations under this Agreement.

6. Government Data Practices and Intellectual Property

- 6.1. **Government Data Practices.** To the extent applicable, the City and NSAC must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this Clause by either the City or the NSAC.

Each Party shall notify the other of any Data Practices Act request for video recordings created pursuant to this Agreement. All requests for the release or sale of video recordings created pursuant to this Agreement shall be directed to and fulfilled by the NSAC.

7. Endorsement

The City must not claim that the NSAC endorses its products or services.

8. Governing Law, Jurisdiction, and Venue

Minnesota Law governs this Agreement. Venue for all legal proceedings arising from this Agreement shall be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

9. Disclosure

The City consents to disclosure of its social security number, federal employer tax identification number, and Minnesota tax identification number, to the Commission as is necessary for compliance with Minnesota and other applicable law.

10. Severability

If any section or clause of this Agreement is held to be invalid or unenforceable, then the meaning of that section or clause shall be construed so as to render it enforceable to the extent feasible. If no feasible interpretation would save the section or clause, it shall be severed from this Agreement with respect to the matter in question, and the remainder of the Agreement shall remain in full force and effect. However, in the event that such a section or clause is essential or substantially alters the Agreement, the Parties shall negotiate a replacement section or clause that will achieve the intent of such unenforceable section or clause to the extent permitted by law.

11. Employment

Employees of the NSAC performing work pursuant to this Agreement shall remain at all times employees only of the NSAC. The NSAC will be responsible for worker's compensation, salary, and training.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Dated: _____

North Suburban Access Corporation

By: _____

Its: _____

Attest

By: _____

Its: _____

Falcon Heights, City Administrator

Dated: _____

By: _____

Its: _____

Schedule A. Services (Falcon Heights).

Service	Quote	Agreed
<p><u>Municipal Production Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • A total of 36 meetings for 2021 include 2 City Council Meetings per month and 2 Planning Commission meetings per month. Cost per meeting is \$173. For each additional meeting a flat fee of \$207 per meeting will be charged. CTV will provide a municipal producer to record and broadcast LIVE meetings; • Equipment and meeting room preparation; • Provide the timing of the discussion and agenda items for web links; • Upload minutes for all 2021 meetings; • Provide backend support for closing, annotating, and posting the meeting for program the following day. • Provide Master Control services to ensure quality controls. <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> • Provide a weekly schedule of live and/or recorded events of shows at least one week in advance of first event/show on the schedule. • Provide the NSAC with the name and telephone number and email address of an emergency contact who can answer questions about the cablecast and/or encoding of live events. • Provide PDF copies of minutes for upload. 	<p>\$6,228 per year</p>	<p>\$6,228 per year</p>
<p><u>Cablecasting Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • Live broadcasting of City Council meetings and applicable Advisory Commission meetings on appropriate channels; • Schedule the City channel with up to 4 premiers of programming, and 17 reruns of programming per week, totaling 21 playbacks per week; <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> • Monthly schedule of cablecast playbacks. 	<p>\$633 per year</p>	<p>\$633 per year</p>

Schedule A. Services (Falcon Heights).

<p><u>Carousel:</u></p> <ul style="list-style-type: none"> • Coordination of 1 Carousel per month at \$5 per Carousel, per month. This does not include labor to manage the Carousel. 	<p>\$60 per year</p>	<p>\$60 per year</p>
<p><u>Web streaming Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • Live web streaming of City Council meetings and Planning Commission meetings, no more than 4 regular programs per month. • Encoded meetings and the accompanying agendas posted within 24 hours on the NSAC’s website; • Post links between agenda items and their video discussion; • Storage of recorded videos for up to 6 months. <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> • Provide the NSAC with monthly schedule of all live meetings to be streamed and/or encoded for posting on the NSAC’s website; • Notify the NSAC as soon as possible of the cancellation of a live event, including city meeting, which is scheduled for playback, of any change in the day or beginning time of any live event, including city meeting, or of any additions of special meeting to the schedule; • Provide the NSAC with the name and telephone number for a main contact of the cablecast. • Chapter marking information on the agenda will be provided by the City for meetings not utilizing the NSAC’s municipal producers. 	<p>\$2,048 per year</p>	<p>\$2,048 per year</p>
<p><u>Social Media Coordination - Lite:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • 3 Custom-made posts per week. • A content execution calendar with up to 12 planned posts per month, with creative content. • Quarterly analytics <p>The City agrees to provide the following: A monthly newsletter and items of upcoming interest.</p>	<p>\$5,720 per year (20% discount for new customer - \$4,576)</p>	<p>-</p>
<p><u>Consultation:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • Audio/Visual equipment maintenance related to municipal meeting coverage and delivery; 	<p>\$80 per hour. Proposal for projects will</p>	<p>-</p>

Schedule A. Services (Falcon Heights).

<p>and</p> <ul style="list-style-type: none"> • Audio/Video equipment planning, and/or installation. 	<p>need a contract</p>	
<p><u>Neighborhood Network Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • Produce at least 2 productions a year for the City, at the discretion of the NSAC; • Cablecast, web stream, and distribute via link to the City the final product; • Storage of recorded videos for up to 6 months. <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> • Submit to the NSAC monthly production requests by October 31st 2019. 	<p>Introductory rate of \$1 per year</p>	<p>\$1</p>
Total		<p>\$8,970 per year</p>



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	October 7, 2020
Agenda Item	Policy D1
Attachment	Beekeeping Ordinance
Submitted By	Ryan Krzos, WSB, Interim Community Development Coordinator

Item	Beekeeping Ordinance Update
Description	<p>The draft ordinance allowing residential beekeeping was discussed at the August meetings of the Environment Commission and Planning Commissions as well as the September City Council workshop. The Environment Commission met on September 15, and recommended approval of the ordinance.</p> <p>A few changes have been made since the September City Council Workshop meeting. Namely, the flyway barrier provisions have been simplified as well as stating that the City will be responsible for notifying nearby property owners of a permit application regarding possible allergies. Further, after a permit is issued, it could be revoked if a medically documented allergy is sent to the City</p> <p>At their September 22nd meeting the Planning Commission approved a motion on a 4-0 vote to recommend approval of the proposed Amendment. The City Council will considered the Ordinance amendment at the October 14th meeting.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Draft Beekeeping Ordinance • Summary of Beekeeping Ordinance
Action(s) Requested	No Action is requested, Staff will be providing an update on this item.

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ORDINANCE NO. 20-XX

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTERS 10 AND 113
OF THE FALCON HEIGHTS CITY CODE**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1 That the findings contained in the preamble to this Ordinance are as follows:

WHEREAS, honey bees (*apis mellifera*) are of benefit to humankind, and to Minnesota in particular, by providing agriculture, fruit and garden pollination services and by furnishing honey, and other useful products; and

WHEREAS, Minnesota is among the leading states in honey production and agricultural by products associated with beekeeping throughout the United States; and

WHEREAS, domestic strains of honey bees have been selectively bred for desirable traits, including gentleness, honey production, tendency not to swarm and non-aggressive behavior, characteristics which are desirable to foster and maintain; and

WHEREAS, gentle strains of honey bees can be maintained within populated areas in reasonable densities without causing a nuisance if the bees are properly located and carefully managed; and

WHEREAS, honeybees are bioindicators of environmental pollution and polinators for food crops and other ative and non-native plant communities; and

WHEREAS, home beekeeping is primarily a hobby or small-scale commercial enterprise for the production of honey

WHEREAS, home beekeeping enhances food security, provides a source of pure honey with known origin and composition and contributes to the environmental and food production knowledge of our citizenry

NOW THEREFORE, be it ordained and enacted by the City of Falcon Heights:

SECTION 2 In Chapter 10 – Animals of the City Code of Falcon Heights, Article V – Beekeeping and Section 10-37 – Beekeeping are added as follows:

ARTICLE V – BEEKEEPING

Section 10-37 – Beekeeping

(a) *Definitions.* As used in this article, the following words and terms shall have the meanings ascribed in this section unless the context of their usage indicates another usage.

Apiary means the assembly of one or more colonies of bees at a single location.

Beekeeper means a person who owns or has charge of one or more colonies of bees.

Beekeeping equipment means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.

Colony means an aggregate of bees consisting principally of workers, but having, when perfect, one queen and at times drones, brood, combs, and honey.

Flyway barrier means a barrier that raises the flight path of bees as they come and go from a hive.

Hive means the receptacle inhabited by a colony that is manufactured for that purpose.

Honey bee means all life stages of the common domestic honey bee, *apis mellifera* species.

Lot means a contiguous parcel of land under common ownership.

Nucleus colony means a small quantity of bees with a queen housed in a smaller than usual hive box designed for a particular purpose.

Undeveloped property means any idle land that is not improved or actually in the process of being improved with residential, commercial, industrial, church, park, school or governmental facilities or other structures or improvements intended for human occupancy and the grounds maintained in associations therewith. The term shall be deemed to include property developed exclusively as a street or highway or property used for commercial agricultural purposes.

(b) *Purpose of Ordinance.* The purpose of this ordinance is to establish certain requirements for beekeeping within the City and to avoid issues which might otherwise be associated with beekeeping in populated areas. Compliance with this ordinance shall not be a defense to a proceeding alleging that a given colony constitutes a nuisance, but such compliance may be offered as evidence of the beekeeper's efforts to abate any proven nuisance. Compliance with this ordinance shall not be a defense to a proceeding alleging that a given colony violates applicable ordinances regarding public health, but such compliance may be offered as evidence of the beekeeper's compliance with acceptable standards of practice among hobby beekeepers in the State of Minnesota.

(c) *Standards of practice.*

- (1) Honey bee colonies shall be kept in hives with removable frames, which shall be kept in sound and usable condition.
- (2) Each beekeeper shall ensure that a convenient source of water, such as a bird bath or pet dish, is available on the lot so long as colonies remain active outside of the hive.

- (3) Each beekeeper shall ensure that no wax comb or other material that might encourage robbing by other bees are left upon the grounds of the apiary lot. Such materials once removed from the site shall be handled and stored in sealed containers, or placed within a building or other insect-proof container.
- (4) For each colony permitted to be maintained under this ordinance, there may also be maintained upon the same apiary lot, one nucleus colony in a hive structure not to exceed one standard 9-5/8 inch depth 10-frame hive body with no supers.
- (5) Each beekeeper shall maintain their beekeeping equipment in good condition, including keeping the hives painted if they have been painted but are peeling or flaking, and securing unused equipment from weather, potential theft or vandalism and occupancy by swarms. It shall not be a defense to this ordinance that a beekeeper's unused equipment attracted a swarm and that the beekeeper is not intentionally keeping bees.

(d) *Colony density.*

- (1) Colonies must be located in a rear yard and must meet setback and building separations as established in city zoning and building codes, except that colonies must maintain a 20-foot separation from dwellings on adjacent properties.
- (2) Except as otherwise provided in this ordinance, in each instance where a colony is kept less than 25 feet from a property line of the lot upon which the apiary is located, as measured from the nearest point on the hive to the property line, the beekeeper shall establish and maintain a flyway barrier at least 6 feet in height. The flyway barrier may consist of a wall, fence, dense vegetation or a combination thereof, such that bees will fly over rather than through the material to reach the colony. If a flyway barrier of dense vegetation is used, the initial planting may be 4 feet in height, so long as the vegetation normally reaches 6 feet in height or higher. If such a flyway barrier exists prior to establishing a colony, the beekeeper does not need to establish a new barrier.
- (3) If a flyway barrier is required, it must enclose the rear and side yards of the apiary lot, or contain the hive or hives in an enclosure at least 6 feet in height. All fences must meet the regulations of section 113-242 of the code.
- (4) A flyway barrier is not required if the property adjoining the apiary lot line is
 - a. undeveloped, or,
 - b. a wildlife management area or naturalistic park land with no horse or foot trails located within 25 feet of the apiary lot line.
- (5) No person is permitted to keep more than the following numbers of colonies on any lot within the City, based upon the size or configuration of the apiary lot:
 - a. One half acre or smaller lot, 2 colonies
 - b. Larger than 1/2 acre but smaller than 3/4 acre lot, 4 colonies

- c. Larger than 3/4 acre lot but smaller than 1 acre lot, 6 colonies
 - d. Larger than one acre lot, 8 colonies
- (6) If the beekeeper serves the community by removing a swarm or swarms of honey bees from locations where they are not desired, the beekeeper shall not be considered in violation of this ordinance limiting the number of colonies if they temporarily house the swarm on the apiary lot in compliance with the standards of practice set out in this ordinance for no more than 30 days from the date acquired.

(e) *Permit*

- (1) No person shall keep, maintain or allow to be kept any hive or other facility for the housing of honeybees on or in any private property in the City without a permit.
- (2) Any person desiring a permit for the keeping of honeybees shall make written application to the City Administrator on a form provided, accompanied by a site plan of the real property upon which bees are to be kept, showing the number and location of hives and the provision for flyway barriers, water supply and any other conditions required by this section. The application shall include a statement that the applicant will at all times keep the bees in accordance with the provisions of this ordinance and any additional restrictions, limitation conditions or prohibitions specified in the permit as necessary to safeguard public health and general welfare.
- (3) The City Administrator may grant a beekeeping permit pursuant to this section only after the applicant has met approved educational requirement as established by the City Administrator.
- (4) Upon receipt of a permit application, mailed notice should be given by the City to the property owners or occupants within 100 feet of the property for which a beekeeping permit is sought. If any notified owner or occupant has a medically documented allergy to bees, the permit may be denied by the City Administrator. The medical documentation must be submitted to the City Administrator within 14 days for consideration of denial of the permit.
- (5) The initial permit is valid for up to two years beginning on the date the honey bees arrive on the site and ending on December 31 of the following year. Subsequent permits are valid from January 1 of one year to December 31 of the second year. The application fee for such permit shall be an amount established by the City Council. Should the permit be refused, denied or revoked, the fee paid with the application shall be retained by the City.
- (6) If an owner or occupant of property within 100 feet of the permitted location is found to have a medically documented allergy to bees after a permit has been issued, the City Administrator will consider revocation of the permit. The medical documentation must be submitted to the City Administrator for consideration of revocation of the permit.
- (7) Beekeeping permits are non-transferable and do not run with the land.

(8) A permit is a license granted to the beekeeper by the city and does not create a vested zoning right.

(f) *Inspection.* The City Administrator or designated official shall have the right to inspect any apiary for the purpose of ensuring compliance with this Ordinance once annually upon prior notice to the owner of the apiary property, and more often upon complaint without prior notice.

(g) *Presumed Colony/Hive Value.* For the purpose of enforcing City ordinances against destruction of property, each colony/hive shall be presumed to have a value of \$275.

(h) *Compliance.*

(1) Upon receipt of credible information that any colony located within the City is not being kept in compliance with this ordinance, the City Administrator shall cause an investigation to be conducted. If the investigation shows that a violation may exist and will continue, the City Administrator shall cause a written notice of hearing to be issued to the beekeeper, which notice shall set forth:

- a. The date, the time and the place that the hearing will be held, which date shall be not less than 30 days' from the date of the notice;
- b. The violation alleged;
- c. That the beekeeper may appear in person or through counsel, present evidence, cross examine witnesses and request a court reporter, and

(2) Notices may be served personally, or by mailing to the last known address of the owner and if the premises are occupied, to the premises. However, if the beekeeper cannot be located, then notice may be given by publication in a legal newspaper for the county in which the apiary property is located, at least seven days before the hearing.

(3) The hearing shall be conducted by the City Council. The burden shall be on the City to demonstrate by a preponderance of evidence that the colony or colonies have been kept in violation of this ordinance. If the City Council finds a violation, then they may order that the bees be removed from the City or such other action as may address the violation, and that the apiary lot be disqualified for permitting under this ordinance for a period of two years from the date of the order, the apiary lot ownership changes, in which case the prohibition shall terminate. If the order has not been complied with within 20 days of the order, the City may remove or destroy the bees and charge the beekeeper with the cost thereof.

(4) No hearing and no order shall be required for the destruction of honey bees not residing in a hive structure that is intended for beekeeping.

(i) *Savings Clause.* In the event any part of this ordinance or its application to any person or property is held to be unenforceable for any reason, the unenforceability thereof will not affect the enforceability and application of the remainder of this ordinance, which will remain in full force and effect.

SECTION 2 Section 113-174(d) is amended as follows. Additions are shown with an underline.

Sec. 113-174 - One-family R-1 residential district

(d) Permitted accessory uses. No accessory structures or use of land shall be permitted except for one or more of the following uses:

- (14) Beekeeping as regulated by the Code

SECTION 3 Section 113-181(d) is amended as follows. Additions are shown with an underline.

Sec. 113-181 - R-4 high density multiple-family residential district-apartment buildings

(d) Permitted accessory uses. The following uses shall be permitted accessory uses:

- (3) All accessory uses as permitted in the R-1 and R-2 districts except that the keeping of chickens and bees, as regulated by the Code, is only allowed as accessory to a single-family or two-family home.

SECTION 4 This ordinance shall be effective upon its passage and a summary published in the official newspaper.

ADOPTED this X day of XX, 2020, by the City Council of the City of Falcon Heights, Minnesota.

Moved by:

Approved by: _____
Randall Gustafson
Mayor

GUSTAFSON ___ In Favor
LEEHY
MIAZGA ___ Against
WEHYEE
ANDREWS

Attested by: _____
Sack Thongvanh
City Administrator

SUMMARY ORDINANCE NO. 20-XX

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTERS 10 AND 113
OF THE FALCON HEIGHTS CITY CODE
CONCERNING TRAFFIC AND VEHICLES**

This ordinance amends Chapters 10 and 113 of the Falcon Heights City Code concerning beekeeping in residential zones. The amendments include definitions, standards of practice, and permit and compliance procedures.

A printed copy of the entire ordinance is available for inspection by any person during the City Administrator/Clerk's regular office hours.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this XXth day of MONTH, 2020.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Sack Thongvanh, City Administrator

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REQUEST FOR COUNCIL ACTION

Meeting Date	October 7, 2020
Agenda Item	Policy D2
Attachment	Edible Landscaping Draft Ordinance
Submitted By	Ryan Krzos, WSB, Interim Community Development Coordinator

Item	Discuss Draft Edible Landscaping Ordinance
Description	<p>The City Council approved Interim Ordinance 20-04 in May 2020 to allow the City to study gardening in Falcon Heights. Shortly after the adoption of the Interim Ordinance, the City Council directed City Staff to convene a subcommittee of City Commission members to lead the effort in drafting a new Ordinance. The Garden Subcommittee consisted of members from the Environment and Planning Commissions. The subcommittee met five times between July and September to discuss the Ordinance. In late July, staff developed a web survey to gather feedback from community members about their thoughts on gardening in the city. Over the two and a half weeks that the survey was available, 322 people completed the survey.</p> <p>The subcommittee centered discussion around two concepts; residential gardens (gardening by owners or renters within their property), and community gardens (gardening by multiple individuals not residing on the property). The current version of the Ordinance allows residential gardening of edible landscaping as an accessory use in residential and business districts. In general, the parameters for residential gardening of edible landscaping follow those that were established for native landscaping. As such, edible gardens would not be limited in overall area, but would have to follow setback requirements. The Ordinance also states that retail sales of produce from residential gardening of edible landscaping activities would not be allowed.</p> <p>The Subcommittee originally formulated an allowance for community gardening of edible landscaping which would have been required to follow a number of procedures and requirements. The subcommittee initially considered a neighborhood consent provision, but after consultation from the City Attorney's office, removed that provision on due process grounds. The Subcommittee was also presented an option to allow community gardens as a conditional use. However, the consensus of the subcommittee was that they feel they could not formulate conditions that would universally address all circumstances. Ultimately, the subcommittee decided to remove community gardens altogether from the ordinance, thereby prohibiting the use. It should be noted that existing community gardens would be allowed to continue as they do currently with legal nonconforming status.</p> <p>Following City Council discussion, the draft Ordinance will be brought before the</p>

	Environment Commission at their October 12 th meeting, as well as the Planning Commission on October 27 th for a formal public hearing. The Ordinance would come back to the City Council for final approval.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Draft Ordinance
Action(s) Requested	Staff request a discussion on the proposed Edible Landscaping Ordinance.

ORDINANCE NO. 20-XX

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTERS 54 AND 113
OF THE FALCON HEIGHTS CITY CODE

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1 Chapter 54 – Vegetation is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~striketrough~~.

Section 54-38 – Regulations for private property

- (b) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Edible landscaping means the intentional planting, caring for, or otherwise cultivating plants that could produce food that is consumed by people. These plants include fruit and nut trees, berry bushes, vegetables, herbs, or edible flowers.

Native plants are those grasses (including prairie grasses), sedges (solid, triangular-stemmed plants resembling grasses), rushes, forbs (flowering broadleaf plants), vines, trees and shrubs that are plant species native to the state of Minnesota prior to European settlement.

Noxious weeds are annual, biennial, or perennial plants that the Commissioner of Agriculture designated to be injurious to public health, the environment, public roads, crops, livestock, or other property (Minnesota Noxious Weed Law, Minn. Stat. Sec. 18.75-18.91).

Ornamental plants means grasses, flowering annual, biennial, and perennial plants, shrubs, trees, and vines that may not be native to Minnesota, but are adapted. Ornamental grasses do not include turfgrasses.

Turf grass means commercially available cultured turf grass varieties, including bluegrass, fescue and ryegrass blends, commonly used in regularly cut lawn areas.

Planned landscape area means an area where ornamental plants, or native plants are planted pursuant to a plan.

Rain garden means a shallow excavated depression (typically no more than 18 inches deep) with loosened sub-soils in which ornamental or native plants that are adapted to moist conditions and have deep roots are planted for the purpose of infiltrating and filtering rain water and reducing storm water runoff. Temporary ponding of water in rain

gardens typically occurs for no more than 48 hours after rainfall assuming no subsequent rainfall.

Residential garden means an area of edible landscaping on a lot that is conducted by the property owners or residents of that lot.

Restoration area means an area where native plants are being, or have been, intentionally re-established

Weeds are (i) prohibited noxious weeds or (ii) any volunteer plant, except trees and other woody vegetation, which is not customarily or intentionally planted. For the purposes of this definition, weeds do not include dandelions or clover.

(c) Location of restoration areas, ~~and~~ planned landscape areas, and edible landscaping areas.

(1) Setback. A restoration area, ~~or a~~ planned landscape area, or residential garden must provide the following minimum setbacks:

- a. Front lot line, corner side lot line, or rear lot line abutting a street or alley: two feet, and two feet from publicly maintained pavement or sidewalk
- b. Interior side lot line or rear lot line not abutting a street or alley: two feet; provided, however, for the exception in the required side yard or rear yard setback, as described in section 54-38(c)(2).

(2) Mitigations for reductions in side or rear yard setback. A required interior side yard or rear yard (not abutting a street or alley) setback may be reduced to zero feet for a restoration area, planned landscape area, or residential garden if:

- a. A fence at least three feet in height is installed on the lot line adjoining the restoration area, ~~or~~ planned landscape area, or residential garden; or
- b. The restoration area, ~~or~~ planned landscape area, or residential garden abuts:
 1. A restoration area, planned landscape area, or residential garden on any adjoining lot;
 2. A public park or open space;
 3. A wetland, pond, lake or stream;
 4. Natural area; or
- c. The restoration area or planned landscape area is located on slopes equal to, or greater than, three feet horizontal to one foot vertical (3:1).

(d) Maintenance Standards. Every owner of property shall maintain the vegetation growing thereon according to the minimum standards set forth in this subsection:

- (1) The setback area required by section 54-38(c) shall be composed of a soil retention cover such as mulch, regularly mowed turf grasses or groundcovers maintained at six inches or less, native or ornamental plants maintained at ten inches or less, trees or shrubs, or as may be required by the city administrator to protect the soil and aesthetic values on the lot and adjacent property.
- (2) Non-woody vegetation in a planned landscape area shall be cut at least once annually between April 15 and July 15 to a height no greater than 10 inches.
- (3) It is unlawful to plant any tree or shrub within five feet of a property lot line abutting a right-of-way of a public street or alley.
- (4) Property owners shall prune trees and shrubs located on private property so they will not obstruct pedestrian sidewalk traffic, nor obstruct the view of any traffic sign, street, alley, or intersection. Overhanging portions of trees and shrubs must be pruned to maintain a minimum clearance of eight feet over all sidewalks, and 16 feet over all streets.
- (5) Properties shall be free of blight and blighting factors, as described in section 22-19.
- (6) Properties shall be free of public nuisances, as described in section 22-47.
- (7) The city may require the owner or occupant who has planted, or has allowed to be planted, native plants or other vegetation within a drainage or utility easement to remove the native plants or other vegetation from the drainage and utility easement at no expense to the city if the city determines the native plants or vegetation interferes with the utility easement. The city will not be responsible for damage to turfgrass and/or any landscaped areas resulting from public works improvements or snow removal activities within drainage and utility easements.
- (8) Retail sales of produce from edible landscaping activities shall not occur on the property.

SECTION 2 Subsection 113-174(d) is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~strikethrough~~.

Section 113-174 – One-family R-1 residential district

(d) Permitted accessory uses. No accessory structures or use of land shall be permitted except for one or more of the following uses:

- (1) Home occupations meeting the definitions and requirements of section 113-391.
- (2) Private tennis courts, provided no portion of the paved or fenced area is within a required front yard or less than ten feet from a property line.
- (3) One private garage or carport and parking space as regulated in section 113-240.
- (4) Private automobile repair or reconditioning as regulated in section 113-250.

(5) ~~Gardening and other horticultural uses where no retail sale of products is conducted on the premises.~~ Planned landscape areas and edible landscape areas, including residential gardens, as defined and regulated in section 54-38.

(6) Keeping of domestic pets as required in the Code.

(7) Signs as provided in subsection (g) of this section.

(8) Decorative landscape features and fences as regulated herein.

(9) Accessory buildings other than detached private garages as regulated herein. The design and placement of the accessory buildings must be approved by the planner as being in harmony with the surrounding residential neighborhood.

(10) Buildings temporarily located for purposes of constructing on the premises for a period not to exceed the time necessary for such construction (approved by zoning administrator).

(11) One composting area, or one compost structure as defined in section 113-240(l), of plant material including leaves, grass clippings, plant trimmings, fruits, vegetables and peels, but excluding animal derived materials such as bones, meat scraps and dairy products, not to cover more than 25 square feet in area and five feet in height in the rear yard. A larger composting area requires a permitted accessory use permit. A compost area must be set back at least five feet from any property line. The compost shall be maintained according to accepted composting practices for the residential yard.

(12) Garage and residential boutique sales limited to four sales each calendar year per residential unit, not to exceed ten consecutive days or two consecutive weekends each.

(13) Keeping of chickens as regulated by the Code.

SECTION 3 Subsection 113-177(e) is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~strikethrough~~.

Section 113-177 – B-1 neighborhood convenience district

(e) Permitted accessory uses. The following uses shall be permitted accessory uses:

(1) Off-street parking and loading, signs, fences, and decorative landscape features as regulated herein.

(2) Temporary construction buildings (approved by zoning administrator).

(3) Accessory structures other than private garages as regulated herein. The design, placement, screening and size of the accessory buildings must be approved by the city council as being in harmony with the surrounding business district and neighborhood after review and recommendation by the planning commission.

(4) Essential service structures, provided no building shall be located within 30 feet of an abutting lot in an R district. The placement of the essential service structure must be approved by the city council as being in harmony with the surrounding business district and neighborhood after review and recommendation by the planning commission.

(5) Public telephone booths or drive-up service. The placement of the telephone booth or drive-up service must be approved by the city council as being in harmony with the surrounding business district and neighborhood after review and recommendation by the planning commission

(6) Planned landscape areas and edible landscape areas, including residential gardens, as defined and regulated in section 54-38.

(67) Other as deemed to be normal, customary, and incidental by the zoning administrator.

SECTION 4 Ordinance 20-04 is repealed in its entirety.

SECTION 5 This ordinance shall be effective upon its passage and a summary published in the official newspaper.

ADOPTED this X day of XX, 2020, by the City Council of the City of Falcon Heights, Minnesota.

Moved by:

Approved by: _____

Randall Gustafson
Mayor

GUSTAFSON
LEEHY
MIAZGA
WEHYEE
ANDREWS

____ In Favor
____ Against

Attested by: _____

Sack Thongvanh
City Administrator

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	October 7, 2020
Agenda Item	Policy D3
Attachment	Hendrickson PUD Ordinance
Submitted By	Ryan Krzos, WSB, Interim Community Development Coordinator

Item	The Hendrickson PUD Amendment Update
Description	<p>The Urban Farm planned unit development (PUD) district provides the regulations for The Good Acre and The Hendrickson on Larpenteur Avenue. While construction at the Hendrickson was wrapping up in spring 2020, it was discovered that paver grass was not installed on the east side of the property, between the building and the garages on the Larpenteur Manor property. Paver grass was discussed during the project application process in 2018 and was included in the final site plan and landscaping plan. The property owner would like to remove the paver grass from the scope of the project. In order to do so, a PUD amendment is required, as well as updated plans for the City's files.</p> <p>Paver grass is a method of placing reinforcements (pavers) under sod so that the ground does not collapse when driven on but is still aesthetically pleasing. In the context of The Hendrickson, paver grass was considered as a possibly helpful addition on the east side of the building for light-duty truck access in the case of emergency. There is a surmountable curb on the north side of the east wall, but no corresponding drive-over curb on the south end.</p> <p>The Fire Marshall as well as Fire Chief from Roseville Fire Department visited the site. In their perspective, the paver grass is not a necessary component of the project. The building is fully sprinkled and could be accessed by hand ladders as well as hoses. The recommendation from the Fire Department is that the addition of a paver system would not be a great improvement on the current situation.</p> <p>Staff concur with this assessment and recommend approval of the ordinance amendment, which would remove the paver grass from the project scope for The Hendrickson. If approved by the City Council, no paver grass would have to be installed. If the amendment is not approved, the property owner would have to remove the current landscaping and install the paver.</p> <p>At their September 22nd meeting the Planning Commission approved a motion on a 4-0 vote to recommend approval of the proposed Amendment. The City Council will consider the PUD amendment at the October 14th meeting.</p>

Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none">• Draft Amended PUD Ordinance• Ordinance Summary• Updated Plans
Action(s) Requested	No action is requested, Staff will be providing an update on this item.

City PUD Amendment
Received 9/3/2020

CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

CITY SUBMITTAL	03/07/18
WATERSHED RESUBMITTAL	04/18/18
CITY SUBMITTAL	10/31/18
FOUNDATION PERMIT	11/09/18
WATERSHED RESUBMITTAL	11/12/18
CONSTRUCTION DOCUMENTS	11/30/18
WATERSHED RESUBMITTAL	12/04/18
ASI-01	01/16/19
ASI-11	04/01/19
ASI-17	06/25/19
ASI-20	09/06/19
ASI-23	10/14/19
ASI-24	10/21/19
ASI-25	12/17/19

PROFESSIONAL SIGNATURE

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Trevor D. Gruys - PE
License No. 53706
Date 11/30/18

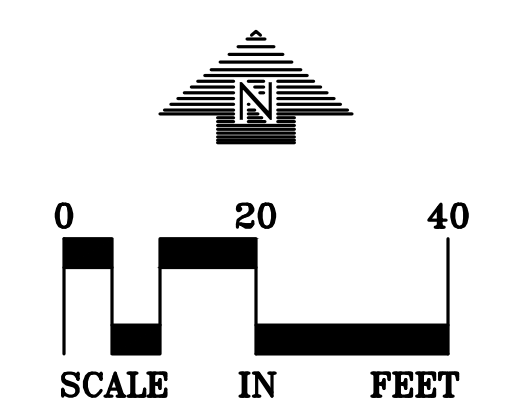
QUALITY CONTROL

Loucks Project No. 17106
Project Lead TDG
Drawn By ZBM
Checked By TDG
Review Date 11/30/18

SHEET INDEX

C1-1	EXISTING CONDITIONS
C1-2	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING PLAN
C3-2	SWPPP
C3-3	SWPPP NOTES
C4-1	UTILITY PLAN
C8-1	CIVIL DETAILS
C8-2	CIVIL DETAILS
C8-3	CIVIL DETAILS
C8-4	CIVIL DETAILS
L1-1	LANDSCAPE PLAN
L2-1	LANDSCAPE DETAILS

NOTE:
BACKGROUND INFORMATION IS FROM A SURVEY BY JACOBSON ENGINEERS & SURVEYORS. LOUCKS MAKES NO GUARANTEE TO THE ACCURACY OR COMPLETENESS OF THE EXISTING CONDITIONS INFORMATION SHOWN ON THESE PLANS. REFER TO AS-BUILT SURVEY DATED DECEMBER 7, 2015.



EXISTING	CIVIL LEGEND	PROPOSED
○	SANITARY MANHOLE	●
○	STORM MANHOLE	●
○	CATCH BASIN	●
○	CULVERT	○
○	HYDRANT	○
○	GATEVALVE	○
○	POST INDICATOR VALVE	○
○	LIGHT POLE	○
○	POWER POLE	○
○	SIGN	○
○	BENCHMARK	○
○	SOL BORINGS	○
○	WATER MANHOLE	○
○	TELEPHONE MANHOLE	○
○	UTILITY MANHOLE	○
○	ELECTRIC MANHOLE	○
○	WATER SERVICE	○
○	SANITARY SERVICE	○
○	HANDICAP PARKING	○
○	DIRECTION OF FLOW	○
○	SPOT ELEVATION	○
○	CONTOURS	○
○	SANITARY SEWER	○
○	STORM SEWER	○
○	WATERMAN	○
○	FOREMAN	○
○	DRANTILE	○
○	SILT FENCE	○
○	CURB & GUTTER	○
○	RETAINING WALL	○
○	TREELINE	○
○	EASEMENT LINE	○
○	SETBACK LINE	○
○	FENCE LINE	○
○	UNDERGROUND TELE	○
○	UNDERGROUND GAS	○
○	OVERHEAD UTILITY	○
○	UNDERGROUND FIBER OPTIC	○
○	UNDERGROUND ELECTRIC	○
○	UNDERGROUND CABLE TV	○
○	PROPERTY LINE	○
○	CONIFEROUS TREE	○
○	DECIDUOUS TREE	○
○	PARKING COUNTS	○

PAVEMENT TYPES

[Pattern]	CONCRETE SIDEWALK
[Pattern]	CONCRETE PAVEMENT
[Pattern]	SPECIALTY CONCRETE PAVEMENT (COLOR SELECTIONS TO BE DETERMINED BY OWNER)
[Pattern]	LIGHT DUTY BITUMINOUS PAVEMENT
[Pattern]	HEAVY DUTY BITUMINOUS PAVEMENT
[Pattern]	XGRASS

SITE DATA

TOTAL SITE AREA:	1.25 AC
DISTURBED AREA:	1.18 AC
EXISTING IMPERVIOUS AREA:	0.35 AC (28.2%)
PROPOSED IMPERVIOUS AREA:	1.03 AC (82.1%)

DEVELOPMENT AND DESIGN STANDARDS

MINIMUM PARKING LAYOUT DIMENSIONS (90 DEGREE PATTERN):

PARKING SPACE WIDTH	= 9 FT
PARKING SPACE LENGTH	= 18 FT
DRIVE AISLE WIDTH	= 24 FT

OFF-STREET PARKING CALCULATIONS

EXISTING PARKING	= 0 STALLS
EXISTING PARKING REMOVED	= 0 STALLS
PROPOSED PARKING	= 11 STALLS
TOTAL PARKING PROVIDED	= 11 STALLS

ACCESSIBLE PARKING

EXISTING ACCESSIBLE PARKING:	= 0 STALLS
REMOVED ACCESSIBLE PARKING:	= 0 STALLS
PROPOSED ACCESSIBLE PARKING:	= 1 STALLS
TOTAL ACCESSIBLE STALLS:	= 1 STALLS

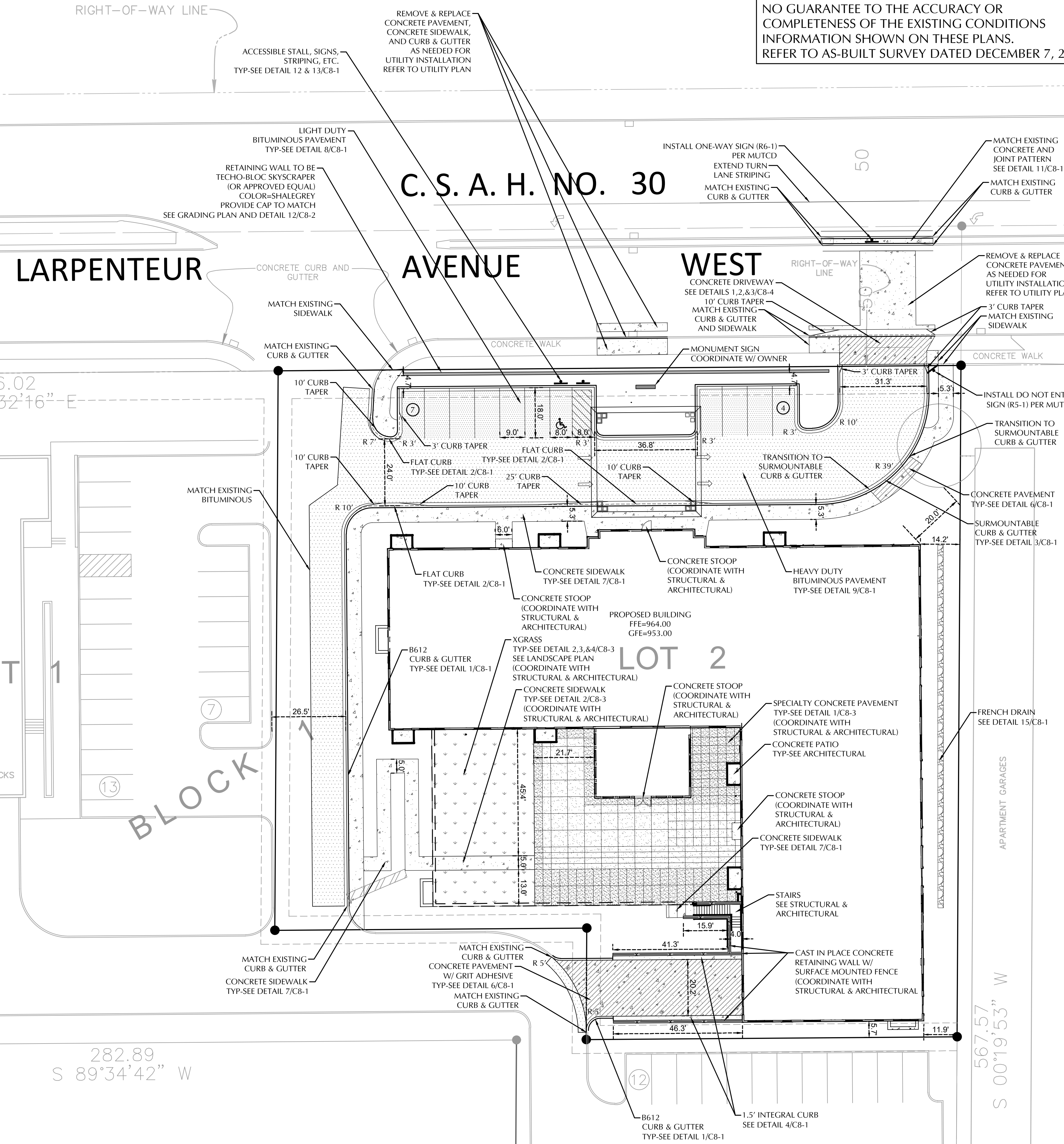
- SITE NOTES**
- ALL PAVING, CONCRETE CURB, GUTTER AND SIDEWALK SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN PER THE DETAIL SHEET(S) AND STATE/LOCAL JURISDICTION REQUIREMENTS.
 - ACCESSIBLE PARKING AND ACCESSIBLE ROUTES SHALL BE PROVIDED PER CURRENT ADA STANDARDS AND LOCAL/STATE REQUIREMENTS.
 - ALL CURB DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
 - ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL UNLESS OTHERWISE NOTED.
 - TYPICAL FULL SIZED PARKING STALL IS 9' X 18' UNLESS OTHERWISE NOTED.
 - ALL CURB RADII SHALL BE 3.0' UNLESS OTHERWISE NOTED.
 - BITUMINOUS IMPREGNATED FIBER BOARD TO BE PLACED AT FULL DEPTH OF CONCRETE ADJACENT TO EXISTING STRUCTURES AND BEHIND CURB ADJACENT TO DRIVEWAYS AND SIDEWALKS.
 - SNOW STORAGE AREAS ARE NOT PROVIDED ON SITE; ALL SNOW TO BE TRUCKED OFF SITE.

SIGNAGE AND STRIPING NOTES

- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SITE SIGNAGE AND STRIPING AS SHOWN ON THIS PLAN.
- CONTRACTOR SHALL PAINT ALL ACCESSIBLE STALLS, LOGOS AND CROSS HATCH LOADING AISLES WITH WHITE PAVEMENT MARKING PAINT, 4" IN WIDTH.
- CONTRACTOR SHALL PAINT ANY/ALL DIRECTIONAL TRAFFIC ARROWS, AS SHOWN, IN WHITE PAINT.
- ALL SIGNAGE SHALL INCLUDE POST, CONCRETE FOOTING AND STEEL CASING WHERE REQUIRED.
- ALL SIGNAGE NOT PROTECTED BY CURB, LOCATED IN PARKING LOT OR OTHER PAVED AREAS TO BE PLACED IN STEEL CASING, FILLED WITH CONCRETE AND PAINTED YELLOW. REFER TO DETAIL.
- ANY/ALL STOP SIGNS TO INCLUDE A 24" WIDE PAINTED STOP BAR IN WHITE PAINT, PLACED AT THE STOP SIGN LOCATION, A MINIMUM OF 4' FROM CROSSWALK IF APPLICABLE. ALL STOP BARS SHALL EXTEND FROM DIRECTIONAL TRANSITION BETWEEN LANES TO CURB.
- ALL SIGNS TO BE PLACED 18" BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.

CALL BEFORE YOU DIG
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

WARNING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.
THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.



Plotted: 09/05/2020 4:26 PM
 W:\2017\17106\CADD\DATA\CIVIL_dwg\Sheet Files\C2-1 SITE PLAN

August 31, 2020

TO: Falcon Heights Planning Commission/Falcon Heights City Council

RE: Request to Amend the Approved Site Plan

The planning commission approved the PUD amendment on 2/27/2018. The submission included a site plan and a landscaping plan. The site plan noted "Grass Pavers" on the east side of the building. The landscaping plan did not reference the "Grass Pavers" it just noted turf seed.

"Grass Pavers" were proposed because paving the area between the building and the neighboring garage buildings would be aesthetically unappealing. The "Grass Pavers" are designed to accommodate the weight of a fire truck.

The initial review of the site plan by the Fire Chief, included a recommendation to add a hydrant at the rear of the property. In further review of the fire code, since the building was 100% sprinkled, the additional hydrant was not required.

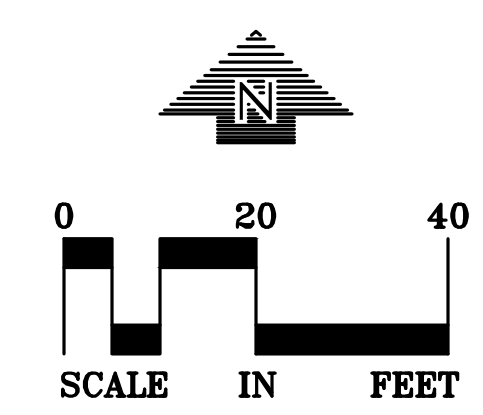
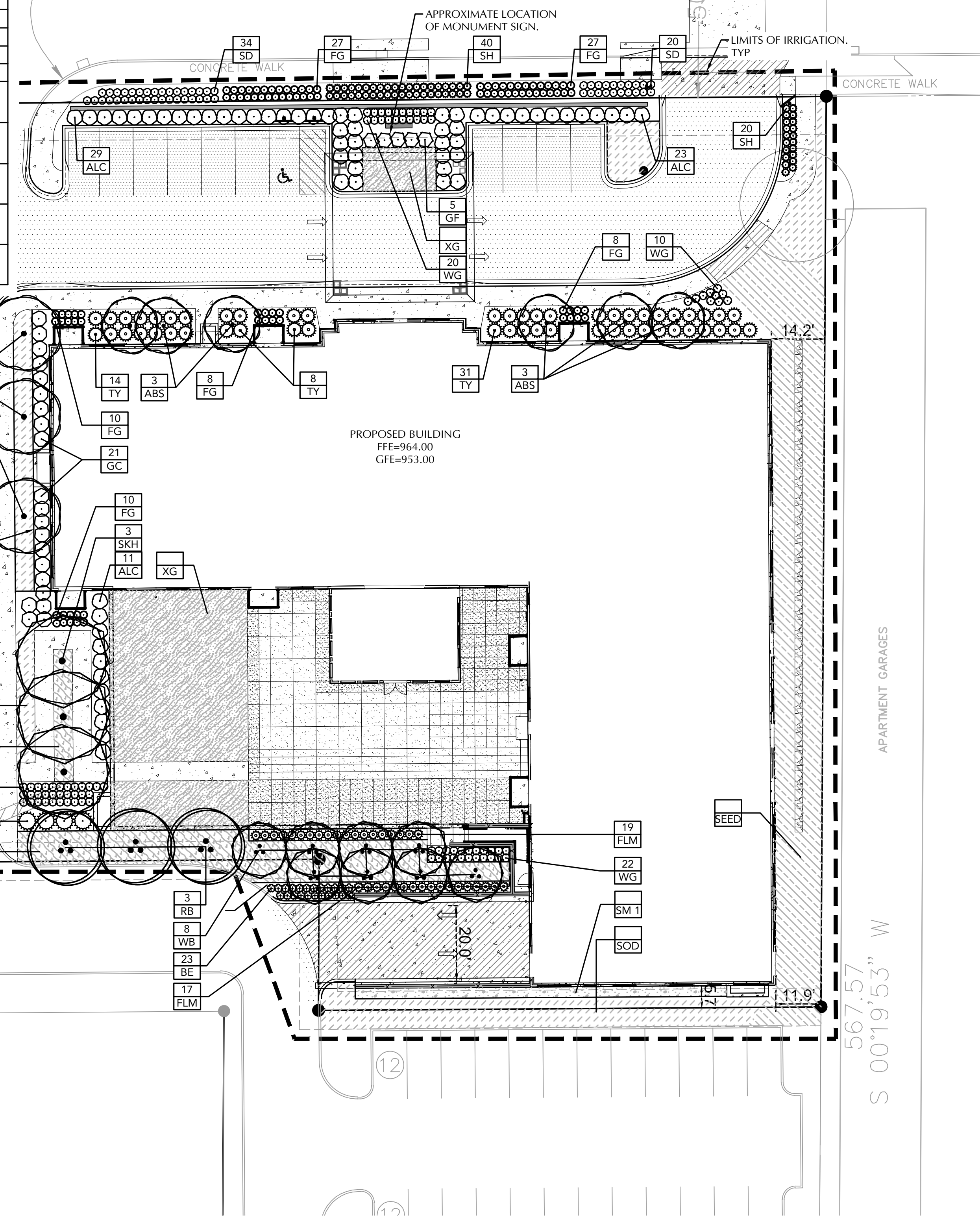
Our Architect was representing us in conversations with the city and the Fire Chief. We thought that probability of driving a fire truck along the east side of the building was discussed at that time. Our position was that by the time a fire truck arrived on site, the sprinkler system would have flooded the building. We were told the Fire Chief thought it would be have a drive lane wide enough to drive a pick-up truck between the building if necessary.

A pickup truck could drive on that side of the building without the need to Install the "Grass Pavers" at a cost of \$30K.

PLANT SCHEDULE						
DECIDUOUS TREES						
RB	3	RIVER BIRCH CLUMP	Betula nigra	B & B		8' HGT
SKH	3	SKYLINE HONEYLOCUST	Gleditsia triacanthos 'Skycole'	B & B	2.5" Cal	
WB	8	WHITESPIRE BIRCH CLUMP	Betula populifolia 'Whitespire Sr.'	B & B		8' HGT
ORNAMENTAL TREES						
ABS	6	AUTUMN BRILLIANCE SERVICEBERRY	Amelanchier x grandiflora 'Autumn Brilliance'	B & B	1.5" Cal	
JT	3	JAPANESE TREE LILAC	Syringa reticulata	B & B	1.5" Cal	
SHRUBS						
ALC	63	ALPINE CURRANT	Ribes alpinum	5 gal	24" HGT	48" o.c.
GC	21	GLOSSY BLACK CHOKEBERRY	Aronia melanocarpa elata	5 gal	24" HGT	48" o.c.
GF	5	GRO-LOW FRAGRANT SUMAC	Rhus aromatica 'Gro-Low'	5 gal	24" SPRD	48" o.c.
GRASSES						
FG	90	FEATHER REED GRASS	Calamagrostis x acutiflora 'Karl Foerster'	1 gal		24" o.c.
FLM	36	FLAME MISCANTHUS	Miscanthus sinensis 'Purpurascens'	1 gal		30" o.c.
SH	60	PRAIRIE DROPSSEED	Sporobolus heterolepis	1 gal		24" o.c.
CONIFEROUS SHRUBS						
SG	4	SEA GREEN JUNIPER	Juniperus chinensis 'Sea Green'	5 gal	18" SPRD	60" o.c.
TY	53	TAUNTON YEW	Taxus x media 'Taunton'	5 gal	18" SPRD	48" o.c.
PERENNIALS						
BE	23	BLACK EYED SUSAN	Rudbeckia fulgida 'Goldstrum'	1 gal		24" o.c.
WG	84	ROZANNE GERANIUM	Geranium 'Rozanne'	1 gal		24" o.c.
SD	54	STELLA D' ORO DAYLILY	Hemerocallis x 'Stella de Oro'	1 gal		24" o.c.
GROUND COVERS						
SM 1		STONE MULCH GRAY TRAP ROCK 1 1/2" 3" DEPTH OVER FABRIC				
SM 2		STONE RIP RAP GRAY TRAP ROCK RIP RAP SIZE - 5"-12" OVER FABRIC				
SEED		TURF SEED				
SOD		TURF SOD				
XG		XGRASS				

C. S. A. H. NO. 30

AVENUE WEST



GENERAL NOTES

CONTRACTOR SHALL VISIT SITE PRIOR TO SUBMITTING BID. HE SHALL INSPECT SITE AND BECOME FAMILIAR WITH EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF WORK.

VERIFY LAYOUT AND ANY DIMENSIONS SHOWN AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT ANY DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN AND/OR INTENT OF THE PROJECT'S LAYOUT.

ASSURE COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK OR MATERIALS SUPPLIED.

CONTRACTOR SHALL PROTECT ALL EXISTING ROADS, CURBS/GUTTERS, TRAILS, TREES, LAWN AND SITE ELEMENTS DURING PLANTING OPERATIONS. ANY DAMAGE TO SAME SHALL BE REPAIRED AT NO COST TO THE OWNER.

CONTRACTOR SHALL VERIFY ALIGNMENT AND LOCATION OF ALL UNDERGROUND AND ABOVE GRADE UTILITIES AND PROVIDE THE NECESSARY PROTECTION FOR SAME BEFORE CONSTRUCTION / MATERIAL INSTALLATION BEGINS (MINIMUM 10' - 0" CLEARANCE).

ALL UNDERGROUND UTILITIES SHALL BE LAID SO THAT TRENCHES DO NOT CUT THROUGH ROOT SYSTEMS OF ANY EXISTING TREES TO REMAIN.

EXISTING CONTOURS, TRAILS, VEGETATION, CURB/GUTTER AND OTHER EXISTING ELEMENTS BASED UPON INFORMATION SUPPLIED TO LANDSCAPE ARCHITECT BY OTHERS. CONTRACTOR SHALL VERIFY ANY AND ALL DISCREPANCIES PRIOR TO CONSTRUCTION AND NOTIFY LANDSCAPE ARCHITECT OF SAME.

THE ALIGNMENT AND GRADES OF THE PROPOSED WALKS, TRAILS AND/OR ROADWAYS ARE SUBJECT TO FIELD ADJUSTMENT REQUIRED TO CONFORM TO LOCALIZED TOPOGRAPHIC CONDITIONS AND TO MINIMIZE TREE REMOVAL AND GRADING. ANY CHANGE IN ALIGNMENT MUST BE APPROVED BY LANDSCAPE ARCHITECT.

City PUD Amendment
Received 9/3/2020

THE HENDRICKSON
1750 LARPEUR AVENUE WEST
FALCON HEIGHTS, MN 55113

1750 LARPEUR, LLC
55 EAST 5TH STREET, SUITE 200
ST. PAUL, MN 55101

LOUCKS
PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksinc.com

CADD QUALIFICATION
CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of these CADD files for informational and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

CITY SUBMITTAL	03/07/18
WATERSHED RESUBMITTAL	04/18/18
CITY SUBMITTAL	10/31/18
FOUNDATION PERMIT	11/09/18
WATERSHED RESUBMITTAL	11/12/18
CONSTRUCTION DOCUMENTS	11/30/18
WATERSHED RESUBMITTAL	12/04/18
ASI-01	01/16/19
ASI-11	04/01/19
ASI-17	06/25/19
ASI-20	09/06/19
ASI-23	10/14/19
ASI-24	10/21/19
ASI-25	12/17/19

PROFESSIONAL SIGNATURE
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota.
Nathan W. Elshoff - LA

License No. 52050
Date 11/30/18

QUALITY CONTROL
Loucks Project No. 17106
Project Lead TDG
Drawn By NWE
Checked By NWE
Review Date 11/30/18

SHEET INDEX

C1-1	EXISTING CONDITIONS
C1-2	DEMOLITION PLAN
C2-1	SITE PLAN
C3-1	GRADING PLAN
C3-2	SWPPP
C3-3	SWPPP NOTES
C4-1	UTILITY PLAN
C8-1	CIVIL DETAILS
C8-2	CIVIL DETAILS
C8-3	CIVIL DETAILS
C8-4	CIVIL DETAILS
L1-1	LANDSCAPE PLAN
L2-1	LANDSCAPE DETAILS

LANDSCAPE PLAN
L1-1
35 of 118

W:\2017\17106\CADD\DATA\LANDSCAPE.dwg Sheet Files\L1-1 LANDSCAPE PLAN
 Plotted: 09/03/2020 4:21 PM



CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

WARNING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.
THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

ORDINANCE NO. 20-XX

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 113
OF THE FALCON HEIGHTS CITY CODE**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1 Chapter 113 – Zoning is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~strikethrough~~.

Sec. 113-209 - Urban farm planned unit development district

(f) *Development plan.* The PUD must be maintained in accordance with the following development plan which is on file with the city and which is incorporated herein by reference:

(4) The following plans prepared by Kelly Brothers, Ltd and their contractors/partners for lot 2, block 1 with up to a five percent variance as approved by the city administrator:

a. Development plans, dated October 31, 2018 including;

- ~~• Site plan~~
- Grading plan
- Drainage plan
- Utility plan
- ~~• Landscaping plan~~
- Floor plans
- Elevations
- Operations and maintenance plan

b. Development plans, dated September 3, 2020 including:

- Site plan
- Landscape plan

SECTION 2 This ordinance shall be effective upon its passage and a summary published in the official newspaper.

ADOPTED this X day of XX, 2020, by the City Council of the City of Falcon Heights, Minnesota.

Moved by:

Approved by: _____

Randall Gustafson
Mayor

GUSTAFSON
LEEHY
MIAZGA
WEHYEE
ANDREWS

___ In Favor

___ Against

Attested by: _____

Sack Thongvanh
City Administrator

DRAFT

SUMMARY ORDINANCE NO. 20-XX

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 113
OF THE FALCON HEIGHTS CITY CODE
CONCERNING THE URBAN FARM
PLANNED UNIT DEVELOPMENT DISTRICT**

This ordinance amends Chapter 113 of the Falcon Heights City Code concerning the Urban Farm planned unit development district. The amendments include changes to the development plans on file with the City.

A printed copy of the entire ordinance is available for inspection by any person during the City Administrator/Clerk's regular office hours.

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this XXth day of MONTH, 2020.

CITY OF FALCON HEIGHTS

BY: _____
Randall C. Gustafson, Mayor

ATTEST:

Sack Thongvanh, City Administrator



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	October 7, 2020
Agenda Item	Policy D4
Attachment	See Below
Submitted By	Sack Thongvanh, City Administrator

Item	Ramsey County Sheriff's Office Request
Description	<p>The attached request is the total cost. The City of Falcon Heights will be responsible for about 14.04% of the total cost. Attached you will find the original request total of \$181,070.20. They were able to secure a lower price for helmets and shields from \$110,385.09 to \$67,835. The new total cost for the request is \$138,520.10.</p> <p>The City of Falcon Heights will be responsible for 14.04% for a cost of \$19,448.22.</p>
Budget Impact	The funds will be paid from available funds.
Attachment(s)	<ul style="list-style-type: none"> • Ramsey County Sheriff's Office Request • Helmet Cost Update
Action(s) Requested	This agenda item will be put on the next Regular City Council Meeting for official approval.

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Ramsey County Sheriff's Office

Bob Fletcher, Sheriff

Public Safety Services Division

1411 Paul Kirkwold Drive • Arden Hills, Minnesota 55112

Phone: 651-266-7300 • Fax: 651-266-7306

www.RamseyCountySheriff.us

Contract City Managers,

Throughout the pandemic we have identified several items that would greatly improve the safety of our staff, decrease the likelihood they will contract COVID-19, and promote their ability to continue providing safe and professional public service to the citizens of the contract cities. The following items are listed and described in the order of the most immediate need.

Item	Price	Quantity	Total	Vendor
Helmet & Face Shield	1157.98	95	110,385.09	Team Wendy
Medical Bags & Contents for Squads	300.00	15	4500.00	Galls / McKesson
Office Sneeze Guards	1720.08	N/A	1720.08	Rak Construction
Mobile Fingerprint Identification System	3,435.00	15	51,525.00	DataWorks Plus
PPE	10,000.00	N/A	10,000.00	Various
Conex Box	2,940.00	1	2,940.00	Big Blue Boxes

- The helmets and face shield purchase will eliminate a shared item that retain germs. Acquiring this item will provide deputies with equipment that will prevent the spread of COVID-19 and protect them from deadly threats and other airborne objects propelled at them.
- The medical bag purchase will increase the amount of life-saving equipment available in our squad cars and reduce the need to share and transfer these items between squad cars and deputies. Acquiring more bags will reduce the number of surfaces and buildings each bag is deployed in and prevent the spread of COVID-19 and other viruses from one squad to the next and one deputy to another.
- The office sneeze guards will be installed around the high traffic area in the administrative cubicles. The guards will be installed in the two cubicles that experience the largest amount of employee visits. These will help protect our clerical staff from being overly exposed to COVID-19 and other viruses.
- The mobile fingerprint identification system will provide our deputies with the ability to immediately identify individuals they encounter. This purchase will prevent this device from being constantly shared and transferred among deputies and squad cars and prevent the spread of COVID-19. This purchase also serves to enhance equitable service by reducing the length of time people are detained for identification purposes.



- The personal protective equipment purchase would provide our employees with replacement masks, cleaning supplies, and other COVID-19 protective items. We have utilized multiple vendors to acquire items throughout the pandemic and these items are sporadically available at fluctuating prices. It is difficult to provide an accurate price and quantity for these purchases based on availability. The amount listed will assist our ability to provide our employees with the necessary protective equipment.
- The conex box is needed to contain replacement supplies due to a shortage of space in the PSSD building.

Streicher's - Minneapolis
 10911 W Hwy 55
 Minneapolis, MN 55441
 Phone: 763-546-1155
 Fax: 763-546-6776



SALES QUOTE

Sales Quote Number: Q337890
 Sales Quote Date: 09/29/20
 Page: 1

Federal ID # 41-1458127

Sell 3601
 To: RAMSEY CO. SHER. DEPT.-PATROL
 1411 PAUL KIRKWOLD DR
 ARDEN HILLS, MN 55112

Ship
 To: RAMSEY CO. SHER. DEPT.-PATROL
 1411 PAUL KIRKWOLD DR
 ARDEN HILLS, MN 55112

Phone: (651) 266-7303
 Fax: (651) 266-7306

Ship Via
 Terms Net 15

SalesPerson Rochel Moore
 Phone: 612-325-1869
 E-mail: rochelm@Streichers.com

Item No.	Description	Unit	Quantity	Unit Price	Total Price
PRT-774MCR2SK.L	Ballistic Helmet: Delta 4 Mid-Cut w/R2S Mesh Black L-XL	EA	95	369.00	35,055.00
PRT-1301500	PPE Face Shield: DK7-X.250 AFRU for Protech rail helmets	EA	95	128.00	12,160.00
PRT-W1177282	Helmet Access: WSCA,: Rail System, Blk, For #774 Helmets	EA	95	114.00	10,830.00
PRT-LPFK.15	Laser Protective Film Kit, 1.5 Wide x 12.5 Long	EA	95	40.00	3,800.00
STR-MISC	Protech 702L PPE Ballistic Face Shield Single hit rail mount	EA	15	310.00	4,650.00
NTC-30K.G	Name tag cloth:Black Cloth w/.30 (8mm) Gold Letters (Spec) RCSO Badge #, Sew velcro on back	EA	95	8.00	760.00
STR-MISC	Heavy Duty Velcro applied to helmet 5" long	EA	95	4.00	380.00
FRT	Shipping, Handling & Insurance	EA	1	200.00	200.00

Quoted prices do not include Sales Tax. All quoted prices are valid for 60 days from the date of the quote.

Total: 67,835.00

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	October 7, 2020
Agenda Item	Policy D5
Attachment	See Below
Submitted By	Sack Thongvanh, City Administrator

Item	City Logo
Description	<p>Council Member Melanie Leehy and City Administrator Sack Thongvanh were directed by the Council to develop a new City logo that reflected our past and our future.</p> <p>Similar to the City website, the Council felt like it was time to develop a logo that needed to be updated. It has been mentioned by Council Members and residents that our logo was not very welcoming because it looks like the falcon is attacking a prey. We commissioned a graphic artist to work with the City to develop a logo that was welcoming and that emphasize “Cultivating a Caring Community”.</p>
Budget Impact	The cost of the graphic artist is \$400. Funds have been allocated for this type of work.
Attachment(s)	<ul style="list-style-type: none"> • Proposed logo
Action(s) Requested	An update will be presented at the next City Council Meeting for adoption of the logo.

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The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	October 7, 2020
Agenda Item	Policy D6
Attachment	See Below
Submitted By	Sack Thongvanh, City Administrator

Item	CARES Act Funding
Description	The City will submit for public safety (police) payroll cost from March 1 st to November 15 th . The amount that we pay for police services exceeds our CARES ACT funding allocation.
Budget Impact	The City received a total of \$412,789 in CARES Act funds.
Attachment(s)	<ul style="list-style-type: none"> • 2020 Ramsey County Sheriff's Contract Cities Budget • CARES ACT Fund Distribution Matrix
Action(s) Requested	Staff request discussion on CARES ACT funding allocations.

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Law Enforcement Contract Cities Estimate for 2020

Approved FINAL as of

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Summary of Expenses & Revenues:

Estimated Expense by Contract City

CITY	\$ CHANGE	% CHANGE	EST COST 2020	EST COST 2019	EST COST 2018
ARDEN HILLS	\$ 95,866.85	7.72%	\$ 1,337,119.69	\$ 1,241,252.84	\$ 1,192,775.49
FALCON HEIGHTS	\$ 16,232.10	1.40%	\$ 1,172,105.22	\$ 1,155,873.11	\$ 992,312.63
LITTLE CANADA	\$ 75,807.14	4.77%	\$ 1,665,203.19	\$ 1,589,396.06	\$ 1,517,611.75
NORTH OAKS	\$ 38,261.85	4.72%	\$ 849,723.29	\$ 811,461.45	\$ 777,768.32
SHOREVIEW	\$ 147,393.95	6.25%	\$ 2,506,830.05	\$ 2,359,436.09	\$ 2,275,740.87
VADNAIS HEIGHTS	\$ 92,724.47	6.71%	\$ 1,474,342.90	\$ 1,381,618.43	\$ 1,319,174.96
WHITE BEAR TOWNSHIP	\$ 30,783.12	2.94%	\$ 1,077,200.84	\$ 1,046,417.72	\$ 1,007,698.33
Total	\$ 497,069.47	5.19%	\$ 10,082,525.18	\$ 9,581,511.40	\$ 9,083,082.36

Estimated Revenue by Contract City

CITY	\$ CHANGE	% CHANGE	EST COST 2020	EST COST 2019	EST COST 2018
ARDEN HILLS	\$ (7,154.52)	9.67%	\$ (81,107.01)	\$ (73,952.49)	\$ (71,080.92)
FALCON HEIGHTS	\$ (3,783.84)	5.47%	\$ (72,990.28)	\$ (69,206.43)	\$ (61,805.08)
LITTLE CANADA	\$ (9,790.87)	11.11%	\$ (97,955.28)	\$ (88,164.41)	\$ (85,127.32)
NORTH OAKS	\$ (2,935.17)	6.04%	\$ (51,521.88)	\$ (48,586.70)	\$ (41,439.66)
SHORE VIEW	\$ (14,281.41)	9.97%	\$ (157,470.67)	\$ (143,189.26)	\$ (138,104.03)
VADNAIS HEIGHTS	\$ (9,452.33)	11.79%	\$ (89,639.81)	\$ (80,187.49)	\$ (79,632.83)
WHITE BEAR TOWNSHIP	\$ (4,892.39)	7.90%	\$ (66,829.52)	\$ (61,937.13)	\$ (62,634.15)
Total	\$ (52,290.54)	9.25%	\$ (617,514.46)	\$ (565,223.92)	\$ (539,823.99)

Summary of Net Expense by Contract City

CITY	\$ CHANGE	% CHANGE	EST COST 2020	EST COST 2019	EST COST 2018
ARDEN HILLS	\$ 88,712.33	7.60%	\$ 1,256,012.68	\$ 1,167,300.35	\$ 1,121,694.57
FALCON HEIGHTS	\$ 12,448.26	1.15%	\$ 1,099,114.94	\$ 1,086,666.68	\$ 930,507.55
LITTLE CANADA	\$ 66,016.26	4.40%	\$ 1,567,247.91	\$ 1,501,231.64	\$ 1,432,484.43
NORTH OAKS	\$ 35,326.67	4.63%	\$ 798,201.42	\$ 762,874.75	\$ 736,328.66
SHOREVIEW	\$ 133,112.54	6.01%	\$ 2,349,359.37	\$ 2,216,246.83	\$ 2,137,636.84
VADNAIS HEIGHTS	\$ 83,272.14	6.40%	\$ 1,384,703.08	\$ 1,301,430.94	\$ 1,239,542.13
WHITE BEAR TOWNSHIP	\$ 25,890.73	2.63%	\$ 1,010,371.32	\$ 984,480.59	\$ 945,064.18
Total	\$ 444,778.93	4.93%	\$ 9,465,010.72	\$ 9,020,231.79	\$ 8,543,258.37

Summary by Expense Category

COST CONTROL	\$ CHANGE	% CHANGE	EST COST 2020	EST COST 2019	EST COST 2018
Patrol Deputies	\$ 460,639.23	6.69%	\$ 6,890,480.12	\$ 6,429,840.89	\$ 6,286,951.41
Power Shift	\$ (284,927.18)	0.00%	\$ -	\$ 284,927.18	\$ 274,932.47
Patrol Deputy Supplement	\$ (10,957.40)	-13.74%	\$ 68,772.52	\$ 79,729.92	\$ 79,246.31
Investigation Deputies	\$ 213,601.91	20.55%	\$ 1,253,280.06	\$ 1,039,678.14	\$ 874,701.04
Property Asst	\$ 4,296.83	3.88%	\$ 115,119.26	\$ 110,822.43	\$ 102,538.83
Equipment	\$ 137,418.65	16.71%	\$ 959,602.75	\$ 822,184.10	\$ 691,124.00
Traffic Deputies	\$ (32,773.39)	-9.79%	\$ 301,962.79	\$ 334,736.18	\$ 299,305.18
Animal Control	\$ 2,683.91	2.98%	\$ 92,824.07	\$ 90,140.16	\$ 99,805.54
Crime Prevention	\$ 7,193.05	2.91%	\$ 254,181.85	\$ 246,988.79	\$ 236,005.25
Dedicated Deputy	\$ (106.15)	-0.07%	\$ 146,301.76	\$ 142,463.59	\$ 138,472.32
Total	\$ 497,069.47	5.19%	\$ 10,082,525.18	\$ 9,581,511.40	\$ 9,083,082.36

Summary of Net Cost by City

ARDEN HILLS										
Cost Center	\$ CHANGE	% CHANGE	2020	2019	2018	2017	2016	2015	2014	
Patrol Deputies	\$ 61,247.68	7.00%	\$ 935,785.06	\$ 874,537.38	\$ 856,090.86	\$ 826,594.71	\$ 790,113.64	\$ 772,952.27	\$ 754,570.38	
Power Shift	\$ (20,343.80)	-100.00%	\$	\$ 20,343.80	\$ 19,638.03	\$ 18,750.54	\$ 17,798.23	\$ 18,937.10	\$ 20,078.19	
Investigation Deputies	\$ 40,440.06	29.65%	\$ 176,824.53	\$ 136,384.48	\$ 112,268.27	\$ 127,316.14	\$ 98,511.57	\$ 104,782.82	\$ 93,433.99	
Property Asst	\$ 250.06	1.64%	\$ 15,510.31	\$ 15,260.25	\$ 16,535.03	\$ 15,992.98	\$ 15,406.30	\$ 14,051.22	\$ 13,028.29	
Equipment	\$ 16,074.98	14.20%	\$ 129,289.73	\$ 113,214.75	\$ 111,448.09	\$ 107,331.55	\$ 107,331.55	\$ 99,792.33	\$ 86,989.18	
Traffic Deputies	\$ (4,044.24)	-9.79%	\$ 37,262.21	\$ 41,306.45	\$ 36,934.57	\$ 37,433.52	\$ 35,675.48	\$ 34,722.64	\$ 33,945.50	
Animal Control	\$ 268.39	2.98%	\$ 9,282.41	\$ 9,014.02	\$ 9,980.55	\$ 11,075.74	\$ 10,728.96	\$ 9,010.69	\$ 8,574.70	
Crime Prevention	\$ 1,973.71	6.33%	\$ 33,165.44	\$ 31,191.73	\$ 29,880.08	\$ 33,277.63	\$ 31,586.20	\$ 31,622.82	\$ 26,422.61	
Estimated Revenue	\$ (7,154.52)	9.67%	\$ (81,107.01)	\$ (73,952.49)	\$ (71,080.92)	\$ (71,682.73)	\$ (66,554.22)	\$ (59,394.39)	\$ (54,788.54)	
Total	\$ 88,712.33	7.60%	\$ 1,256,012.68	\$ 1,167,300.35	\$ 1,121,694.57	\$ 1,106,090.08	\$ 1,040,597.71	\$ 1,026,477.49	\$ 982,254.30	

FALCON HEIGHTS										
Cost Center	\$ CHANGE	% CHANGE	2020	2019	2018					
Patrol Deputies	\$ 17,135.89	1.97%	\$ 885,254.35	\$ 868,118.46	\$ 852,029.02					
Investigation Deputies	\$ (12,539.54)	-12.20%	\$ 90,248.49	\$ 102,788.03	\$ 93,743.41					
Property Asst	\$ (51.11)	-0.32%	\$ 16,162.21	\$ 16,213.32						
Equipment	\$ 14,438.23	12.00%	\$ 134,723.76	\$ 120,285.53						
Traffic Deputies	\$ (2,294.14)	-9.79%	\$ 21,137.40	\$ 23,431.53	\$ 20,951.36					
Animal Control	\$ 167.74	2.98%	\$ 5,801.50	\$ 5,633.76	\$ 6,237.85					
Crime Prevention	\$ (624.97)	-3.22%	\$ 18,777.51	\$ 19,402.48	\$ 19,351.00					
Estimated Revenue	\$ (3,783.84)	5.47%	\$ (72,990.28)	\$ (69,206.43)	\$ (61,805.08)					
Total	\$ 12,448.26	1.15%	\$ 1,099,114.94	\$ 1,086,666.68	\$ 930,507.55					

LITTLE CANADA										
Cost Center	\$ CHANGE	% CHANGE	2020	2019	2018	2017	2016	2015	2014	
Patrol Deputies	\$ 120,795.06	12.53%	\$ 1,084,930.87	\$ 964,135.81	\$ 940,036.08	\$ 869,119.50	\$ 830,761.64	\$ 800,731.92	\$ 787,833.18	
Power Shift	\$ (104,653.75)	-100.00%	\$	\$ 104,653.75	\$ 100,995.60	\$ 96,431.34	\$ 91,533.76	\$ 85,614.14	\$ 80,312.74	
Patrol Deputy Supplement	\$ (13,593.95)	-20.18%	\$ 53,770.97	\$ 67,364.92	\$ 66,956.31	\$ 37,674.26	\$ 35,788.48	\$ 33,893.55	\$ 33,898.19	
Investigation Deputies	\$ 47,841.14	23.23%	\$ 253,752.59	\$ 205,911.44	\$ 169,676.68	\$ 164,194.01	\$ 128,792.01	\$ 127,981.45	\$ 119,677.26	
Property Asst	\$ 1,702.81	11.17%	\$ 16,951.98	\$ 15,249.17	\$ 16,533.46	\$ 20,128.25	\$ 19,389.87	\$ 16,541.35	\$ 15,866.74	
Equipment	\$ 28,174.55	24.90%	\$ 141,307.08	\$ 113,132.53	\$ 111,437.52	\$ 107,321.37	\$ 107,321.37	\$ 99,782.86	\$ 86,980.93	
Traffic Deputies	\$ (6,177.78)	-9.79%	\$ 56,919.99	\$ 63,097.77	\$ 56,410.05	\$ 57,095.49	\$ 54,414.04	\$ 52,960.72	\$ 51,775.39	
Animal Control	\$ 469.68	2.98%	\$ 16,244.21	\$ 15,774.53	\$ 17,465.97	\$ 19,197.94	\$ 18,596.86	\$ 15,618.53	\$ 14,862.82	
Crime Prevention	\$ 1,249.37	3.12%	\$ 41,325.50	\$ 40,076.13	\$ 38,100.09	\$ 38,323.82	\$ 36,375.90	\$ 35,043.73	\$ 29,880.56	
Estimated Revenue	\$ (9,790.87)	11.11%	\$ (97,955.28)	\$ (88,164.41)	\$ (85,127.32)	\$ (83,775.71)	\$ (73,265.91)	\$ (65,732.64)	\$ (62,995.56)	
Total	\$ 66,016.26	4.40%	\$ 1,567,247.91	\$ 1,501,231.64	\$ 1,432,484.43	\$ 1,325,710.28	\$ 1,249,708.01	\$ 1,202,435.61	\$ 1,158,112.25	

NORTH OAKS										
Cost Center	\$ CHANGE	% CHANGE	2020	2019	2018	2017	2016	2015	2014	
Patrol Deputies	\$ 22,166.44	4.43%	\$ 522,948.93	\$ 500,782.49	\$ 487,886.59	\$ 455,957.15	\$ 435,833.87	\$ 428,171.81	\$ 425,503.53	
Power Shift	\$ (5,812.51)	-100.00%	\$	\$ 5,812.51	\$ 5,610.87	\$ 5,357.30	\$ 5,085.21	\$ 2,469.52		
Investigation Deputies	\$ 13,641.50	28.33%	\$ 61,797.31	\$ 48,155.81	\$ 38,688.02	\$ 34,160.20	\$ 26,630.55	\$ 30,308.98	\$ 32,080.89	
Property Asst	\$ 68.81	0.73%	\$ 9,466.35	\$ 9,397.74	\$ 10,188.53	\$ 4,672.02	\$ 4,500.63	\$ 4,355.06	\$ 4,643.71	
Equipment	\$ 9,189.38	13.18%	\$ 78,910.59	\$ 69,721.21	\$ 68,671.92	\$ 66,135.40	\$ 66,135.40	\$ 61,489.89	\$ 53,600.86	
Traffic Deputies	\$ (1,445.31)	-9.79%	\$ 13,316.56	\$ 14,761.87	\$ 13,214.25	\$ 12,388.81	\$ 11,806.98	\$ 11,491.63	\$ 11,234.44	
Animal Control	\$ 67.10	2.98%	\$ 2,320.60	\$ 2,253.50	\$ 2,495.14					
Crime Prevention	\$ 492.59	3.48%	\$ 14,661.00	\$ 14,168.41	\$ 12,540.68	\$ 12,377.39	\$ 11,748.27	\$ 12,038.82	\$ 10,745.97	
North Oaks Dedicated Deputy	\$ (106.15)	-0.07%	\$ 146,301.76	\$ 146,407.90	\$ 138,472.32	\$ 191,095.57				
Estimated Revenue	\$ (2,935.17)	6.04%	\$ (51,521.88)	\$ (48,586.70)	\$ (41,439.66)	\$ (38,820.07)	\$ (38,072.56)	\$ (30,856.06)	\$ (27,749.55)	
Total	\$ 35,326.67	4.63%	\$ 798,201.42	\$ 762,874.75	\$ 736,328.66	\$ 743,323.77	\$ 523,668.35	\$ 519,469.64	\$ 510,059.85	

SHOREVIEW										
Cost Center	\$ CHANGE	% CHANGE	2020	2019	2018	2017	2016	2015	2014	
Patrol Deputies	\$ 104,837.60	6.44%	\$ 1,732,420.56	\$ 1,627,582.95	\$ 1,592,064.36	\$ 1,513,174.66	\$ 1,446,391.96	\$ 1,412,969.54	\$ 1,377,358.39	
Power Shift	\$ (49,434.87)	-100.00%	\$	\$ 49,434.87	\$ 47,692.37	\$ 45,537.02	\$ 43,224.28	\$ 41,566.15	\$ 40,156.37	
Investigation Deputies	\$ 65,526.53	26.81%	\$ 309,907.46	\$ 244,380.94	\$ 208,854.09	\$ 217,077.88	\$ 171,323.05	\$ 180,792.13	\$ 160,737.56	
Property Asst	\$ 687.33	2.42%	\$ 29,068.95	\$ 28,381.62	\$ 30,757.74	\$ 27,378.20	\$ 26,373.86	\$ 23,915.30	\$ 21,981.83	
Equipment	\$ 31,749.50	15.08%	\$ 242,310.85	\$ 210,561.35	\$ 207,310.84	\$ 199,653.45	\$ 199,653.45	\$ 185,629.31	\$ 161,813.46	
Traffic Deputies	\$ (9,310.92)	-9.79%	\$ 85,787.63	\$ 95,098.55	\$ 85,036.13	\$ 85,336.47	\$ 81,328.70	\$ 79,156.53	\$ 77,384.90	
Animal Control	\$ 1,066.47	2.98%	\$ 34,809.03	\$ 33,802.56	\$ 37,427.08	\$ 39,380.40	\$ 38,147.40	\$ 32,038.00	\$ 30,487.84	
Crime Prevention	\$ 2,332.31	3.32%	\$ 72,525.56	\$ 70,193.26	\$ 66,598.26	\$ 70,719.40	\$ 67,124.88	\$ 66,854.44	\$ 55,719.54	
Estimated Revenue	\$ (14,281.41)	9.97%	\$ (157,470.67)	\$ (143,189.26)	\$ (138,104.03)	\$ (134,117.20)	\$ (124,577.88)	\$ (110,566.77)	\$ (103,467.56)	
Total	\$ 133,112.54	6.01%	\$ 2,349,359.37	\$ 2,216,246.83	\$ 2,137,636.84	\$ 2,064,140.27	\$ 1,948,989.70	\$ 1,912,354.61	\$ 1,822,172.33	

VADNAIS HEIGHTS										
Cost Center	\$ CHANGE	% CHANGE	2020	2019	2018	2017	2016	2015	2014	
Patrol Deputies	\$ 106,516.19	12.30%	\$ 972,722.01	\$ 866,205.82	\$ 846,019.10	\$ 807,357.09	\$ 771,725.06	\$ 747,951.59	\$ 727,440.53	
Power Shift	\$ (84,309.95)	-100.00%	\$	\$ 84,309.95	\$ 81,357.57	\$ 77,680.80	\$ 73,735.53	\$ 66,677.04	\$ 60,234.56	
Patrol Deputy Supplement	\$ 2,636.55	21.32%	\$ 15,001.55	\$ 12,365.00	\$ 12,290.00	\$ 12,290.00	\$ 12,290.00	\$ 12,200.00	\$ 12,160.00	
Investigation Deputies	\$ 45,937.10	24.63%	\$ 232,482.39	\$ 186,545.29	\$ 154,551.21	\$ 168,097.77	\$ 133,412.22	\$ 134,027.54	\$ 120,706.69	
Property Asst	\$ 1,357.07	9.81%	\$ 15,187.71	\$ 13,830.64	\$ 14,986.65	\$ 20,143.37	\$ 19,404.43	\$ 16,973.64	\$ 15,542.64	
Equipment	\$ 23,992.04	23.38%	\$ 126,600.61	\$ 102,608.58	\$ 101,011.82	\$ 97,280.76	\$ 97,280.76	\$ 90,447.53	\$ 78,843.30	
Traffic Deputies	\$ (6,000.81)	-9.79%	\$ 55,289.39	\$ 61,290.20	\$ 54,789.78	\$ 55,576.43	\$ 52,966.32	\$ 51,551.67	\$ 50,397.88	
Animal Control	\$ 402.59	2.98%	\$ 13,923.61	\$ 13,521.02	\$ 14,970.83	\$ 16,244.41	\$ 15,735.80	\$ 13,215.68	\$ 12,576.23	
Crime Prevention	\$ 2,193.69	5.36%	\$ 43,135.62	\$ 40,941.93	\$ 39,198.00	\$ 42,342.62	\$ 40,190.43	\$ 39,332.17	\$ 32,653.12	
Estimated Revenue	\$ (9,452.33)	11.79%	\$ (89,639.81)	\$ (80,187.49)	\$ (79,632.83)	\$ (78,590.95)	\$ (66,987.99)	\$ (62,527.58)	\$ (58,189.08)	
Total	\$ 83,272.14	6.40%	\$ 1,384,703.08	\$ 1,301,430.94	\$ 1,239,542.13	\$ 1,218,422.31	\$ 1,149,752.58	\$ 1,109,849.28	\$ 1,052,365.87	

WHITE BEAR TOWNSHIP										
Cost Center	\$ CHANGE	% CHANGE	2020	2019	2018	2017	2016	2015	2014	
Patrol Deputies	\$ 27,940.37	3.84%	\$ 756,418.34	\$ 728,477.98	\$ 712,825.39	\$ 660,549.56	\$ 631,396.76	\$ 613,334.50	\$ 601,462.77	
Power Shift	\$ (20,372.29)	-100.00%	\$	\$ 20,372.29	\$ 19,638.03	\$ 18,750.54	\$ 17,798.23	\$ 29,218.55	\$ 40,156.37	
Investigation Deputies	\$ 12,755.12	11.04%	\$ 128,267.29	\$ 115,512.16	\$ 96,919.36	\$ 90,091.44	\$ 71,832.83	\$ 74,184.03	\$ 70,636.63	
Property Asst	\$ 281.86	2.26%	\$ 12,771.54	\$ 12,489.69	\$ 13,537.42	\$ 11,521.30	\$ 11,098.65	\$ 9,760.47	\$ 9,266.98	
Equipment	\$ 13,799.97	14.89%	\$ 106,460.11	\$ 92,660.15	\$ 91,243.82	\$ 87,873.57	\$ 87,873.57	\$ 81,701.11	\$ 71,219.03	
Traffic Deputies	\$ (3,500.20)	-9.79%	\$ 32,249.63	\$ 35,749.82	\$ 31,969.03	\$ 32,778.16	\$ 31,238.75	\$ 30,404.41	\$ 29,723.92	
Animal Control	\$ 301.94	2.98%	\$ 10,442.71	\$ 10,140.77	\$ 11,228.12	\$ 12,552.50	\$ 12,159.48	\$ 10,212.11	\$ 9,718.00	
Crime Prevention	\$ (423.64)	-1.37%	\$ 30,591.22	\$ 31,014.86	\$ 30,337.15	\$ 30,409.52	\$ 28,863.87	\$ 28,365.40	\$ 23,978.46	
Estimated Revenue	\$ (4,892.39)	7.90%	\$ (66,829.52)	\$ (61,937.13)	\$ (62,634.15)	\$ (58,683.60)	\$ (54,317.71)	\$ (51,033.26)	\$ (48,220.98)	
Total	\$ 25,890.73	2.63%	\$ 1,010,371.32	\$ 984,480.59	\$ 945,064.18	\$ 885,842.99	\$ 837,944.43	\$ 826,147.33	\$ 807,941.18	

Contract Estimate Total	\$ 444,778.93	4.93%	\$ 9,465,010.72	\$ 9,020,231.79	\$ 8,543,258.37					
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2020 Contract Cities Budget Narrative

Major changes to budget from 2019 to 2020:

- Legislative change - county portion of PERA rates increases 1.5%. The increase will be phased in over a 2-year period (2019 & 2020). Omnibus Retirement Bill (SF2620).
 - Deputy union contract issued a phased 3% wage increase in both 2019 & 2020 (page 7)
 - Added an Investigator increasing salary, benefits, and overhead charges (page 12)
 - Equipment increased by 16.71% in 2020 primarily due to the following items (page 17):
 - County garage rate increase of 30.19% from \$67.50 to \$87.88 per hour
 - Addition of body-worn camera and squad camera equipment total \$119,380.65
 - Increase in personnel for body-worn camera and squad camera (4 FTE) is reflected in Overhead at a prorated cost of \$61,600.77 (page 18)
 - Increase in law enforcement supplies by \$14,356 to better reflect needs which is offset by a decrease to gasoline of \$17,020

Total increase/decrease is 5.19%

Patrol

City Distribution

City	Patrol Deputy FTE Allocation	Rate	Patrol Deputy Weighted @ 80%	Calls for Service	% Call for Service Rate	Calls for Service Weighted @ 20%	Final Distribution
Arden Hills	5.79	13.47%	\$ 742,697.61	4,965	14.01%	\$ 193,087.45	\$ 935,785.06
Falcon Heights	6.04	14.04%	\$ 773,913.09	2,863	8.08%	\$ 111,341.26	\$ 885,254.35
Little Canada	6.33	14.73%	\$ 811,730.61	7,025	19.82%	\$ 273,200.26	\$ 1,084,930.87
North Oaks	3.54	8.22%	\$ 453,297.45	1,791	5.05%	\$ 69,651.48	\$ 522,948.93
Shoreview	10.86	25.25%	\$ 1,391,941.08	8,755	24.71%	\$ 340,479.48	\$ 1,732,420.56
Vadnais Heights	5.67	13.19%	\$ 727,250.12	6,312	17.81%	\$ 245,471.90	\$ 972,722.01
White Bear Township	4.77	11.09%	\$ 611,554.15	3,725	10.51%	\$ 144,864.20	\$ 756,418.34
Total	43.00	100%	\$ 5,512,384.10	35,436	100%	\$ 1,378,096.02	\$ 6,890,480.12

Detail Breakout of Patrol

of Employees for Equipment Replacement **3**

Salary, Fringe and Employee Related Costs:

Account	Description	# of Employees = 43		# of Employees = 2		# of Employees = 1		# of Employees = 1		# of Employees = 47	
		Deputy Sheriff	Deputy Sheriff Total	Deputy Sergeant	Deputy Sergeant Total	Clerk Typist 3	Clerk Typist 3 Total	Clerk 4/ Account Clerk	Clerk 4 Total	Patrol Total	
	Hourly	\$ 39.30		45.81		22.62		33.54			
411101	Annual	\$ 81,747.08	\$ 3,515,124.58	\$ 95,275.38	\$ 190,550.76	\$ 47,057.54	\$ 47,057.54	\$ 69,763.44	\$ 69,763.44	\$ 3,822,496.32	
411104	Overtime	\$ 8,174.71	\$ 351,512.46	\$ 9,527.54	\$ 19,055.08	\$ 4,705.75	\$ 4,705.75	\$ 6,976.34	\$ 6,976.34	\$ 382,249.63	
411112	Deferred Compensation	\$ 420.00	\$ 18,060.00	\$ 420.00	\$ 840.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 19,740.00	
411201	PERA	\$ 14,469.23	\$ 622,177.05	\$ 16,863.74	\$ 33,727.48	\$ 3,529.32	\$ 3,529.32	\$ 5,232.26	\$ 5,232.26	\$ 664,666.11	
411202	FICA - Social Sec	\$ -	\$ -	\$ -	\$ -	\$ 2,917.57	\$ 2,917.57	\$ 4,325.33	\$ 4,325.33	\$ 7,242.90	
411203	FICA - Medicare	\$ 1,185.33	\$ 50,969.31	\$ 1,381.49	\$ 2,762.99	\$ 682.33	\$ 682.33	\$ 1,011.57	\$ 1,011.57	\$ 55,426.20	
411306	Life Insurance	\$ 87.60	\$ 3,766.80	\$ 87.60	\$ 175.20	\$ 87.60	\$ 87.60	\$ 87.60	\$ 87.60	\$ 4,117.20	
411307	Long-Term Disability	\$ 196.19	\$ 8,436.30	\$ 228.66	\$ 457.32	\$ 112.94	\$ 112.94	\$ 167.43	\$ 167.43	\$ 9,173.99	
411309	Health Care Savings Plan	\$ 400.00	\$ 17,200.00	\$ 400.00	\$ 800.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 18,800.00	
411301	Health & Welfare Insurance	\$ 13,488.27	\$ 579,995.56	\$ 15,720.44	\$ 31,440.88	\$ 7,764.49	\$ 7,764.49	\$ 11,510.97	\$ 11,510.97	\$ 630,711.89	
411310	OPEB Liability	\$ 4,291.72	\$ 184,544.04	\$ 5,001.96	\$ 10,003.91	\$ 2,470.52	\$ 2,470.52	\$ 3,662.58	\$ 3,662.58	\$ 200,681.06	
	Total	\$ 124,460.14	\$ 5,351,786.10	\$ 144,906.81	\$ 289,813.62	\$ 70,148.06	\$ 70,148.06	\$ 103,557.53	\$ 103,557.53	\$ 5,815,305.29	
421801	Workers Compensation Expenses	\$ 2,022.63	\$ 86,973.09	\$ 2,022.63	\$ 4,045.26	\$ 2,022.63	\$ 2,022.63	\$ 2,022.63	\$ 2,022.63	\$ 95,063.61	
423111	Employee Training/Development	\$ 955.56	\$ 41,089.08	\$ 955.56	\$ 1,911.12	\$ 955.56	\$ 955.56	\$ 955.56	\$ 955.56	\$ 44,911.32	
431105	Uniforms and Clothing	\$ 800.00	\$ 34,400.00	\$ 800.00	\$ 1,600.00	\$ -	\$ -	\$ -	\$ -	\$ 36,000.00	
	Total	\$ 3,778.19	\$ 162,462.17	\$ 3,778.19	\$ 7,556.38	\$ 2,978.19	\$ 2,978.19	\$ 2,978.19	\$ 2,978.19	\$ 175,974.93	
	Total Annual Cost	\$ 128,238.33	\$ 5,514,248.27	\$ 148,685.00	\$ 297,370.00	\$ 73,126.25	\$ 73,126.25	\$ 106,535.72	\$ 106,535.72	\$ 5,991,280.22	
	Avg Cost/Emp		\$ 128,238.33		\$ 148,685.00		\$ 73,126.25		\$ 106,535.72	\$ 127,474.05	

Services, Supplies & Equipment:

424606	Overhead Charge	\$ 18,063.43	\$ 776,727.30	\$ 18,063.43	\$ 36,126.85	\$ 18,063.43	\$ 18,063.43	\$ 18,063.43	\$ 18,063.43	\$ 848,981.00
411101	Additional Funding for Events	\$ 638.30	\$ 27,446.90	\$ 638.30	\$ 1,276.60	\$ 638.30	\$ 638.30	\$ 638.30	\$ 638.30	\$ 30,000.10
411104	Additional Overtime for Events	\$ 179.64	\$ 7,724.52	\$ 179.64	\$ 359.28					\$ 8,083.80
431506	Patrol Annual Equipment Replacement	\$ 4,045.00	\$ 12,135.00							\$ 12,135.00
	Total									\$ 899,199.90

Total Cost for Patrol \$ 6,890,480.12

Power Shift Car

Power Shift Car Summary

City	Power Shift - Rice Street	Final Distribution
Arden Hills	7.14%	\$ -
Falcon Heights	0.00%	\$ -
Little Canada	36.73%	\$ -
North Oaks	2.04%	\$ -
Shoreview	17.35%	\$ -
Vadnais Heights	29.59%	\$ -
White Bear Township	7.15%	\$ -
Total	100%	\$ -

Detail Breakout of Power Shift Car

Salary, Fringe and Employee Related Costs:			# of Employees =	0
Account	Description	Deputy Sheriff	Power Shift	
	Hourly	\$ 39.30		
411101	Annual	\$ 81,747.08	\$ -	
411104	Overtime	\$ 8,174.71	\$ -	
411112	Deferred Compensation	\$ 420.00	\$ -	
411201	PERA	\$ 14,469.23	\$ -	
411202	FICA - Social Sec	\$ -	\$ -	
411203	FICA - Medicare	\$ 1,185.33	\$ -	
411306	Life Insurance	\$ 87.60	\$ -	
411307	Long-Term Disability	\$ 196.19	\$ -	
411309	Health Care Savings Plan	\$ 400.00	\$ -	
411301	Health & Welfare Insurance	\$ 13,488.27	\$ -	
411310	OPEB Liability	\$ 4,291.72	\$ -	
	Total	\$ 124,460.14	\$ -	
421801	Workers Compensation Expenses	\$ 2,022.63	\$ -	
423111	Employee Training/Development	\$ 955.56	\$ -	
431105	Uniforms and Clothing	\$ 800.00	\$ -	
	Total	\$ 3,778.19	\$ -	
	Total Annual Cost	\$ 128,238.33	\$ -	
	Avg Cost/Emp		#DIV/0!	
Services, Supplies & Equipment:				
424606	Overhead Charge	\$ 18,063.43	\$ -	
	Total	\$ -	\$ -	
	Total Cost for Power Shift	\$ -	\$ -	

Little Canada Supplemental Patrol

Little Canada Supplemental Summary

City	Little Canada Supplemental Rate	Final Distribution
Arden Hills	0.00%	\$ -
Falcon Heights	0.00%	\$ -
Little Canada	100.00%	\$ 53,770.97
North Oaks	0.00%	\$ -
Shoreview	0.00%	\$ -
Vadnais Heights	0.00%	\$ -
White Bear Township	0.00%	\$ -
	100%	\$ 53,770.97

Detail Breakout of Little Canada Patrol Supplemental			
(Overtime for Montreal courts, provinces, etc)			
Account	Description	Percent	Patrol Suppl Total
411104	Overtime		\$43,224
411310	OPEB Liability	5.25%	\$ 2,269.27
411201	PERA	17.70%	\$ 7,650.69
411203	FICA - Medicare	1.45%	\$ 626.75
Total			\$ 53,770.97

Vadnais Heights Supplemental Patrol

Vadnais Heights Supplemental Summary

City	Vadnais Heights Supplemental Rate	Final Distribution
Arden Hills	0.00%	\$ -
Falcon Heights	0.00%	\$ -
Little Canada	0.00%	\$ -
North Oaks	0.00%	\$ -
Shoreview	0.00%	\$ -
Vadnais Heights	100.00%	\$ 15,001.55
White Bear Township	0.00%	\$ -
	100%	\$ 15,001.55

Detail Breakout of Vadnais Heights Patrol Supplemental			
(Vadnais Commons Community Center)			
Account	Description	Percent	Patrol Suppl Total
411104	Overtime		\$12,059 *
411310	OPEB Liability	5.25%	\$ 633.10
411201	PERA	17.70%	\$ 2,134.47
411203	FICA - Medicare	1.45%	\$ 174.86
Total			\$ 15,001.55

North Oaks Dedicated Deputy

North Oaks Dedicated Deputy Summary

City	Traffic Deputy	North Oaks Rate	Final Distribution
Arden Hills		0.00%	\$ -
Falcon Heights		0.00%	\$ -
Little Canada		0.00%	\$ -
North Oaks	1	100.00%	\$ 146,301.76
Shoreview		0.00%	\$ -
Vadnais Heights		0.00%	\$ -
White Bear Township		0.00%	\$ -
Total	1	100.00%	\$ 146,301.76

Detail Breakout of North Oaks Dedicated Deputy

Salary, Fringe and Employee Related Costs:

of Employees = 1

Account	Description	Deputy Sheriff	Deputy Sheriff Total
	Hourly	\$ 39.30	
411101	Annual	\$ 81,747.08	\$ 81,747.08
411104	Overtime	\$ 8,174.71	\$ 8,174.71
411112	Deferred Compensation	\$ 420.00	\$ 420.00
411201	PERA	\$ 14,469.23	\$ 14,469.23
411202	FICA - Social Sec	\$ -	\$ -
411203	FICA - Medicare	\$ 1,185.33	\$ 1,185.33
411306	Life Insurance	\$ 87.60	\$ 87.60
411307	Long-Term Disability	\$ 196.19	\$ 196.19
411309	Health Care Savings Plan	\$ 400.00	\$ 400.00
411301	Health & Welfare Insurance	\$ 13,488.27	\$ 13,488.27
411310	OPEB Liability	\$ 4,291.72	\$ 4,291.72
	Total	\$ 124,460.14	\$ 124,460.14
421801	Workers Compensation Expenses	\$ 2,022.63	\$ 2,022.63
423111	Employee Training/Development	\$ 955.56	\$ 955.56
431105	Uniforms and Clothing	\$ 800.00	\$ 800.00
	Total	\$ 3,778.19	\$ 3,778.19
	Total Annual Cost	\$ 128,238.33	\$ 128,238.33
	Avg Cost/Emp		\$ 128,238.33

Services, Supplies & Equipment:

424606	Overhead Charge	\$ 18,063.43	\$ 18,063.43
	Total		\$ 18,063.43
Total Cost for North Oaks Dedicated Deputy		\$	146,301.76

Investigators

Investigators Summary

City	Cases Assigned	Rate	Weighting @		Call for Service	Rate	Weighting @		Final Distribution	
			20%				80%			
Arden Hills	232	14.50%	\$	36,345.12	4,965	14.01%	\$	140,479.41	\$	176,824.53
Falcon Heights	59	3.69%	\$	9,242.94	2,863	8.08%	\$	81,005.55	\$	90,248.49
Little Canada	351	21.94%	\$	54,987.66	7,025	19.82%	\$	198,764.93	\$	253,752.59
North Oaks	71	4.44%	\$	11,122.86	1,791	5.05%	\$	50,674.45	\$	61,797.31
Shoreview	397	24.81%	\$	62,194.02	8,755	24.71%	\$	247,713.44	\$	309,907.46
Vadnais Heights	344	21.50%	\$	53,891.04	6,312	17.81%	\$	178,591.35	\$	232,482.39
White Bear Township	146	9.13%	\$	22,872.36	3,725	10.51%	\$	105,394.93	\$	128,267.29
TOTAL	1,600	100%	\$	250,656.01	35,436	100%	\$	1,002,624.05	\$	1,253,280.06

Detail Breakout of Investigators

Salary, Fringe and Employee Related Costs			# of Employees =	8
Account	Description	Deputy Sheriff	Investigator Total	
	Hourly	\$ 39.30		
411101	Annual	\$ 81,747.08	\$	653,976.67
411104	Overtime	\$ 8,174.71	\$	65,397.67
411112	Deferred Compensation	\$ 420.00	\$	3,360.00
411201	PERA	\$ 14,469.23	\$	115,753.87
411202	FICA - Social Sec	\$ -	\$	-
411203	FICA - Medicare	\$ 1,185.33	\$	9,482.66
411306	Life Insurance	\$ 87.60	\$	700.80
411307	Long-Term Disability	\$ 196.19	\$	1,569.54
411309	Health Care Savings Plan	\$ 400.00	\$	3,200.00
411301	Health & Welfare Insurance	\$ 13,488.27	\$	107,906.15
411310	OPEB Liability	\$ 4,291.72	\$	34,333.77
	Total	\$ 124,460.14	\$	995,681.13
421801	Workers Compensation Expenses	\$ 2,022.63	\$	16,181.04
423111	Employee Training/Development	\$ 955.56	\$	7,644.48
431105	Uniforms and Clothing	\$ 800.00	\$	6,400.00
	Total	\$ 3,778.19	\$	30,225.52
	Total Annual Cost	\$ 128,238.33	\$	1,025,906.65
	Avg Cost/Emp		\$	128,238.33
Services, Supplies & Equipment:				
424606	Overhead Charge	\$ 18,063.43	\$	144,507.40
441212	Automotive Equipment		\$	80,866.00
431302	Law Enforcement Supplies		\$	2,000.00
	Total		\$	227,373.40
	Total Cost for Investigators		\$	1,253,280.06

Property Assistant

Property Assistant Summary

City	Patrol Deputy	Rate	Final Distribution
Arden Hills	5.79	13.47%	\$ 15,510.31
Falcon Heights	6.04	14.04%	\$ 16,162.21
Little Canada	6.33	14.73%	\$ 16,951.98
North Oaks	3.54	8.22%	\$ 9,466.55
Shoreview	10.86	25.25%	\$ 29,068.95
Vadnais Heights	5.67	13.19%	\$ 15,187.71
White Bear Township	4.77	11.09%	\$ 12,771.54
	43.00	100%	\$ 115,119.26

Detail Breakout of Property Assistant

Detail Breakout of Property Assistant			
Salary, Fringe and Employee Related Costs:			# of Employees =
			1
Account	Description	Investigative Assistant	Property Assistant Total
	Hourly	\$ 30.44	
411101	Annual	\$ 63,320.68	\$ 63,320.68
411104	Overtime	\$ 6,332.07	\$ 6,332.07
411112	Deferred Compensation	\$ 420.00	\$ 420.00
411201	PERA	\$ 4,749.05	\$ 4,749.05
411202	FICA - Social Sec	\$ 3,925.88	\$ 3,925.88
411203	FICA - Medicare	\$ 918.15	\$ 918.15
411306	Life Insurance	\$ 87.60	\$ 87.60
411307	Long-Term Disability	\$ 151.97	\$ 151.97
411309	Health Care Savings Plan	\$ 400.00	\$ 400.00
411301	Health & Welfare Insurance	\$ 10,447.91	\$ 10,447.91
411310	OPEB Liability	\$ 3,324.34	\$ 3,324.34
Total		\$ 94,077.64	\$ 94,077.64
421801	Workers Compensation Expenses	\$ 2,022.63	\$ 2,022.63
423111	Employee Training/Development	\$ 955.56	\$ 955.56
431105	Uniforms and Clothing	\$ -	\$ -
Total		\$ 2,978.19	\$ 2,978.19
Total Annual Cost		\$ 97,055.83	\$ 97,055.83
Avg Cost/Emp		\$	\$ 97,055.83
Services, Supplies & Equipment:			
424606	Overhead Charge	\$ 18,063.43	\$ 18,063.43
Total			\$ 18,063.43
Total Cost for Property Assistant			\$ 115,119.26

Traffic

Traffic Summary

City	Population Rate	Final Distribution
Arden Hills	12.34%	\$ 37,262.21
Falcon Heights	7.00%	\$ 21,137.40
Little Canada	18.85%	\$ 56,919.99
North Oaks	4.41%	\$ 13,316.56
Shoreview	28.41%	\$ 85,787.63
Vadnais Heights	18.31%	\$ 55,289.39
White Bear Township	10.68%	\$ 32,249.63
TOTAL	100%	\$ 301,962.79

Detail Breakout of Traffic

Salary, Fringe and Employee Related Costs:			
			# of Employees =
			2
Account	Description	Deputy Sheriff	Deputy Sheriff Total
	Hourly	\$ 39.30	
411101	Annual	\$ 81,747.08	\$ 163,494.17
411104	Overtime	\$ 8,174.71	\$ 16,349.42
411112	Deferred Compensation	\$ 420.00	\$ 840.00
411201	PERA	\$ 14,469.23	\$ 28,938.47
411202	FICA - Social Sec	\$ -	\$ -
411203	FICA - Medicare	\$ 1,185.33	\$ 2,370.67
411306	Life Insurance	\$ 87.60	\$ 175.20
411307	Long-Term Disability	\$ 196.19	\$ 392.39
411309	Health Care Savings Plan	\$ 400.00	\$ 800.00
411301	Health & Welfare Insurance	\$ 13,488.27	\$ 26,976.54
411310	OPEB Liability	\$ 4,291.72	\$ 8,583.44
	Total	\$ 124,460.14	\$ 248,920.28
421801	Workers Compensation Expenses	\$ 2,022.63	\$ 4,045.26
423111	Employee Training/Development	\$ 955.56	\$ 1,911.12
431105	Uniforms and Clothing	\$ 800.00	\$ 1,600.00
	Total	\$ 3,778.19	\$ 7,556.38
	TOTAL ANNUAL COST	\$ 128,238.33	\$ 256,476.66
	Avg Cost/Emp		\$ 128,238.33
Services, Supplies & Equipment:			
424606	Overhead Charge	\$ 18,063.43	\$ 36,126.85
443101	Equipment Costs - Current Exp		\$ 4,000.00
411104	Overtime for Traffic Weight Restriction		\$ 5,000.00
441212	Traffic vehicle		\$ -
411104	Additional Overtime for Events	\$ 179.64	\$ 359.28
	Total	\$	\$ 45,486.13
Total Cost for Traffic			\$ 301,962.79

Animal Control CSO

Animal Control Summary

City	Animal Control Rate	Final Distribution
Arden Hills	8%	\$ 9,282.41
Falcon Heights	5%	\$ 5,801.50
Little Canada	14%	\$ 16,244.21
North Oaks	2%	\$ 2,320.60
Shoreview	30%	\$ 34,809.03
Vadnais Heights	12%	\$ 13,923.61
White Bear Township	9%	\$ 10,442.71
RAMSEY COUNTY	20%	\$ 23,206.02
Total	100%	\$ 116,030.09

Detail Breakout of Animal Control

Salary, Fringe and Employee Related Costs:				# of Employees =	1	Contract Cities Share @ 80%	Ramsey County Share @ 20%
Account	Description	Community Service Officer	CSO Total				
	Hourly	\$ 26.33					
411101	Annual	\$ 54,764.77	\$ 54,764.77		\$ 43,811.81	\$ 10,952.95	
411104	Overtime	\$ 5,476.48	\$ 5,476.48		\$ 4,381.18	\$ 1,095.30	
411112	Deferred Compensation	\$ 420.00	\$ 420.00		\$ 336.00	\$ 84.00	
411201	PERA	\$ 4,107.36	\$ 4,107.36		\$ 3,285.89	\$ 821.47	
411202	FICA - Social Sec	\$ 3,395.42	\$ 3,395.42		\$ 2,716.33	\$ 679.08	
411203	FICA - Medicare	\$ 794.09	\$ 794.09		\$ 635.27	\$ 158.82	
411306	Life Insurance	\$ 87.60	\$ 87.60		\$ 70.08	\$ 17.52	
411307	Long-Term Disability	\$ 131.44	\$ 131.44		\$ 105.15	\$ 26.29	
411309	Health Care Savings Plan	\$ 400.00	\$ 400.00		\$ 320.00	\$ 80.00	
411301	Health & Welfare Insurance	\$ 9,036.19	\$ 9,036.19		\$ 7,228.95	\$ 1,807.24	
411310	OPEB Liability	\$ 2,875.15	\$ 2,875.15		\$ 2,300.12	\$ 575.03	
	Total	\$ 81,488.48	\$ 81,488.48		\$ 65,190.78	\$ 16,297.70	
421801	Workers Compensation Expenses	\$ 2,022.63	\$ 2,022.63		\$ 1,618.10	\$ 404.53	
423111	Employee Training/Development	\$ 955.56	\$ 955.56		\$ 764.45	\$ 191.11	
431105	Uniforms and Clothing	\$ 350.00	\$ 350.00		\$ 280.00	\$ 70.00	
	Total	\$ 3,328.19	\$ 3,328.19		\$ 2,662.55	\$ 665.64	
	TOTAL ANNUAL COST	\$ 84,816.67	\$ 84,816.67		\$ 67,853.33	\$ 16,963.33	
	Avg Cost/Emp		\$ 84,816.67				

Services, Supplies & Equipment:

424606	Overhead Charge	\$ 18,063.43	\$ 18,063.43	\$ 14,450.74	\$ 3,612.69
422701	Automobile & Truck-Repairs		\$ 3,000.00	\$ 2,400.00	\$ 600.00
441212	Automotive Equipment		\$ 7,500.00	\$ 6,000.00	\$ 1,500.00
421715	Radio Communications for Animal Cntrl		\$ 650.00	\$ 520.00	\$ 130.00
431702	Small Tools & Safety Equipment		\$ 2,000.00	\$ 1,600.00	\$ 400.00
	Total		\$ 31,213.43	\$ 24,970.74	\$ 6,242.69
	Total Cost for Animal Control		\$ 116,030.09	\$ 92,824.07	\$ 23,206.02

Crime Prevention

Crime Prevention Summary

City	Population	Rate	Weighting @ 50%	Calls for Service	Rate	Weighting @ 50%	Final Distribution
Arden Hills	9,889.00	12.08%	\$ 15,358.51	4,965	14.01%	\$ 17,806.93	\$ 33,165.44
Falcon Heights	5,479.00	6.70%	\$ 8,509.38	2,863	8.08%	\$ 10,268.13	\$ 18,777.51
Little Canada	10,386.00	12.69%	\$ 16,130.39	7,025	19.82%	\$ 25,195.11	\$ 41,325.50
North Oaks	5,304.00	6.48%	\$ 8,237.59	1,791	5.05%	\$ 6,423.41	\$ 14,661.00
Shoreview	26,480.00	32.36%	\$ 41,125.83	8,755	24.71%	\$ 31,399.74	\$ 72,525.56
Vadnais Heights	13,198.00	16.13%	\$ 20,497.68	6,312	17.81%	\$ 22,637.94	\$ 43,135.62
White Bear Township	11,095.00	13.56%	\$ 17,231.54	3,725	10.51%	\$ 13,359.68	\$ 30,591.22
Total	81,831.00	100%	\$ 127,090.92	35,436	100%	\$ 127,090.92	\$ 254,181.85

Detail Breakout of Crime Prevention

Salary, Fringe and Employee Related Costs:

Account	Description	# of Employees =		# of Empl =		Overall Total	
		Deputy Sheriff	Deputy Total	Commnty Svc Ofcr	CSO Total	Overall Total	Overall Total
	Hourly	\$ 39.30		\$ 26.33			
411101	Annual	\$ 81,747.08	\$ 81,747.08	\$ 54,764.77	\$ 54,764.77	\$ 136,511.85	
411104	Overtime	\$ 8,174.71	\$ 8,174.71	\$ 5,476.48	\$ 5,476.48	\$ 13,651.18	
411112	Deferred Compensation	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 840.00	
411201	PERA	\$ 14,469.23	\$ 14,469.23	\$ 4,107.36	\$ 4,107.36	\$ 18,576.59	
411202	FICA - Social Sec	\$ -	\$ -	\$ 3,395.42	\$ 3,395.42	\$ 3,395.42	
411203	FICA - Medicare	\$ 1,185.33	\$ 1,185.33	\$ 794.09	\$ 794.09	\$ 1,979.42	
411306	Life Insurance	\$ 87.60	\$ 87.60	\$ 87.60	\$ 87.60	\$ 175.20	
411307	Long-Term Disability	\$ 196.19	\$ 196.19	\$ 131.44	\$ 131.44	\$ 327.63	
411309	Health Care Savings Plan	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 800.00	
411301	Health & Welfare Insurance	\$ 13,488.27	\$ 13,488.27	\$ 9,036.19	\$ 9,036.19	\$ 22,524.45	
411310	OPEB Liability	\$ 4,291.72	\$ 4,291.72	\$ 2,875.15	\$ 2,875.15	\$ 7,166.87	
	Total	\$ 124,460.14	\$ 124,460.14	\$ 81,488.48	\$ 81,488.48	\$ 205,948.62	
421801	Workers Compensation Expenses	\$ 2,022.63	\$ 2,022.63	\$ 2,022.63	\$ 2,022.63	\$ 4,045.26	
423111	Employee Training/Development	\$ 955.56	\$ 955.56	\$ 955.56	\$ 955.56	\$ 1,911.12	
431105	Uniforms and Clothing	\$ 800.00	\$ 800.00	\$ 350.00	\$ 350.00	\$ 1,150.00	
	Total	\$ 3,778.19	\$ 3,778.19	\$ 3,328.19	\$ 3,328.19	\$ 7,106.38	
	Total Annual Cost	\$ 128,238.33	\$ 128,238.33	\$ 84,816.67	\$ 84,816.67	\$ 213,055.00	
	Avg Cost/Emp		\$ 128,238.33		\$ 84,816.67	\$ 213,055.00	

Services, Supplies & Equipment:

424606	Overhead Charge	\$ 18,063.43	\$ 18,063.43	\$ 18,063.43	18063.42551	\$ 36,126.85
432103	Night to Unite Supplies					\$ 5,000.00
	Total					\$ 41,126.85
Total Cost for Crime Prevention						\$ 254,181.85

Equipment

Contract City Wide Equipment Allocation Summary			
City	Patrol Deputy Allocation	Rate	Final Distribution
Arden Hills	5.79	13.47%	\$ 129,289.73
Falcon Heights	6.04	14.04%	\$ 134,723.76
Little Canada	6.33	14.73%	\$ 141,307.08
North Oaks	3.54	8.22%	\$ 78,910.59
Shoreview	10.86	25.25%	\$ 242,310.85
Vadnais Heights	5.67	13.19%	\$ 126,600.61
White Bear Township	4.77	11.09%	\$ 106,460.11
Total	43	100%	\$ 959,602.75

Cost Control Specific Equipment. Amounts added & allocated with Cost Center, not Equipment Summary				
Cost Center	Account	Notes	per Employee	Total
Patrol	431506	Patrol Annual Equipment Replacement	\$ 4,045.00	
Investigators	441212	2 Investigator vehicles		\$ 80,866.00
Investigators	431302	Investigator Law Enforcement Supplies		\$ 2,000.00
Traffic	443101	Traffic Radar Units		\$ 4,000.00
Traffic	411104	Overtime for Traffic Weight Restriction		\$ 5,000.00
Traffic	441212	Traffic vehicle		
Animal Control CSO	422701	Auto Repairs for Animal Cntrl		\$ 3,000.00
Animal Control CSO	441212	Auto Equipment for Animal Cntrl		\$ 7,500.00
Animal Control CSO	421715	Radio Communications for Animal Cntrl		\$ 650.00
Animal Control CSO	431702	Small Tools & Safety Equipment for Animal Cntrl		\$ 2,000.00
Crime Prevention	432103	Night to Unite Supplies		\$ 5,000.00

Detail Breakout of Equipment			
New Front Line Squads:		# of squads =	7
Account	Notes	Unit Price	Total
441212	Squads - Auto Equip	\$ 35,666.67	\$ 249,666.69
Various: 431506, 441212	Auto Equipment and set up of equip	\$ 15,640.00	\$ 109,480.00
443101	Squad Equipment Replacements	\$ 3,108.34	\$ 21,758.38
		Total	\$ 380,905.07
Misc. Services, Supplies, and Equipment:		# of Patrol Deputies =	43
Account	Notes	Unit Price	Total
Various: 421714, 421715, 421702	Communication Services		\$ 29,934.03
Various: 421401, 421402	Data Processing Supplies		\$ 67,454.03
Various: 422601, 422701	Auto Repairs		\$ 142,590.00
431302	Law Enforcement Supplies		\$ 25,000.00
424107	Liability & Property Insurance		\$ 25,000.00
424108	Tort Liability (civil) Insurance		\$ 23,957.00
424101	Auto Insurance		\$ 14,760.00
431602	Gas		\$ 154,980.00
431702	Small Tools & Safety Equipment		\$ 4,100.00
		Total	\$ 487,775.06
0	Body Camera Equipment and Services		\$ 119,380.65

2019 Estimated Overhead Cost

Overhead Summary

Department	Account	Account Descr
480405	424606	Admin Overhead
Total Contract Cities Overhead Costs		\$ 1,119,932.38
Overhead Cost Per Contract Cities Personnel		\$ 18,063.43

Employee Statistical Data

	Assigned Employees	% of Dept Total	% of Division	% of Sworn
Department Personnel Total	443	100%		
Patrol Division Personnel	96	21.67%	100%	
Contract Cities Personnel	62	14.00%	64.58%	
Sworn Personnel Total	235	53.05%	100%	
Contract Cities Sworn Personnel	57	12.87%	24.26%	

Detail Breakout of Overhead Costs by Division

Patrol Supervisory Support (480401)

Share of Salaries				
Position	Assigned Employee	Annual Salary	Total	Allocated 2020 Budget
Undersheriff	1.0	\$ 193,865.17	\$ 193,865.17	\$ 125,204.59
Commanders	1.0	\$ 166,406.94	\$ 166,406.94	\$ 107,471.15
Sergeants	4.5	\$ 148,685.00	\$ 669,082.49	\$ 432,115.77
Total	6.5		\$ 1,029,354.59	
Pro Rata Share (% of Div Personnel)		64.58%	\$ 664,791.51	\$ 664,791.51

Other Patrol Division Support

Account Description	Account	Dept 480401 Budget	Allocated 2020 Budget	
Telephone-Local Service	421707	\$ 20,000.00	\$ 12,916.67	
Wireless Internet Connections	421714	\$ 48,000.00	\$ 31,000.00	
Mobile Radio Communications	421715	\$ 29,000.00	\$ 18,729.17	
Printing & Stationery	421603	\$ 7,500.00	\$ 4,843.75	
Equipment & Machinery-Rental	422502	\$ 17,500.00	\$ 11,302.08	
Equipment & Machinery Repairs	422601	\$ 23,000.00	\$ 14,854.17	
Laundry & Sanitation Service	422201	\$ 500.00	\$ 322.92	
Buildings & Office Space	422402	\$ 219,500.00	\$ 141,760.42	
Investigation Supplies	431301	\$ 3,600.00	\$ 2,325.00	
Office Supplies	431101	\$ 20,000.00	\$ 12,916.67	
Law Enforcement Supplies	431302	\$ 6,000.00	\$ 3,875.00	
Identification Supplies	431303	\$ 950.00	\$ 613.54	
First Aid Supplies	431205	\$ 13,500.00	\$ 8,718.75	
Small Tools & Safety Equipment	431702	\$ 5,000.00	\$ 3,229.17	
Equipment Costs - Current Exp	443101	\$ 9,500.00	\$ 6,135.42	
Total		\$ 423,550.00		
Pro Rata Share (% of Div Personnel)		64.58%	\$ 273,542.71	\$ 273,542.71
Total Patrol Supervisory Support (480401)			\$ 938,334.22	

Administrative Central Support (480101)

Share of Salaries				
Position	Assigned Employee	Annual Salary	Total	Allocated 2020 Budget
Undersheriff	-		\$ -	\$ -
Accountant IV	1	\$ 148,583.93	\$ 148,583.93	\$ 20,795.04
Accountant I	1	\$ 80,771.63	\$ 80,771.63	\$ 11,304.38
Payroll Clerk	1	\$ 106,535.72	\$ 106,535.72	\$ 14,910.19
Clerk Typist III	1	\$ 73,126.25	\$ 73,126.25	\$ 10,234.37
Total	4		\$ 409,017.53	\$ 57,243.99
Pro Rata Share (% of Department Total)		14.00%	\$ 57,243.99	\$ 57,243.99
Total Administrative Central Support (480101)			\$ 57,243.99	

Administration Training Support (480101)

Share of Salaries				
Position	Assigned Employee	Annual Salary & Fringe	Total	Allocated 2020 Budget
Deputy Sheriff	3	\$ 128,238.33	\$ 384,715.00	\$ 49,500.58
Commander	1	\$ 166,406.94	\$ 166,406.94	\$ 21,411.28
Investigative Asst	2	\$ 97,055.83	\$ 194,111.67	\$ 24,975.99
IS LAN Support Specialist	1	\$ 118,238.33	\$ 118,238.33	\$ 15,213.51
Total	7	\$ 509,939.43	\$ 863,471.93	\$ 111,101.35
Pro Rata Share (Sworn % of Dept. Total)		12.87%	\$ 111,101.35	\$ 111,101.35
Other Administration Training Support				
Account Description	Account	Dept 480101 Budget	Allocated 2020 Budget	
Instructional Supplies	431115	5,000.00	643.34	
Law Enforcement Supplies	431302	18,000.00	2,316.03	
Firearm Supplies	431304	80,000.00	10,293.45	
Total		\$ 103,000.00	\$ 13,252.82	
Pro Rata Share (Sworn % of Dept. Total)		12.87%	\$ 13,252.82	\$ 13,252.82

State Pension Aid

Detail Breakout by Cost Control Group

STATE AID FOR POLICE OFFICER PENSION		
	Employees	State Pension Aid
Total Department Sworn Personnel	235	\$ 1,900,000.00
Estimated State Aid per Sworn Officer		\$ 8,085.11
Sworn Officers for Contract Cities	57	\$ 460,851.06

Cost Control Group Breakdown of Sworn Officers	
Cost Control Group	Sworn Officers
Patrol	45
Power Shift	0
Investigators	8
Traffic Deputy	2
Crime Prevention	1
North Oaks Dedicated Deputy	1
Total	57

Pension State Aid Distribution Summary		
City	Assigned Employee	State Pension Aid
Arden Hills	7.56	\$ 61,132.61
Falcon Heights	7.18	\$ 58,035.00
Little Canada	8.75	\$ 70,761.27
North Oaks	5.25	\$ 42,452.30
Shoreview	14.19	\$ 114,752.51
Vadnais Heights	7.90	\$ 63,854.20
White Bear Township	6.17	\$ 49,863.18
Total	57	\$ 460,851.07

Patrol - Deputy Sheriffs & Sergeants assigned to Contract Cities			
City	Assigned Employee	Rate	State Pension Aid
Arden Hills	6.06	14.01%	\$ 49,019.72
Little Canada	6.63	16.25%	\$ 53,576.05
North Oaks	3.70	5.77%	\$ 29,918.65
Shoreview	11.36	28.53%	\$ 91,871.25
Vadnais Heights	5.94	14.78%	\$ 48,000.15
White Bear Township	4.99	12.45%	\$ 40,363.95
Falcon Heights	6.32	15.36%	\$ 51,080.01
Total	45	100%	\$ 363,829.78

Investigations				
City	Assigned Employee	Calls for Service	Rate	State Pension Aid
Arden Hills	1.12	4,965	14.01%	\$ 9,062.55
Little Canada	1.59	7,025	19.82%	\$ 12,822.64
North Oaks	0.40	1,791	5.05%	\$ 3,269.10
Shoreview	1.98	8,755	24.71%	\$ 15,980.38
Vadnais Heights	1.42	6,312	17.81%	\$ 11,521.21
White Bear Township	0.84	3,725	10.51%	\$ 6,799.19
Falcon Heights	0.65	2,863	8.08%	\$ 5,225.80
Total	8	35,436	100%	\$ 64,680.85

Crime Prevention					
City	Assigned Employee	Population	Calls for Service	Rate (% Population + % Events)	State Pension Aid
Arden Hills	0.13	9,889	4,965	13.0479%	\$ 1,054.94
Little Canada	0.16	10,386	7,025	16.2582%	\$ 1,314.49
North Oaks	0.06	5,304	1,791	5.7679%	\$ 466.34
Shoreview	0.29	26,480	8,755	28.5329%	\$ 2,306.92
Vadnais Heights	0.17	13,198	6,312	16.9704%	\$ 1,372.07
White Bear Township	0.12	11,095	3,725	12.0352%	\$ 973.06
Falcon Heights	0.07	5,479	2,863	7.3874%	\$ 597.28
Total	1	81,831	35,436	100%	\$ 8,085.10

Power Shift			
City	Assigned Employee	Rate	State Pension Aid
Arden Hills	-	7.14%	\$ -
Little Canada	-	36.73%	\$ -
North Oaks	-	2.04%	\$ (0.01)
Shoreview	-	17.35%	\$ -
Vadnais Heights	-	29.59%	\$ -
White Bear Township	-	7.15%	\$ -
Falcon Heights	-	0.00%	\$ -
Total	-	100%	\$ (0.01)

Traffic Deputy			
City	Assigned Employee	Rate	State Pension Aid
Arden Hills	0.25	12.34%	\$ 1,995.40
Little Canada	0.38	18.85%	\$ 3,048.09
North Oaks	0.09	4.41%	\$ 713.11
Shoreview	0.57	28.41%	\$ 4,593.96
Vadnais Heights	0.37	18.31%	\$ 2,960.77
White Bear Township	0.21	10.68%	\$ 1,726.98
Falcon Heights	0.14	7.00%	\$ 1,131.91
Total	2	100%	\$ 16,170.22

North Oaks Deputy			
City	Assigned Employee	Rate	State Pension Aid
Arden Hills	-	-	\$ -
Little Canada	-	-	\$ -
North Oaks	1.00	100%	\$ 8,085.11
Shoreview	-	-	\$ -
Vadnais Heights	-	-	\$ -
White Bear Township	-	-	\$ -
Falcon Heights	-	-	\$ -
Total	1	100%	\$ 8,085.11

Contract Cities Revenue

2020 Misc./Violations/State Pension Aid Revenues Summary

City	Total Misc. & Violations	State Pension Aid	Total Revenue
Arden Hills	\$ 19,974.40	\$ 61,132.61	\$ 81,107.01
Falcon Heights	\$ 14,955.28	\$ 58,035.00	\$ 72,990.28
Little Canada	\$ 27,194.01	\$ 70,761.27	\$ 97,955.28
North Oaks	\$ 9,069.58	\$ 42,452.30	\$ 51,521.88
Shoreview	\$ 42,718.16	\$ 114,752.51	\$ 157,470.67
Vadnais Heights	\$ 25,785.61	\$ 63,854.20	\$ 89,639.81
White Bear Township	\$ 16,966.34	\$ 49,863.18	\$ 66,829.52
TOTAL	\$ 156,663.39	\$ 460,851.07	\$ 617,514.46

Detail Breakout of Calculation

Line Items

Account	Account Description	2017 Collected Revenue	2018 Collected Revenue	2019 Revenue Estimate	2020 Revenue Estimate
311718	Reimbursement for Personal Services	-	1,606.85		-
313107	Violations	\$ 68,060.00	\$ 100,903.00	\$ 124,069.00	\$ 100,000.00
314424	State Aid - Police Pensions	\$ 378,292.37	\$ 342,965.83	\$ 400,000.00	\$ 460,851.06
314614	PERA Rate Increase Aid	\$ 546.00	\$ 546.00		\$ -
317202	Equipment & Machinery-Sales	\$ 3,892.72	\$ 51,550.00	\$ 47,718.00	\$ 3,892.72
319101	Comp For Loss Of Co Prop		\$ 19,827.50		
319102	Recovery - Prior Years Expense	\$ 336.00	\$ 15,309.00		\$ -
319103	Recovery - Current Years Exp	\$ 52,770.67	\$ 15,309.00		\$ 52,770.67
319104	Jury Services - County Emp		\$ 29.00		
Total		\$ 503,897.76	\$ 548,046.18	\$ 571,787.00	\$ 617,514.45

Subtotals

	2017 Collected Revenue	2018 Collected Revenue
Violations	\$ 68,060.00	\$ 100,903.00
State Aid-Police Pensions	\$ 378,292.37	\$ 342,965.83
Misc. Revenue w/o Pension Aid or	\$ 57,545.39	\$ 104,177.35
Total	\$ 503,897.76	\$ 548,046.18

2020 Revenues Distribution

City	Patrol Deputies	Rate	Misc. Rev Distribution	Traffic Deputy	Violation Distribution	State Aid Assigned Employees	State Aid Distribution
Arden Hills	5.79	13.47%	\$ 7,634.40	12.34%	\$ 12,340.00	7.56	\$ 61,132.61
Little Canada	6.33	14.73%	\$ 8,344.01	18.85%	\$ 18,850.00	8.75	\$ 70,761.27
North Oaks	3.54	8.22%	\$ 4,659.58	4.41%	\$ 4,410.00	5.25	\$ 42,452.30
Shoreview	10.86	25.25%	\$ 14,308.16	28.41%	\$ 28,410.00	14.19	\$ 114,752.51
Vadnais Heights	5.67	13.19%	\$ 7,475.61	18.31%	\$ 18,310.00	7.90	\$ 63,854.20
White Bear Township	4.77	11.09%	\$ 6,286.34	10.68%	\$ 10,680.00	6.17	\$ 49,863.18
Falcon Heights	6.04	14.04%	\$ 7,955.28	7.00%	\$ 7,000.00	7.18	\$ 58,035.00
TOTAL	43	100%	\$ 56,663.39	100%	\$ 100,000.00	57	\$ 460,851.07

Statistical Information & Fees

Statistics for 2020

City	Employee Rate	Patrol Deputies	Patrol Sergeants	Patrol FTE Total	Calls for Service	Population	Traffic Deputy	Power Shift - Rice Street	Cases Assigned	Animal Control	North Oaks	Little Canada Supplemental	Vadnais Heights Supplemental
Arden Hills	13.47%	5.794	0.27	6.06	4,965	9,889	12%	7.14%	232	8%	0%	0%	0%
Falcon Heights	14.04%	6.037	0.28	6.32	2,863	5,479	7%	0.00%	59	5%	0%	0%	0%
Little Canada	14.73%	6.332	0.29	6.63	7,025	10,386	19%	36.73%	351	14%	0%	100%	0%
North Oaks	8.22%	3.536	0.16	3.70	1,791	5,304	4%	2.04%	71	2%	100%	0%	0%
Shoreview	25.25%	10.858	0.51	11.36	8,755	26,480	28%	17.35%	397	30%	0%	0%	0%
Vadnais Heights	13.19%	5.673	0.26	5.94	6,312	13,198	18%	29.59%	344	12%	0%	0%	100%
White Bear Township	11.09%	4.771	0.22	4.99	3,725	11,095	11%	7.15%	146	9%	0%	0%	0%
Total	100%	43.0000	2	45	35,436	81,831	100%	100%	1,600	80%	100%	100%	100%
Ramsey County										20%			
Total Check	100%	43	2	45	35,436	81,831	100%	100%	1,600	100%	100%	100%	100%

Full Time Employee

Per Expected 2020 Complement

	Full Time Employees (FTE)
Total Department Personnel	443
Total Department Sworn Personnel	235
Patrol Division Total Personnel	96
Contract Cities Personnel	61

Supplemental Deputy

City	Amount
Little Canada	\$43,224
Vadnais Heights	\$12,059

Contract Cities Personnel Breakout by Cost Center

Contract Cities Personnel Breakout	Total	Patrol	Power shift car	Investigators	Prop Assistant	Traffic Deputy	Animal control CSO	Crime Prevention	North Oaks Dedicated Deputy
(Admin Assistant)	1							1	
Clerk 4	1	1							
Clerk Typist 3	1	1							
Investigative Assist/Community Service Officer	2				1		1		
Deputy Sheriff	55	43		8		2		1	1
Deputy Sheriff-Sergeant	2	2							
Total Contract Cities Personnel	62	47	0	8	1	2	1	2	1
Total Sworn	57	45	0	8	0	2	0	1	1

FTE Support Services Statistics for Expected 2020

Patrol Supervisory Support (480401)		Administration Central Support (480101)	
Undersheriff	1	Undersheriff	0
Commanders	1	Inspector	0
Sergeants	4.5	Accountant IV	1
		Accountant I	1
		Payroll Clerk	1
		Clerk Typist	1
Total =	\$ 1,322,059.59		\$ 375,608.06

Contract Cities Annual Set Expenses

Account Description - Patrol Division	Account	Annual Amount	Per Division Personnel
Workers Comp for Year	421801	\$ 194,172.00	\$ 3,183.15
Employee Training/Development	423111	\$ 14,760.00	\$ 241.97
Health Care Savings Plan	411309	\$ 24,720.00	\$ 405.25
Account Description - Sheriff Dept.		Per Sworn Dept. Personnel	
State Aid - Pension	314424	\$ 1,900,000.00	\$ 8,085.11

Other Fees

	Additional Funding for Events	Additional Overtime for Events	Per FTE
411101	\$		638.30
411104	\$		179.64

Patrol

Equipment Replacement	Per FTE
	3

Ramsey County Law Enforcement Contract:

Patrol Deputies	747,121.28
Traffic Deputies	17,424.42
Crime	15,214.31
Total	779,760.01
Monthly cost	64,980.00

Total CARES eligible cost 552,330.01

2020 Falcon Heights estimated contract cost	1,172,105.22
Months	12.00
Monthly cost	<u>97,675.44</u> <= agrees to monthly payment in G/L

Patrol Deputies:

Falcon Height's final distribution	885,254.35
Wage & benefit percentage	84.40%
Falcon Height's share of wages & benefits	<u>747,121.28</u>

Total wages & benefits	5,815,305.29
Total patrol costs	6,890,480.12

Wages & benefits percent of total 84.40%

Traffic Deputies:

Falcon Height's final distribution	21,137.40
Wage & benefit percentage	82.43%
Falcon Heights's share of wages & benefits	<u>17,424.42</u>

Total wages & benefits	248,920.28
Total patrol costs	301,962.79

Wages & benefits percent of total 82.43%

Crime:

Falcon Heights's final distribution	18,777.51
Wage & benefit percentage	81.02%
Falcon Height's share of wages & benefits	<u>15,214.31</u>

Total wages & benefits	205,948.62
Total patrol costs	254,181.85

Wages & benefits percent of total 81.02%

Cities	CARES FUND Allocation
Arden Hills	745,040
Falcon Heights	412,789
Little Canada	782,454
North Oaks	399,605
Shoreview	1,995,010
Vadnais Heights	994,341
White Bear Township	835,900

Please save your report based on the following example:
 RochesterCity_August2020
 Submit in Excel format to CRAOffice.mmb@state.mn.us seven business days after the end of each reporting period.

Local Government Expenditure Report			
Name of Local Government (this will auto populate based on your SWIFT Supplier ID)	10 digit SWIFT Supplier ID # (begins with 0000) Select this link for SWIFT ID list	Date Submitted (Enter in MM/DD/YYYY Format)	
FALCON HEIGHTS CITY	0000222244	10/2/2020	
Name and Title of Person Filing Out Form	DUNS Number (Select this link for more information)	Phone Number (enter 10 digits without spaces or dashes)	
Sack Thongvanh - City Administrator	025510769	6517927600	
Email Address	Amount of CRF Received from the Department of Revenue	Total Spent to Date (this amount will autofill)	
sack.thongvanh@falconheights.org	\$ 412,789	\$ 519,840.01	
Use the drop down in cell D14 to select "Interim" if your agency has any unspent funds and "Final" in the box if all available CRF funds have been spent and this will be your final report.	Interim		
Please submit this report no later than 7 business days after the end of each month to provide the spend status of allotted Coronavirus Relief Funds (CRF), CFDA Number 21.019 awarded by the State of Minnesota.	Amount of CRF Remaining (this amount will autofill)		
	\$ (107,051.01)		

The covered period for these expenses is March 1, 2020 through November 15 (cities and towns) /December 1, 2020 (counties).

DO NOT USE CRF FUNDS FOR ANY COST INCURRED OUTSIDE THIS COVERED PERIOD.

Coronavirus Relief Fund (CRF) Categories		Total	July, 2020	August, 2020	September, 2020	October, 2020	November, 2020	December, 2020
Describe expenses (links to expenditure category examples are in the green category boxes to the left)		Treasury Guidance	FAQs					
Administrative Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budgeted Personnel and Services Diverted to a Substantially Different Use		0.00	0.00	0.00	0.00	0.00	0.00	0.00
COVID-19 Testing and Contact Tracing		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Economic Support (other than small business, housing, and food assistance)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses Associated with the Issuance of Tax Anticipation Notes		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facilitating Distance Learning		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food Programs		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Housing Support		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Improve Telework Capabilities of Public Employees		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medical Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nursing Home Assistance		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payroll for Public Health and Safety Employees	Public Safety Payroll Expenses (Expended YTD)	519840.01	0.00	0.00	0.00	519840.01	0.00	0.00

Personal Protective Equipment		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Health Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Small Business Assistance		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unemployment Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Workers' Compensation		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Items Not Listed Above - to include other eligible expenses that are not captured in the available expenditure categories		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Spent		519840.01	0.00	0.00	0.00	519840.01	0.00	0.00

Cities and Towns	
Enter the Amount of unspent funds distributed to home county	0.00
Enter the name of the home county	
Enter the date funds were returned	

Cities and Towns in Hennepin and Ramsey Counties	
Enter the amount of unspent funds granted to hospitals	0.00
Enter the name(s) of hospitals receiving grants of unspent funds	

Counties	
Enter the amount of unspent funds received from cities and towns	0.00
Enter the amount of unspent funds returned to the State of Minnesota	0.00
Enter the date unspent funds were returned to the State of Minnesota	

	Total	July, 2020	August, 2020	September, 2020	October, 2020	November, 2020	December, 2020
Enter the amount distributed to cities and towns with a population under 200	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CRF Fund Spending Confirmations	
X	Use the dropdown menu to place an "X" in the cell B78 to confirm that your CRF funding request meets federal guidance: (1) as a necessary expenditure to respond to the COVID-19 public health emergency, (2) is not accounted for in the current budget, (3) expenses were incurred during the covered period. See box C18 for explanation, and (4) does not include any ineligible expenses as defined in federal guidance.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	October 7, 2020
Agenda Item	Policy D7
Attachment	See Below
Submitted By	Sack Thongvanh, City Administrator

Item	Small Business Relief Program
Description	<p>Many of the provisions in grant programs are similar across different cities, so basic information may not be included for all programs listed below.</p> <p><u>Roseville</u></p> <ul style="list-style-type: none"> • Businesses may receive relief up to \$10,000. • Business relief includes businesses ordered to close by Governor’s executive orders, businesses that do not have a physical location but owner resides in the City, home-based businesses, self-employed, and individual contractors (previously left out of state and federal programs). Funds may be used for operating expenses, including rent or mortgage, utilities, payments to suppliers, technical assistance/reopening services, technology capital or marketing assistance/tools. Businesses must have annual gross revenues less than \$1 million. <p><u>Shoreview</u></p> <ul style="list-style-type: none"> • Total of \$200,000 allocated to business relief program, up to \$5,000 in funding provided per business. • Eligible businesses must be locally owned and operated with 40 employees or less. • All grant funds must be used within two months of grant contract being fully executed. • Applicants are not eligible if they have received assistance from other sources. • Non-profits and home occupation businesses are not eligible. • Must be located in Shoreview. <p><u>Arden Hills</u></p> <ul style="list-style-type: none"> • Business relief program, total of \$150,000 provided (20% of allocated funds). Eligible businesses may receive relief up to \$5,000. • Must have a physical establishment in the City of Arden Hills. If there is a parent company or a second location outside of the City of Arden Hills, only the entity located in Arden Hills will be eligible. • Must employ between 3 and 45 employees as of March 2020

- Eligible expenses include: commercial lease or mortgage, COVID-19 payables incurred since March 1, payroll (unless received PPP or unemployment insurance), reopening costs or safety improvement costs, and costs associated with screen employees for COVID-19.

White Bear Lake

- Grant program for non-profits with a minimum of one FTE employee and a minimum of \$100,000 in annual operating expenses, and a demonstrated revenue loss of 20% due to COVID-19. Eligible expenses include PPE, payroll, rent/mortgage, utilities, marketing efforts, building modifications and technology investments.
- Business Relief Grant Program for sole proprietors and home-based businesses. Businesses must have a physical location in White Bear, demonstrate a minimum of 20% revenue loss due to COVID-19, must have been in business since September 2019, and in good standing with the Minnesota Secretary of State. Ineligible businesses include non-profits (see above), corporate chains, businesses behind on taxes prior to 2020, businesses whose primary incomes are from property rentals, adult entertain, etc.
- Sole proprietors are eligible for up to \$3,500, businesses with 2-10 FTE eligible for up to \$7,500 and businesses with 11 or more FTE eligible for \$10,000.
- Business relief program is administered by a non-profit SPEDCO.

Ramsey County

- So far, two rounds of small business relief.
- In first round, three Falcon Heights businesses funded with grants of \$10,000.
- Second round included eligibility for self-employed and creative businesses.
- Cannot have received other city or state relief funds.
- Also coordinating emergency assistance for rent, mortgage, utilities, or car repairs.
- Up to \$5,500 in housing assistance per family, plus up to \$3,000 in utility assistance and/or repairs. Threshold of 300% of federal poverty guideline.

Andover

- Small businesses and non-profits of 50 FTE or less are eligible.
- Must be located in Andover.
- Must demonstrate their need for grant.
- Businesses and non-profits must be deemed non-essential by the State of Minnesota during closure.
- Grant amount may cover actual loss up to \$50,000.
- Must have been in business March 1, 2020.

	<ul style="list-style-type: none"> • Ineligible activities include; agriculture, purchasing machinery, moving expenses, payment of property tax or land acquisition. <p><u>Big Lake</u></p> <ul style="list-style-type: none"> • Small businesses and non-profits of 100 FTE or less are eligible. • Must be located in Big Lake. • Must demonstrate their need for grant. • Must have been in business March 1, 2020. • Ineligible activities include; agriculture, purchasing machinery, moving expenses, payment of property tax or land acquisition. • Grant amount is subject to actual loss. Documentation should be submitted. <p><u>Rogers</u></p> <ul style="list-style-type: none"> • Home-occupations are not allowed. Eligible businesses must have been in city for at least a year. • At least 1 FTE. • Must be deemed non-essential by the State of Minnesota during closure. • Grant may be used for invoices, payroll, rent, utilities and property taxes. • Businesses may apply for grants up to \$10,000.
Budget Impact	Fund will need to be designated.
Attachment(s)	<ul style="list-style-type: none"> • Andover Business Program Policy • Big Lake Business Program Policy • Fergus Falls Business Program Policy • Houston Business Program Policy • St. Francis Business Program Policy
Action(s) Requested	Staff request discussion on possibility of create a Small Business and Non-Profit Relief Program

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COVID-19 EMERGENCY GRANT PROGRAM POLICY

Adopted Andover EDA: July 21, 2020

Andover Development Authority

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Table of Contents

- I. Introduction
- II. Purpose and Authority
- III. Objectives
- IV. General Criteria
- V. Program Guidelines
- VI. Application Process

I. INTRODUCTION

Small businesses and non-profits are integral and vital to the economic and social fabric of the City of Andover (City). Accordingly, the Andover Economic Development Authority has determined to offer locally owned and operated businesses and non-profits, within the community, a grant opportunity to address working capital needs upon the declaration of a state of emergency by the State of Minnesota (State) and the City. The COVID-19 Emergency Grant Program is administered by the Andover EDA.

II. PURPOSE AND AUTHORITY

- The purpose of this policy is to establish the Andover EDA's position relating to the use of the COVID-19 Emergency Grant Program. This policy shall be used as a guide in the processing and review of applications requesting grant funds.
- The criteria are to be used in conjunction with other relevant policies of the City and/or Andover EDA.
- The Andover EDA reserves the right to approve or reject projects on a case-by-case basis, taking into consideration factors considered appropriate by the City, in addition to established policies, criteria, and potential benefits. Meeting the criteria does not guarantee a COVID-19 Emergency Grant Program application shall be approved. Approval or denial of an application is at the sole discretion of the Andover EDA.

III. OBJECTIVES

The objective of the COVID-19 Emergency Grant Program is to deploy a local pool of funds to support local small businesses and non-profits in order to ensure viability as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations. This may be accomplished by some or all of the following means:

- Provide needed finances to small businesses and non-profits within the community which have been negatively affected financially as a direct result of the COVID-19 pandemic;
- Ensure the viability of Andover businesses and non-profits moving past this crisis;
- Limiting the number of job losses as a direct result of the pandemic by assisting small businesses and non-profits in returning to their pre-pandemic employment levels;
- Limiting the number of small businesses and non-profits which would potentially permanently close due to COVID-19 pandemic impacts. Thereby also limiting the total number of potential vacancies in key commercial and industrial areas of the City.

IV. GENERAL CRITERIA

A. ELIGIBLE EXPENDITURES

The COVID-19 Emergency Grant Program is intended for those business that have been directly and adversely affected by the COVID-19 Health Pandemic. The COVID-19 Emergency Grant Program may be used for working capital purposes defined as:

1. Paying fixed debts;
2. Payroll costs;
3. Accounts payable;
4. Utility payments;
5. Inventory costs;
6. Paying other direct business-related bills.

B. INELIGIBLE ACTIVITIES

The COVID-19 Emergency Grant Program may not be used for the following activities:

1. Agriculture (crop or livestock production, etc.);
2. Purchasing of machinery or vehicles;
3. Moving expenses;
4. Land acquisition for speculation;
5. Property taxes;
6. Expenses that would have normally occurred without the COVID-19 Health Pandemic.

C. ELIGIBLE BUSINESS DETAILS

To be eligible to receive a COVID-19 Emergency Grant, a business or non-profit must demonstrate that its operations have been directly and adversely, negatively, affected by the COVID-19 Health Pandemic and/or that it operates in a category named in Executive Orders 20-04 and 20-08. All applicants must meet the following criteria:

1. Have been “in business by March 1, 2020” (Andover EDA shall have authority to determine “been in business”);
2. Be considered an eligible business type, as defined in IV. C of this policy;
3. Have no more than 50 FTE (full-time equivalent) employees at the location address. Special consideration may be given to businesses and non-profits which utilize independent contractors and sole proprietors within their business;

4. The small business or non-profit must have a physical address within the City. Proof of address shall be required when applying;
5. All small business or non-profit applicants must be an allowed use through zoning of the property or be a legally non-conforming use;
6. The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing;
7. Any applicant must not have delinquent taxes, bills, or charges due to the City from February 1, 2020 or prior.
8. The applicant must demonstrate, through their narrative, that operations will not survive “but-for” a grant opportunity.
9. Applicants are strongly encouraged to claim all applicable private and public insurance and utilize all other sources of applicable assistance available from other private and public sources. Applicants are strongly encouraged to apply for an Economic Injury Disaster Loan through the Small Business Administration (SBA), a Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED), and for a grant through Anoka County prior to applying for this grant.

D. ELIGIBLE BUSINESS TYPES

Eligible small businesses which may apply for the COVID-19 Emergency Grant Program include businesses which have been deemed non-essential by the State of Minnesota or those which have faced mandated closures per State of Minnesota orders.

The Andover EDA may allow for non-profits to apply to the COVID-19 Emergency Grant Program if they also have been deemed non-essential by the State of Minnesota or which have faced mandated closures per State of Minnesota orders.

E. REQUIRED DOCUMENTS

Application requirements include:

1. Basic details about the business;
2. Basic employment and annual gross revenue information;
3. Information on current operations including whether the business is currently closed or is providing reduced services;
4. Narrative descriptions and estimated calculations of the negative impacts on the business due to COVID-19;
5. Articles of Incorporation, or proof of business existence;
6. Information on the intended use of the grant funds.

F. CONFLICT OF INTEREST

An officer of the City will not have a personal financial interest or personally benefit financially from the business to be assisted. Minn. Stat. 471.87 and 471.88 provide guidance on conflict of interest.

G. GOVERNMENT DATA PRACTICES

Information contained in the application for assistance will become a matter of public record with the exception of those items protected under Minn. Stat. 13.591.

V. PROGRAM GUIDELINES

➤ GRANT AMOUNT

- Actual loss up to \$50,000 (subject to total funds available and number of application submitted).

➤ PROOF OF NEED

- All applicants shall be required to provide proof of financial need for grant funds prior to approval. This includes but is not limited to the previous year's annual gross revenue, average monthly gross revenue prior to COVID-19, and projected monthly gross revenue for the next two months.

➤ PROOF OF EXPENSES

- Applicant shall provide proof of eligible expenses requested to be paid with grant funds (see eligible expenses in IV. A).

➤ DISBURSEMENT OF FUNDS:

- Funds shall be distributed within one to two weeks after a fully executed grant agreement has been received depending on how grant recipients elect to receive funds.

➤ TERMINATION:

- The Andover EDA retains the right to terminate any agreement under the COVID-19 Emergency Grant Program if a grant recipient is found to be in violation of any conditions set forth in the grant guidelines or grant agreement.

- RIGHT TO DENY:
 - The Andover EDA retains the right to deny any application for grant funding.

- GRANT AGREEMENT:
 - Upon a successful grant application being awarded funds, the grant recipient shall enter into a Grant Agreement with the Andover EDA. Funds will not be distributed for any grant award until a grant agreement has been executed by all required parties.

- REPORTING:
 - As a condition for receiving grant funding, all grant recipients are required to submit a brief report to the Andover EDA within 60-days after an executed grant agreement, specifying how the entirety of the grant funds were utilized and providing evidence in the form of paid invoices, statements, or similar documentation.

- FUNDING AVAILABILITY:
 - The COVID-19 Emergency Grant Program has a limited amount of funds available. Awards will be provided after an application deadline and selection process has occurred.

- INDEMNIFICATION:
 - All grant recipients shall be required to indemnify the City, the Andover EDA, and any officers acting on their behalf.

VI. APPLICATION PROCESS

All applications for funding from the COVID-19 Emergency Grant Program will be until 4 pm on August 17, 2020. Applications will be required to be submitted to the Andover EDA (contact information is listed below). Upon submission of an application, Andover EDA Staff will review the application to ensure complete information is provided. If additional information is needed, Staff will request the needed information.

Andover Economic Development Authority
Attn: Jim Dickinson, Executive Director
1685 Crosstown Blvd. N.W.
j.dickinson@andovermn.gov
763.767.5110

VII. APPLICATION TIMELINE

Deadline 4:00 pm on August 17, 2020
Review August 17 to August 27, 2020
Approval Andover EDA Meeting September 1, 2020

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COVID-19 EMERGENCY GRANT PROGRAM POLICY

Adopted Big Lake EDA: July 13, 2020

Adopted City Council: July 22, 2020

Application Timeline:

Deadline	4:00 pm on August 5, 2020 (application must be in Big Lake City Hall by deadline)
Review	Week of August 10, 2020
Approval	Special BLEDA Meeting August 17, 2020

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I. INTRODUCTION

Small businesses and non-profits are integral and vital to the economic and social fabric of the City of Big Lake (City). Accordingly, the Big Lake Economic Development Authority (BLEDA) has determined to offer locally owned and operated businesses and non-profits, within the community, a grant opportunity to address working capital needs upon the declaration of a state of emergency by the State of Minnesota (State) and the City. The COVID-19 Emergency Grant Program is administered by the BLEDA.

II. PURPOSE AND AUTHORITY

- The purpose of this policy is to establish the BLEDA's position relating to the use of the COVID-19 Emergency Grant Program. This policy shall be used as a guide in the processing and review of applications requesting grant funds.
- The criteria are to be used in conjunction with other relevant policies of the City and/or BLEDA.
- The BLEDA reserves the right to approve or reject projects on a case-by-case basis, taking into consideration factors considered appropriate by the City, in addition to established policies, criteria, and potential benefits. Meeting the criteria does not guarantee a COVID-19 Emergency Grant Program application shall be approved. Approval or denial of an application is at the sole discretion of the BLEDA.

III. OBJECTIVES

The objective of the COVID-19 Emergency Grant Program is to deploy a local pool of funds to support local small businesses and non-profits in order to ensure viability as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations. This may be accomplished by some or all of the following means:

- Provide needed finances to small businesses and non-profits within the community which have been negatively affected financially as a result of the COVID-19 pandemic;
- Ensure the viability of Big Lake businesses and non-profits moving past this crisis;
- Limiting the number of job losses as a direct result of the pandemic by assisting small businesses and non-profits in returning to their pre-pandemic employment levels;
- Limiting the number of small businesses and non-profits which would potentially permanently close due to COVID-19 pandemic impacts. Thereby also limiting the total number of potential vacancies in key commercial and industrial areas of the City.

IV. GENERAL CRITERIA

A. ELIGIBLE EXPENDITURES

The COVID-19 Emergency Grant Program may be used for working capital purposes defined as:

1. Paying fixed debts;
2. Payroll costs;
3. Accounts payable;
4. Utility payments;
5. Inventory costs;
6. Paying other direct business-related bills.

B. ELIGIBLE BUSINESS DETAILS

To be eligible to receive a COVID-19 Emergency Grant, a business or non-profit must demonstrate that its operations have been negatively affected by the COVID-19 Health Pandemic. All applicants must meet the following criteria:

1. Have been “in business by March 1, 2020” (BLEDA shall have authority to determine “been in business”);
2. Be considered an eligible business type, as defined in IV. C of this policy;
3. Have no more than 100 FTE (full-time equivalent) employees at the location address. Special consideration may be given to businesses and non-profits which utilize independent contractors and sole proprietors within their business;
4. The small business or non-profit must have a physical address within the City. Proof of address shall be required when applying;
5. All small business or non-profit applicants must be an allowed use through zoning of the property or be a legally non-conforming use;
6. The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing;
7. Any applicant must not have delinquent taxes, bills, or charges due to the City from February 1, 2020 or prior.
8. The applicant must demonstrate, through their narrative, how the use of funds will be used to assist in recovery of the small business or non-profit.
9. Applicants are strongly encouraged to claim all applicable private and public insurance and utilize all other sources of applicable assistance available from other private and public sources. Applicants are strongly encouraged to apply for an Economic Injury Disaster Loan through the Small Business Administration (SBA), the Paycheck Protection Program (PPP) loan through the SBA, a Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED), and for a grant through Sherburne County prior to applying for

this grant. **Utilizing other funds does not disqualify an applicant from being awarded a COVID-19 Emergency Grant from the BLEDA.**

C. ELIGIBLE BUSINESS TYPES

Eligible small businesses which may apply for the COVID-19 Emergency Grant Program include businesses which have been deemed non-essential by the State of Minnesota, those which have faced mandated closures per State of Minnesota orders, and those that can demonstrate their business has been interrupted by the COVID-19 pandemic.

The BLEDA may allow for non-profits to apply to the COVID-19 Emergency Grant Program if they also have been deemed non-essential by the State of Minnesota, have faced mandated closures per State of Minnesota orders, or can demonstrate their organization has been interrupted by the COVID-19 pandemic.

D. INELIGIBLE ACTIVITIES

The COVID-19 Emergency Grant Program may not be used for the following activities:

1. Agriculture (crop or livestock production, etc.);
2. Purchasing of machinery or vehicles;
3. Moving expenses;
4. Payment of property taxes;
5. Land acquisition for speculation.

F. REQUIRED DOCUMENTS

Application requirements include:

1. Basic details about the business;
2. Basic employment and annual gross revenue information;
3. Information on current operations including whether the business is currently closed or is providing reduced services;
4. Narrative descriptions and estimated calculations of the negative impacts on the business due to COVID-19;
5. Articles of Incorporation, or proof of business existence;
6. Information on the intended use of the grant funds.

H. CONFLICT OF INTEREST

An officer of the City will not have a personal financial interest or personally benefit financially from the business to be assisted. Minn. Stat. 471.87 and 471.88 provide guidance on conflict of interest.

I. GOVERNMENT DATA PRACTICES

Information contained in the application for assistance will become a matter of public record with the exception of those items protected under Minn. Stat. 13.591.

V. **PROGRAM GUIDELINES**

- GRANT AMOUNT
 - Actual loss (subject to total funds available and number of application submitted).
- PROOF OF NEED
 - All applicants shall be required to provide proof of financial need for grant funds prior to approval. This includes but is not limited to the previous year's annual gross revenue, average monthly gross revenue prior to COVID-19, and projected monthly gross revenue for the next two months.
- PROOF OF EXPENSES
 - Applicant shall provide proof of eligible expenses requested to be paid with grant funds (see eligible expenses in IV. A).
- DISBURSEMENT OF FUNDS:
 - Funds shall be distributed within one to two weeks after a fully executed grant agreement has been received depending on how grant recipients elect to receive funds.
- TERMINATION:
 - The BLEDA retains the right to terminate any agreement under the COVID-19 Emergency Grant Program if a grant recipient is found to be in violation of any conditions set forth in the grant guidelines or grant agreement.
- RIGHT TO DENY:
 - The BLEDA retains the right to deny any application for grant funding.

- GRANT AGREEMENT:
 - Upon a successful grant application being awarded funds, the grant recipient shall enter into a Grant Agreement with the BLEDA. Funds will not be distributed for any grant award until a grant agreement has been executed by all required parties.

- REPORTING:
 - As a condition for receiving grant funding, all grant recipients are required to submit a brief report to the BLEDA within 60-days after an executed grant agreement, specifying how the grant funds were utilized thus far and providing evidence in the form of paid invoices, statements, or similar documentation.

- FUNDING AVAILABILITY:
 - The COVID-19 Emergency Grant Program has a limited amount of funds available. Awards will be provided after an application deadline and selection process has occurred.

- INDEMNIFICATION:
 - All grant recipients shall be required to indemnify the City, the BLEDA, and any officers acting on their behalf.

VI. APPLICATION PROCESS

All applications for funding from the COVID-19 Emergency Grant Program will be accepted until 4 pm on August 5, 2020. **Applications must be physically in Big Lake City Hall by the deadline.** Applications will be required to be submitted to the BLEDA (contact information is listed below). Upon submission of an application, BLEDA Staff will review the application to ensure complete information is provided. If additional information is needed, Staff will request the needed information.

Big Lake Economic Development Authority

Attn: Hanna Klimmek, Executive Director
 160 Lake Street North
 Big Lake, MN 55309
hklimmek@biglakemn.org
 763-251-2979

Application Timeline:

Deadline	4:00 pm on August 5, 2020
Review	Week of August 10, 2020
Approval	August 17, 2020



City of Fergus Falls CARES Act Grant Application for Non-profit Organizations

Funding & Applicant Information

Eligible applicants may request up to \$15,000 in CARES Act Grant assistance based on need. Actual grant award will be based on number of employees, number of people served, urgency of needs addressed, COVID-19 organizational response, and funding availability.

Applications will be considered and acted on by a committee of the Fergus Falls City Council.

The grant application and related attachments will be considered public information. The social security number, bank accounts, and date of birth information will be considered private data.

Requested funds must not be used for expenses already covered by other grant programs. They must be used for separate and unique purposes.

Eligible Non-Profit Organization Applicants

*Non-profit organizations that are able to demonstrate they were adversely impacted by the Executive Orders related to COVID-19, have seen an increase in demand for services due to COVID-19 or can make an impact for individuals or the community in response to COVID-19.

*Applicants must have a physical location in Fergus Falls and serve the residents of Fergus Falls.

*Applicants must be registered with the Minnesota Secretary of State.

*Applicants must be in good standing with the Minnesota Department of Revenue, Otter Tail County and the City of Fergus Falls

Application Requirements

The CARES Act Grant application must be completed in its entirety by the applicant and submitted electronically through this application portal or in a hard copy to the front desk of City Hall at 112 W Washington Ave, Fergus Falls MN 56537 by 4:30 PM on September 15, 2020 in order to be considered. Applicants will be contacted with next steps or application denial on or by September 25, 2020.

Funds can be used for: rent or mortgage payments, payroll for current employees, working capital and other operational costs. Funds cannot be used to pay or refinance past debt or for revenue replacement.

For more guidance on eligible expenses, business eligibility, etc, visit the [City of Fergus Falls website](#).

1. Legal Name of the non-profit organization, including assumed name, if any:

2. This organization is a...

501 (c)(3)

501 (c)(6)

Other (please specify)

3. Length of time in operation:

Years

Months

4. Federal Tax ID#:

5. MN State ID#:

6. Mailing Address

Street

City

Zip

7. Location Address

Street

City

Zip

8. Phone

9. Website address

10. Contact Information

Contact Name

Title

Email Address

Phone

11. The FTE number of Fergus Falls employees:

12. Number of volunteers in Fergus Falls:

13. Annual average number of Fergus Falls residents served:

1-25

26-100

101-300

301+

14. What is the mission of this non-profit organization?

15. Check purpose category:

Arts & Culture

Health Care

Social Assistance

Education

Other (please specify)

16. Loss of Gross Revenue due to COVID-19:

25%- 34%

35%- 49%

50%- 100%

Other (please specify)

17. What impact have the COVID-19 pandemic and Stay-at-Home orders had on your non-profit organization (ie loss of revenue, inability to serve clients, increase in demand for services, etc)?

18. What additional need(s), if any, has this non-profit addressed for individuals and/or for the community as a result of COVID-19 and related orders?

19. Amount of Funding Requested

20. For what purpose will these funds be used?

If seeking reimbursement, please include costs incurred to date since March 1, 2020. Include any quotes or estimates for costs to be incurred by October 30, 2020. These amounts should equal the amount of funding requested.

If Grantee has received funds from the U.S. Small Business Administration (SBA), including the SBA Paycheck Protection Program (PPP) or the SBA Economic Injury Disaster Loan (EIDL), or any other local, state, or federal source, including Pandemic Unemployment Assistance (PUA), and/ or the State of Minnesota Department of Employment and Economic Development (DEED) Small Business Relief Grant, or a grant through the Otter Tail County CARES program, grantee will use the Grant Funds only for eligible expenses NOT already covered by other funds.

21. I understand that funds requested through the City of Fergus Falls must not be used for expenses already covered by other grant programs. They must be used for separate and unique purposes.

Yes

No

22. Please check all funding sources applied for:

Federal PPP

Federal EIDL

MN SBEL

MN SBRG

OTC CARES

23. Please supply amount of funding received:

Federal PPP

Federal EIDL

MN SBEL

MN SBRG

OTC CARES



City of Fergus Falls CARES Act Grant Application for Non-profit Organizations

Grant Program Policy

Authorization for Release of Information

Classification of Data Provided

Under MN statute §13.41 sub.2 names and the designated contact address and telephone number and grant amount and other assistance are public data and available upon request. All other information provided on your application is classified by law as private data and is accessible to you, but not to the public. Upon grant approval, all information provided on your application, except for: date of birth, social security number, non-designated or secondary contact address and telephone number, financial data, state and federal tax ID's, or data classified under MN statute §13.02 sub.12 as private or sub.13 as protected nonpublic, is public data. Public data is available to any person upon written request.

Purpose and Intended Use

The data requested on each application will be used in determining whether you meet the requirements for the grant for which you have applied. Data from your application will also be relied upon for contact and communication purposes by the City of Fergus Falls. We will use your private data when it is required for administration and management of the grant program and your private data may be shared to staff and other persons involved in the program administration, auditors, members of the City Council, a person to whom you authorize disclosure and law enforcement in the case of suspected fraud or other enforcement authorities as required.

The City of Fergus Falls retains final authority to determine if a business is eligible or not, and whether to approve a grant or not.

24. I understand the grant application and related attachments will be considered public information, but that the social security number, bank accounts, and date of birth information will be considered private data.

Yes

No

25. Principal #1

Name

DOB

Address

City/Town

ZIP/Postal Code

26. I declare that the information provided in this application is true and complete to the best of my knowledge. The City of Fergus Falls has the right to verify any information contained in this application and may contact any individuals and institutions involved with the proposed project. This application may be transmitted electronically and my name and title entered below shall be treated as an original signature.

Name/ Title of Applicant:

For questions, email Community Development Manager Klara Beck at klara.beck@ci.fergus-falls.mn.us or call 218-332-5428.

City of Houston CARES Business Relief Grant
Program Description

Introduction

The City of Houston City Council has allocated \$10,000 of city CARES Act Funds to be disbursed to small businesses (50 or fewer employees and \$5m or less in annual revenue) and nonprofits (not religiously affiliated and with a physical presence in the City of Houston) in the form of an economic development relief grant to partially reimburse the cost of business interruption caused by the COVID-19 pandemic due to mandatory shutdowns, restrictions, lack of business, or lost revenue as a result of the pandemic.

Grant Terms

- Grants will be awarded to eligible applicants on a first-come, first-served basis. Businesses and nonprofits may be prioritized based on impact.
- The City of Houston reserves the right to ask for additional information for any reason and to reject or modify any application or portions thereof that do not meet the guidelines or application process requirements in the interest of expedient processing. Incomplete applications will not be considered.
- Only one application per business will be accepted.
- All awarded grants are subject to an audit.
- Recipients must comply with all Federal and State CARES Act fund guidelines. They can be found at <https://home.treasury.gov/policy-issues/cares>.

Eligible Businesses	Ineligible Businesses
<ul style="list-style-type: none"> • Small business: under 50 employees and annual revenue under \$5m located within the City of Houston, MN • Nonprofits that are not affiliated with a religion and that also have a physical presence that is open to the public with active business operations within the City of Houston, MN • Must be a state registered business prior to Feb. 15, 2020 and in good standing • Must be current on property taxes prior to July 16, 2020 or any other obligations to the City of Houston • If applicable, any required licenses must be valid and in good standing • Must demonstrate a COVID-19-related loss since March 1, 2020 	<ul style="list-style-type: none"> • Non-profit organizations that are affiliated with a church or religion, or do not have a physical building/location open to the public with active business operations within the City of Houston, MN • Businesses with over 50 employees and businesses with annual revenue above \$5m • Home-based businesses of either a purely e-commerce basis or under franchise model • Real estate holding companies
Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> • Rent, mortgage, or utility payments • Payments to suppliers • Costs associated with re-opening, such as installing plexi-glass barriers • Costs associated with adapting to COVID-19-related operating restrictions • See worksheet below for specifics 	<ul style="list-style-type: none"> • Property taxes • Any expense that has not been accrued between March 1, 2020- Dec. 30, 2020 • Any expense not connected directly to COVID-19 response

Other Qualifying Criteria

- If the applicant has been awarded funds from other CARES Act programs, the applicant must not use the funds the applicant receives from this program for the same purpose.
- The City of Houston reserves the right to change these program guidelines and/or application at any time.

Timeline

- Applications will be accepted starting **August 28, 2020**. Applications should be e-mailed to houstoncaresgrant@cedausa.com.
- **Applications are due by September 30, 2020.**
- The City of Houston is working with Community and Economic Development Associates (CEDA) to help administer the review of applications. Questions should be directed to CEDA by e-mailing houstoncaresgrant@cedausa.com or calling 507-867-3164.
- Applications will be reviewed on a rolling basis as they are received. The city council will make the final award approval at either their September 2020 or October 2020 city council meeting, depending on when completed applications are submitted. All applications must be received by September 30, 2020 to be eligible. The city council retains the right of ultimate review and may reevaluate the program for changes if funding remains after their final review in October.

**City of Houston CARES Business and Nonprofit Relief Grant
Application**

Please note that this application must be filled out in its entirety to be considered. If any fields are not applicable, please explain in the field why the question is not applicable.

Entity Legal Name: _____ **Doing Business As:** _____

Entity Physical Address: _____

City, State, and Zip Code: _____

Entity Mailing Address: _____

City, State, and Zip Code: _____

Entity Owner(s): _____

Contact Person for this Application (if different from above):

Phone Number: _____

E-mail Address: _____

Type of Entity (Please check one):

<input type="checkbox"/> Corporation (for-profit)	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Cooperative
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other: _____

EIN/FEIN (Employer Identification Number or tax ID): _____

Note: If you are a sole proprietor, you may need to use your Social Security Number.

Is your business a state registered business? Yes No
(Provide proof of registration with your application)

Entity Industry: _____

Number of Part-time Employees: _____ **Number of Full-time Employees:** _____

Date Entity was Established: _____

Is your entity considered (Check one): Essential Non-essential

Was your entity closed during COVID-19?: Yes No

If your entity was closed, for how many days were you closed?: _____

Can you demonstrate a significant loss of revenue for your entity since March 1, 2020, due to the COVID-19 emergency?: Yes No

Is your entity in compliance with all relevant City ordinances and license requirements?:

Yes No

Is your business current as of July 16, 2020 with all property tax payments or other obligations to the City of Houston?: Yes No

Which of the following forms of funding or relief from expenses during the COVID-19 has the applicant received? (The city encourages applicants to apply for as many funding sources as possible.):

- | | |
|---|---|
| <input type="checkbox"/> Pandemic Unemployment Assistance (PUA) | <input type="checkbox"/> State of MN Small Business Emergency Loan (SBEL) |
| <input type="checkbox"/> SBA Paycheck Protection Program (PPP) | <input type="checkbox"/> Assistance from your municipality |
| <input type="checkbox"/> Economic Injury Disaster Loan (EIDL) | <input type="checkbox"/> Other: _____ |

Note: If the applicant has been awarded funds from other CARES Act programs, the applicant must not use the funds the applicant receives from the this program for the same purpose.

If you have applied for any other funding, are you awaiting a response?: Yes No

If so, which funding source(s) are they?: _____

Have you received unemployment compensation?: Yes No

How much are you requesting (up to \$1,000)?: \$ _____

Note: the city reserves the right to audit you at any time. At that time, you will need to provide proof of how the grant funds were used. You must retain your records for 6 years after receiving grant funds.

How has your business been negatively impacted by COVID-19?:

What specifically will you use the grant funds on if you are awarded?:

Cost	Use
\$	To construct temporary or permanent outdoor facilities to allow service to customers with proper social distancing.
\$	To convert an area, sidewalk, parking lot, or open area adjacent to a dining facility to accommodate additional outdoor seating, including tables and fencing.
\$	To acquire signage related to the operation of the entity or customer safety in accordance with COVID-19 guidelines.
\$	To purchase checkout counter modifications, such as screens or buffers to allow for proper social distancing practices.
\$	To modify indoor customer or employee areas to comply with social distancing guidelines, such as purchasing storage facilities for excess seating.
\$	To obtain computer hardware and/or software necessary to support remote work by employees, or upgrades to support e-commerce.
\$	To purchase personal protection equipment, sanitation stations, or sanitation supplies.
\$	To make rent, mortgage, or utility payments accrued during the authorized period.
\$	To pay employees during the authorized period.
\$	To pay for inventory/supply changes during shutdown and re-opening periods.
\$	To reimburse for lost revenue (full or partial) related to cancelled events, activities, or periods of closure during the authorized period.
\$	Other expense(s) directly attributable to the COVID-19 pandemic (Please explain). <i>Note that the use must fit the "Eligible Uses" category from p.1:</i> _____
\$	Total Expenses (The current maximum grant award is \$1,000.)

Please read and mark the items below to acknowledge each statement. Missing checks may cause delay or grant declination:

- I (we) certify that I (we) have the authority to apply for this grant on behalf of the entity that we have described herein.
- I (we) certify that the entity has been negatively affected by the COVID-19 emergency as described herein.
- I (we) certify that the grant funds will be used for authorized expenses only in accordance with the requirements and restrictions set forth in the CARES Act.
- I (we) certify that only one application for this entity is being submitted.
- I (we) shall cooperate with the City of Houston or appropriate officials for grant auditing purposes, as further set forth and described above.
- I (we) acknowledge that representations made in this application will be relied on by the City of Houston in its decision to grant such grant.
- The City of Houston is authorized to make all inquiries it deems necessary to verify the accuracy of the information contained herein.
- I (we) will promptly notify the City of Houston if any subsequent changes would affect the accuracy of the information in this application.
- I (we) understand Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of the grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- I (we) understand that it is a crime to make a false representation as to my business's financial ability for the purpose of securing this grant. The applicant declares under penalty of perjury that all information provided herein is true in every detail and accurately represents the financial condition of the applicant and the business on the date given below.
- By typing my (our) signature(s) and date in the text box below, I (we) agree(s) that the applicant is electronically signing this application. I (we) understand and agree that my (our) electronic signature(s) is (are) the legal equivalent of a manual signature(s) and that the City of Houston may rely on it as such in connection with any and all agreements that I (we) or the business may enter into with respect to this application.

Signature: _____

Date: _____

To submit your application, please save this document as the name of your business (in .pdf format) with attachments included in the same file and e-mail it to houstoncaresgrant@cedausa.com.

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CARES ACT
SMALL BUSINESS RELIEF GRANT PROGRAM
POLICY

Adopted by City Council: 07-20-2020

Adopted by St. Francis Economic Development Authority 08-03-2020

Application Timeline:

Application Deadline: Delivered or postmarked by 08/20/2020

Review Period: 08/24/2020 and 09/10/2020

Approval: EDA Meeting 09/14/2020

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I. INTRODUCTION

Small businesses and non-profits are integral and vital to the economic and social fabric of the City St. Francis (City). Accordingly, the St. Francis Economic Development Authority (EDA) has determined to offer locally owned and operated businesses and non-profits, within the community, a grant opportunity to address working capital needs upon the declaration of a state of emergency by the State of Minnesota (State) and the City. The Small Business Relief Grant Program (Grant) is administered by the SFEDA.

II. PURPOSE AND AUTHORITY

- The purpose of this policy is to establish the EDA's position relating to the use of the Small Business Relief Grant Program. This policy shall be used as a guide in the processing and review of applications requesting grant funds.
- The criteria are to be used in conjunction with other relevant policies of the City and EDA.
- The EDA reserves the right to approve or reject projects on a case-by-case basis, taking into consideration factors considered appropriate by the City and EDA, in addition to established policies, criteria, and potential benefits. Meeting the criteria does not guarantee a Cares Act Small Business Relief Grant Program application shall be approved. Approval or denial of an application is at the sole discretion of the EDA.
- Funds are available due to the Federal CARES Act. City and EDA are creating a pass through for funds to create Grants for small business relief. Federal funds are subject to audit

III. OBJECTIVES

The objective of the Cares Act Grant is to deploy a local pool of funds to support local small businesses and non-profits in order to ensure viability as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations. This may be accomplished by some or all of the following means:

- Provide needed finances to small businesses and non-profits within the community which have been negatively affected financially as a direct result of the COVID-19 pandemic;
- Ensure the viability of St. Francis businesses and non-profits moving past this crisis;
- Limiting the number of job losses as a direct result of the pandemic by assisting small businesses and non-profits in returning to their pre-pandemic employment levels;
- Limiting the number of small businesses and non-profits which would potentially permanently close due to COVID-19 pandemic impacts. Thereby also limiting the total number of potential vacancies in key commercial and industrial areas of the City.

IV. GENERAL CRITERIA

A. ELIGIBLE EXPENDITURES

Funds cannot be used to replace lost revenues. Funds may be used to cover operating expenses, including payroll, rent/lease payments, mortgage payments, non-government utilities, payments to suppliers, or other critical business expenses including business consulting to modify business operations as a result of the public health emergency and approved and authorized by the program. Use of funds subject to verification to ensure compliance as required under the Federal CARES Act program requirements.

B. EXAMPLES OF ELIGIBLE EXPENSES

- Commercial lease or mortgage payment, except for government leases
- Accounts payable if the cost is a COVID-19 related expense which incurred since March 1, 2020
- Reopening costs or safety improvement costs expended since March 1, 2020 (i.e. outdoor seating, Plexiglas, cleaning products, etc.)
- Operating utilities or fees for those facilities interrupted or forced to shut down incurred after March 1, 2020

C. ELIGIBLE BUSINESSES

To be eligible to receive a Grant, a business or non-profit must meet all of the following criteria:

- Private, for-profit business or non-profit 501(c)(3) or 501 (c)(19) veterans organization located and operated in St. Francis (physical presence here)
- Have been operating since December 2019;
- Demonstrate that its operations have been directly and adversely, negatively, affected by the COVID-19 Health Pandemic;
- Demonstrate Financial Hardship as a result of the COVID-19 Outbreak;
- Have at least one employee in addition to the Owner and have no more than 50 FTE (full-time equivalent) employees at the location address as of March 1, 2020;
- May be a local franchisee;
- Home Based businesses, are allowed as long as they are conforming to all Land Use permits and requirements;
- The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing with MN Dept. of Revenue, Secretary of State, Anoka County and the City as of March 1, 2020;

D. INELIGIBLE BUSINESSES

- Commercial Real Estate property owners are not eligible and should refer tenants to Grant program
- Business derived income from passive investments without operational ties to operating a business; business-to-business transactions; real estate transactions; property rentals or property management; billboards or lobbying.
- Business primarily focusing on speculative activities based on fluctuations in price rather than the normal course of trade;
- Prohibited businesses by federal, state or local law;
- National or corporate chains;
- Business in default prior to February 29, 2020
- Permanently closed/shuttered businesses where this funding would not bring them to an operational state within 21 days.
- Individuals who are currently receiving assistance through the Pandemic Unemployment Assistance (PUA) program
- Businesses that primarily derive income from gambling (businesses that allow on-site charitable gambling are eligible)
- Businesses that derive any income from adult entertainment

E. INELIGIBLE EXPENSES

- Applicants who have received Federal, State or local grants for the same expenses or services Costs paid for by other State, Federal or County grant or loan awards, including PPP, EDIL and Small Business Loans/Grants.
- The Grant may not be used for the following activities:
 1. Agriculture (crop or livestock production, etc.);
 2. Purchasing of machinery or vehicles;
 3. Moving expenses;
 4. Payment of property taxes;
 5. Payment of government utilities;
 6. Land acquisition;
 7. Home Based Business mortgage or utilities;
 8. Expenses that would have normally occurred without the COVID-19 Health Pandemic

F. REQUIRED DOCUMENTS

Application requirements include:

1. Completed and Signed Application form;
2. Evidence that you own or lease the space your business is located in. Example documentation includes: copy or statement of lease, mortgage statement, property tax statement or other document to show occupancy within the City of St. Francis.
3. Evidence of eligible expenses related to be paid with grant funds. Examples include payroll, rent, mortgage, accounts payable or other critical business expenses that can't be paid as a direct result of the COVID-19 pandemic.
4. 2019 Federal Business Tax Return or appropriate Business Tax Schedule based on entity type
5. Evidence of revenue loss related to the COVID-19 pandemic. Applications should submit documentation that best demonstrates the impact and is deemed acceptable to the SFEDA. Some examples include Sales Tax Reporting, Period Statements from 3rd-party Sales Platforms, Merchant Services Statements and Point of Sale or Register reports.
6. Evidence of employment prior to March 1, 2020. Acceptable documentation may include period reporting from 3rd-party payroll processor, applicant's Federal Form 941/Employer's Quarterly Federal Tax Return, or other State or Federal payroll related filing
7. Any Additional documentation or information deemed necessary by the SFEDA to determine eligibility, generate grant documents, disburse grant proceeds or meet program reporting requirements.
8. Information on current operations including whether the business is currently closed or is providing reduced services;
9. Narrative descriptions and estimated calculations of the negative impacts on the business due to COVID-19;
10. Articles of Incorporation, or proof of business existence;
11. Information on the intended use of the grant funds.

Failure to submit required documentation will result in denial of a grant award.

G. CONFLICT OF INTEREST

An officer of the City or EDA will not have a personal financial interest or personally benefit financially from the business to be assisted. Minn. Stat. 471.87 and 471.88 provide guidance on conflict of interest.

H. GOVERNMENT DATA PRACTICES

Information contained in the application for assistance will become a matter of public record with the exception of those items protected under Minn. Stat. 13.591.

V. **PROGRAM GUIDELINES**

A. GRANT AMOUNT

- a. Actual loss (subject to total funds available and number of application submitted).

B. PROOF OF NEED

- a. All applicants shall be required to provide proof of financial need for grant funds prior to approval. This includes but is not limited to the current and previous year's annual gross revenue, average monthly gross revenue prior to COVID-19, and projected monthly gross revenue for the next two months.

C. PROOF OF EXPENSES

- a. Applicant shall provide proof of eligible expenses requested to be paid with grant funds (see eligible expenses in IV. A).

D. DISBURSEMENT OF FUNDS:

- a. Funds shall be distributed within two weeks after a fully executed grant agreement has been received depending on how grant recipients elect to receive funds.

E. TERMINATION:

- a. The EDA retains the right to terminate any agreement under the Small Business Relief Grant if a grant recipient is found to be in violation of any conditions set forth in the grant guidelines or grant agreement.

F. RIGHT TO DENY:

- a. The EDA retains the right to deny any application for grant funding.

G. GRANT AGREEMENT:

- a. Upon a successful grant application being awarded funds, the grant recipient shall enter into a Grant Agreement with the EDA. Funds will not be distributed for any grant award until a grant agreement has been executed by all required parties.

H. REPORTING:

- a. As a condition for receiving grant funding, all grant recipients are required to submit a brief report to the EDA within 90-days after an executed grant agreement, specifying how the entirety of the grant funds were utilized and providing evidence in the form of paid invoices, statements, or similar documentation.

I. FUNDING AVAILABILITY:

- a. The Small Business Relief Grant program has a limited amount of funds available. Awards will be provided after an application deadline and selection process has occurred.
- b. If applications exceed the funding available, St. Francis Economic Development Authority staff will apply reductions across the applications equally by a percentage basis.

J. FUNDING OPPORTUNITIES

- a. Applicants are encouraged to claim all applicable private and public insurance and utilize all other sources of applicable assistance available from other private and public sources. Applicants are encouraged to apply for an Economic Injury Disaster Loan through the Small Business Administration (SBA), a Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED) prior to applying for this grant.

K. INDEMNIFICATION:

- a. All grant recipients shall be required to indemnify the City and EDA and any officers acting on their behalf.

VI. APPLICATION PROCESS

All applications for funding from the Grant will be accepted in office until 08/20/2020 or shall be postmarked by 08/20/2020. Applications will be required to be submitted to the EDA (contact information is listed below). Upon submission of an application, EDA Staff will review the application to ensure complete information is provided.

If additional information is needed, Staff will request the needed information.

Submit Applications to:

City of St. Francis EDA
Attn: Kate Thunstrom, Executive Director
23340 Cree Street NW

St. Francis, MN 55070
kthunstrom@stfrancismn.org
763-267-6191

Application Submission:

Deadline: Delivered/Postmarked by: 08/20/2020

Reviewed: 08/24/2020 – 09/10/2020

Approval: EDA Meeting 09/14/2020