




CITY OF
FALCON HEIGHTS

2077 W. LARPEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

December 24, 1990

TO: Mayor Baldwin and Council Members

FROM: Jan Wiessner 

RE: Year End Consent Agenda

In lieu of a formal City Council meeting at the end of December, we have traditionally sent out a Consent Agenda to the Council so that year-end disbursements and transfers can be made before the books are closed.

The process is that we will assume your approval of the items unless we hear from you by Friday, Dec. 28, 1990. If you have any concerns about specific items, please call Tom Kelly. Any of you can request that a consent item be delayed until the next formal meeting in January.

Happy Holidays!

JW:p

P.S. According to Vince Wright, the Community Park ice rink should be ready Wednesday and the others Thursday (weather permitting of course!)

HOME OF THE MINNESOTA STATE FAIR AND THE U OF M INSTITUTE OF AGRICULTURE



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CITY OF
FALCON HEIGHTS

Meeting Date: _____

Agenda Item: E-1

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: DISBURSEMENTS

SUBMITTED BY: Tom Kelly

REVIEWED BY: Jan Wiessner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (a) General Disbursements through 12/24/90, \$105,829.81
- (b) Payroll 12/1/90 - 12/15/90, \$11,217.87

ACTION REQUESTED: Approval

_____ *gw*

GENERAL DISBURSEMENTS

CHECK NO.	ISSUED TO	REASON	AMOUNT
24734	AT&T	Long Distance Phone Calls	\$19.58
24735	AT&T	Phone maintenance	49.00
24736	AT&T	Phone Lease	22.23
24737	AT&T Credit Corp.	Phone Lease	150.16
24738	American Linen Supply	Linen supplies	90.43
24739	Ameri-Star Lighting	Light bulbs for park bldg.	356.46
24740	BFI	Rubbish Removal	205.15
24741	BFI	Port-a-potty	71.50
24742	Brighton Veterinary Hospital	Adm. Fee for Nov. and Dec.	50.00
24743	Bernard Broderick	Mileage	3.92
24744	Cy's Uniforms	Uniform (shirts) and patches for Fire Marshal	106.60
24745	Champion Auto Store	Truck repair, oil filter	48.88
24746	First Trust	Bond fees	57.50
24747	GFOA	1991 Membership	95.00
24748	Gopher State One Call	Location request	5.00
24749	Har Mar Lock and Key	4 keys for park bldg.	5.48
24750	Hoisington Group	November planning service	1,500.00
24751	Terry Iverson	Mileage, insurance, gas grill reimbursement	276.80
24752	Jensen, Hicken et al	October Legal fees	3,442.50
24753	Liz Kortz	Non resident fees	24.00
24754	Konica	3rd Qtr. copier maintenance	327.17
24755	Leo Lindig	Fall Fire Chief's Conference	430.39
24756	M.P.C.S. Video Industries	Monitor Bracket	103.75
24757	M-75 Bldg. Maintenance	Nov. and Dec. City Hall cleaning	290.00
24758	Linda McLoon	Non resident fee	12.00
24759	Herman Miller	Wall T-Bracket	58.64
24760	Midwest Business Products	Office supplies	351.02
24761	Maier Stewart & Assoc.	'91 Street Imp. plans, specs, Nov. engineering	16,005.96
24762	Metro Waste Control Comm.	January service charges	47,690.00
24763	NSP	Gas, electricity	1,632.98
24764	Post Publications	Publish budget and ordinance	102.00
24765	PERA	Additional life insurance	18.00
24766	City of Roseville	January police service	20,520.25
24767	Ramsey County	Nov. sanding, traffic citations, postcard mailings	2,908.02
24768	Rothschild, Bell and Walseth	Employee Bond	400.00

CHECK NO.	ISSUED TO	REASON	AMOUNT
24769	SuperCycle	Nov. recycling services	\$2,014.95
24770	Shaw Lumber	Snow fence	89.97
24771	Scharber & Sons	Repair of equipment	62.23
24772	Mrs. Chris Sauro, Jr.	Non resident reimbursement	14.00
24773	SuperAmerica	November fuel	217.19
24774	Suburban Hardware	Supplies, chain, tools, hooks, rings, etc.	157.80
24775	Target	VCR tapes and supplies	95.34
24776	Toll Company	Compressed air	146.31
24777	T.A. Schifsky & Sons	Winter mix patch	36.30
24778	T.R.F. Supply	Rubber mats for park	995.00
24779	United Laboratories	Lights for fire hall	435.45
24780	U.S. West	Phone	577.02
24781	Jerry Wallin	1990 Congress of Cities	204.38
24782	Janet Wiessner	December mileage	165.00
24783	Shirley Chenoweth	Reimbursement for coffee,sugar, cream, etc.	47.27
24784	PERA	Retirement	913.03
24785	City of Falcon Heights	Sewer bill on Park Bldg.	22.00
24786	Deluxe	W-2's and envelopes	104.33
24787	Sue Gehrz	Chamber meeting expenses	40.00
24788	Irene Gengler	Non resident reimbursement	4.00
24789	Dick Larson	Monthly retainer, plan check fees	595.78
24790	Gene Pakoy	4th Qtr. heating inspections	1,055.30
24791	William Walsh	4th Qtr. Plumbing inspections	275.25
24792	Janet Wiessner	Reimbursement for staff Christmas lunch	131.54
TOTAL:			\$105,829.81

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Status
	018948		0			0.00	15-Dec-90	VOID
	018949		0			0.00	15-Dec-90	VOID
	018950		0			0.00	15-Dec-90	VOID
	018951	000000002 Wiessner, Janet R.	23	01	semi-monthly	1,300.96	15-Dec-90	Outstanding
	018952	000000004 Krieglner, Carol J.	23	01	semi-monthly	318.74	15-Dec-90	Outstanding
	018953	000000011 Chencoweth, Shirley S.	23	01	semi-monthly	757.63	15-Dec-90	Outstanding
	018954	000000020 Iverson, Terry D.	23	01	semi-monthly	781.69	15-Dec-90	Outstanding
	018955	000000027 Morgan, Jay M.	23	01	semi-monthly	693.51	15-Dec-90	Outstanding
	018956	000000038 Wright, Vincent D.	23	01	semi-monthly	772.23	15-Dec-90	Outstanding
	018957	000000063 Phillips, Patricia A.	23	01	semi-monthly	649.69	15-Dec-90	Outstanding
	018958	000000065 Kelly, Thomas R.	23	01	semi-monthly	863.90	15-Dec-90	Outstanding
	018959	000000079 Hoyt Taff, Susan L.	23	01	semi-monthly	331.45	15-Dec-90	Outstanding
	018960	000000091 Swenson, DeLoris J.	23	01	semi-monthly	538.88	15-Dec-90	Outstanding
	018961	000000110 Scattum, Kevin	23	01	semi-monthly	141.45	15-Dec-90	Outstanding
	018962	000000003 Bauwarr, Nicholas B.	12	02	monthly 1	273.31	15-Dec-90	Outstanding
	018963	000000005 Berndt, Ross	12	02	monthly 1	165.01	15-Dec-90	Outstanding
	018964	000000006 Bianchi, David P.	12	02	monthly 1	60.63	15-Dec-90	Outstanding
	018965	000000008 Brown, Raymond F.	12	02	monthly 1	307.00	15-Dec-90	Outstanding
	018966	000000013 Clarkin, Michael D.	12	02	monthly 1	93.88	15-Dec-90	Outstanding
	018967	000000014 Dow, Michael J.	12	02	monthly 1	224.50	15-Dec-90	Outstanding
	018968	000000015 Dowdell, Ralph L.	12	02	monthly 1	21.25	15-Dec-90	Outstanding
	018969	000000016 Fuller, James D.	12	02	monthly 1	99.13	15-Dec-90	Outstanding
	018970	000000018 Holmgren, John M. Sr.	12	02	monthly 1	165.01	15-Dec-90	Outstanding
	018971	000000021 Kurhajetz, Clement M.	12	02	monthly 1	167.51	15-Dec-90	Outstanding
	018972	000000023 LeMay, Douglas	12	02	monthly 1	175.07	15-Dec-90	Outstanding
	018973	000000024 Lindig, Leo	12	02	monthly 1	106.51	15-Dec-90	Outstanding
	018974	000000025 McDermond, Cindy K.	12	02	monthly 1	27.50	15-Dec-90	Outstanding
	018975	000000026 McNabb, Gerald	12	02	monthly 1	15.00	15-Dec-90	Outstanding
	018976	000000029 Olson, Joseph E.	12	02	monthly 1	112.50	15-Dec-90	Outstanding
	018977	000000032 Schaefer, Richard A.	12	02	monthly 1	62.51	15-Dec-90	Outstanding
	018978	000000033 Schauffert, Craig F.	12	02	monthly 1	64.38	15-Dec-90	Outstanding
	018979	000000034 Smida, Gail	12	02	monthly 1	111.63	15-Dec-90	Outstanding
	018980	000000039 Morgan, Jay	12	02	monthly 1	84.13	15-Dec-90	Outstanding
	018981	000000040 Kayser, Douglas	12	02	monthly 1	99.38	15-Dec-90	Outstanding
	018982	000000042 Stolz, Steven P.	12	02	monthly 1	19.38	15-Dec-90	Outstanding
	018983	000000045 Gilbert, Jerome J.	12	02	monthly 1	137.75	15-Dec-90	Outstanding
	018984	000000046 Holmgren, John H. Jr.	12	02	monthly 1	212.63	15-Dec-90	Outstanding
	018985	000000047 McNabb, Kevin	12	02	monthly 1	80.63	15-Dec-90	Outstanding
	018986	000000049 Anderson, Kevin L.	12	02	monthly 1	311.50	15-Dec-90	Outstanding
	018987	000000064 PETERSON, GREGORY S.	12	02	monthly 1	264.98	15-Dec-90	Outstanding
	018988	000000069 Martinez, Joseph L.	12	02	monthly 1	43.13	15-Dec-90	Outstanding
	018989	000000084 Hassel, Richard	12	02	monthly 1	156.88	15-Dec-90	Outstanding
	018990	000000085 Herold, Nathaniel	12	02	monthly 1	138.76	15-Dec-90	Outstanding
	018991	000000087 Iverson, Terry D.	12	02	monthly 1	132.51	15-Dec-90	Outstanding
	018992	000000093 Miles, Birk F.	12	02	monthly 1	133.75	15-Dec-90	Outstanding

and Total

11,217.87

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CITY OF
FALCON HEIGHTS

Meeting Date: _____

Agenda Item: E-2

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: GENERAL FUND RESERVES AND TRANSFERS

SUBMITTED BY: Tom Kelly

REVIEWED BY: Jan Wiessner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

City policy has established working capital amounts which are needed to meet expenses until the City receives its tax payment in July and the City has a policy to reward departments that do not spend their entire budgets by transferring balances to the capital improvement funds.

Also, the State is possibly looking to reduce City aid payments in the amount of undesignated general fund balances. The attached Resolutions reserve funds in the amount of \$441,671.15 and transfer remaining balances to capital improvement funds.

- ACTION REQUESTED:
1. Approve changes in Reserve Policies
 2. Approve Resolutions:
 - (a) transferring 1990 funds
 - (b) designating 1990 fund balance

RESERVE POLICIES

PURPOSE

1. To provide a stable source of funding for those areas of expenditure that fluctuate significantly from year to year; i.e., equipment acquisition and replacement and facility maintenance.
2. To provide a cushion against unexpected revenue problems.
3. To provide for working capital to ensure sufficient cash flow to meet the City's needs throughout the year.
4. To maintain and improve the City's credit rating.

POLICY

1. The City will maintain a general fund working capital reserve at ~~55~~ 32 percent of the general fund's total annual operating budget.
2. The City will maintain an additional delinquent property tax reserve of 5% of budgeted property tax.
3. The City will maintain other necessary operating reserves to cover expected liabilities including employee vacation, sick leave and severance expenses.
4. The City has established capital improvement funds and will appropriate funds to provide for timely purchase and replacement of equipment.

IMPLEMENTATION

1. The City uses capital improvement funds for purchase and replacement of equipment in excess of \$500 and last three years or more.

CITY OF FALCON HEIGHTS
C O U N C I L R E S O L U T I O N

Date Dec. 28, 1990

RESOLUTION TRANSFERRING 1990 FUNDS

WHEREAS, City reserve policies have established a process for appropriating funds to the capital improvement funds, and

WHEREAS, City policy is established to transfer unexpended departmental budget funds to their respective capital improvement funds.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights that the following transfers be made in 1990 as follows:

<u>Transfer From</u>	<u>Amount</u>	<u>Transfer To</u>	<u>Amount</u>
Administration	\$8,000	General Capital Improvement	\$8,000
Streets	\$16,000	Public Works Capital Imp.	16,000
Park Administration	5,000		
Park Maintenance	5,000	Park & Rec Capital Imp.	10,000
Undesignated Fund		Park & Rec Capital Imp.	
Balance	107,100	for Idaho/Snelling park improve-	69,500
		ment	
		Infrastructure Fund	37,600

Approved by _____
Mayor

YEAS Nays

BALDWIN
CIERNIA _____ in Favor

GEHRZ
WALLIN _____ Against

JACOBS

Attested by _____
City Clerk

Adopted by Council _____

CITY OF FALCON HEIGHTS
C O U N C I L R E S O L U T I O N

Date Dec. 28, 1990

RESOLUTION DESIGNATING 1990
GENERAL FUND BALANCE

WHEREAS, City reserve policies dictate that year-end fund balance amount in the General fund over and above 32% of the following years operating budget be designated for working capital and additional amounts for projected future liabilities; and

WHEREAS, it is important to properly disclose future obligations of the General Fund; and

WHEREAS, it is necessary to disclose these obligations in the Annual Report;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights that the following designations be established in the City's 1990 General Fund Balance.

A. 1991 Working Capital	\$381,028.47
B. Reserve for Fringe Benefits	41,489.48
C. Reserve for Severance Pay	<u>19,153.20</u>

TOTAL: \$441,671.15

Approved by _____
Mayor

YEAS	Nays
BALDWIN	
CIERNIA	_____ in Favor
GEHRZ	
WALLIN	_____ Against
JACOBS	

Attested by _____
City Clerk

Adopted by Council _____