

City of Falcon Heights
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Avenue

August 27, 1997
A G E N D A

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ___ GIBSON TALBOT ___ HUSTAD ___
JACOBS ___ KUETTEL ___ HOYT ___ ASLESON ___
ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: August 13, 1997
- E. CONSENT AGENDA:
 - 1. Disbursements
 - a. General disbursements through 8/21/97, \$241,094.53
 - b. Payroll, 8/1/97 to 8/15/97, \$12,557.25
 - 2. Licenses
 - 3. Agreement with Transmedic for ambulance billing services
 - 4. Change order #1 for Bid Package A - Landscaping for the Larpenteur Avenue improvements
 - 5. Request to approve the extension of Bid Package C - Sign Type C, the State Fair Sign
 - 6. Assessment to the University of Minnesota for the Larpenteur Avenue Reconstruction
 - 7. Request for variance of 3 feet from the required five foot rear yard setback for the construction of a garage at 1341 W. Iowa Ave., Chapter 9-2.04 subd. 1 (c)
 - 8. Revision to city's personnel policy
- F. INTRODUCTION
 - Introduction of Ms. Anita Twaroski, City Forester
- G. PUBLIC HEARING:
 - 1. Public hearing on proposed 1998 Reconstruction of Larpenteur Avenue
- H. POLICY AGENDA:
 - 1. Consideration of Resolution 97-34; ordering improvement of 1998 Larpenteur Avenue project
- I. INFORMATION AND ANNOUNCEMENTS:
- J. ADJOURN TO BUDGET WORKSHOP

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2077 W. Larpenteur Avenue

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- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ___ GIBSON TALBOT ___ HUSTAD ___
JACOBS ___ KUETTEL ___ HOYT ___ ASLESON ___
ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: August 13, 1997 Tab #1)
- E. CONSENT AGENDA:
 - 1. Disbursements (Tab #2)
 - a. General disbursements through 8/21/97, \$241,094.53
 - b. Payroll, 8/1/97 to 8/15/97, \$12,557.25
 - 2. Licenses (Tab #3)
 - 3. Agreement with Transmedic for ambulance billing services (Tab #4)
 - 4. Change order #1 for Bid Package A - Landscaping for the Larpenteur Avenue improvements (Tab #5)
 - 5. Request to approve the extension of Bid Package C - Sign Type C, the State Fair Sign (Tab #6)
 - 6. Assessment to the University of Minnesota for the Larpenteur Avenue Reconstruction (Tab #7)
 - 7. Request for variance of 3 feet from the required five foot rear yard setback for the construction of a garage at 1341 W. Iowa Ave., Chapter 9-2.04 subd. 1 (c) (Tab #8)
 - 8. Revision to city's personnel policy (Tab #9)
- F. INTRODUCTION
 - Introduction of Ms. Anita Twaroski, City Forester (Tab #10)
- G. PUBLIC HEARING:
 - 1. Public hearing on proposed 1998 Reconstruction of Larpenteur Avenue (Tab #11)
- H. POLICY AGENDA:
 - 1. Consideration of Resolution 97-34; ordering improvement of 1998 Larpenteur Avenue project (Tab #12)
- I. INFORMATION AND ANNOUNCEMENTS:
- J. ADJOURN TO BUDGET WORKSHOP

DRAFT

CITY OF FALCON HEIGHTS REGULAR CITY COUNCIL MEETING MINUTES OF AUGUST 13, 1997

Mayor Gehrz convened the meeting at 7:10 p.m.

PRESENT

Gehrz, Gibson Talbot, Kuettel. Also present were Hoyt and Roger Knutson, consulting attorney.

ABSENT

Hustad, Jacobs.

COMMUNITY FORUM

There was no one wishing to take advantage of the community forum.

MINUTES OF JULY 23, 1997

Minutes were approved by unanimous consent.

CONSENT AGENDA APPROVED

Motion was made by Councilmember Kuettel to approve the following consent agenda. Motion passed unanimously.

1. Disbursements
2. Licenses
3. Resolution receiving feasibility report for the 1998 Larpenteur Avenue improvements

INFORMATION AND ANNOUNCEMENTS

Mayor Gehrz gave a special thanks for everyone's hard work in making the Ice Cream Social another success. Thanks was also given to the police and firefighters for appearing at block parties throughout the city on National Night Out.

ADJOURNMENT

Meeting adjourned at 7:20 p.m.

Susan L. Gehrz, Mayor

Susan Hoyt, Acting Recording Secretary

CONSENT
Date: 8/27/97
Item: 1

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

- a. General disbursements through 8/21/97, \$241,094.53
- b. Payroll, 8/1/97 to 8/15/97, \$12,557.25

ACTION REQUESTED: Approval

9.

APPROVAL OF BILLS
 PERIOD ENDING: 8-21-97_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NORTHWEST YOUTH & FAMILY	9/97 TEEN COURT SVCS	-----	4,682.10
	JOYCE THOMAS	REFUND-DOUBLE PAYMENT	-----	575.62
	*** TOTAL FOR DEPT 00			5,257.72
	FOCUS NEWS	ELECTION FILING DATES	LEGISLAT	20.40
	PHILLIPS, PATRICIA	COUNCIL WORKSHOP EXPS	LEGISLAT	18.11
	*** TOTAL FOR DEPT 11			38.51
	AMERICAN SOCIETY FOR	MEMBERTSHIP	ADMINIST	80.00
	CARLA ASLESON	MILEAGE	ADMINIST	31.32
	AMERICAN OFFICE PRODUCTS	EASEL, LABELS, LETTER OPE	ADMINIST	412.23
	AMERICAN OFFICE PRODUCTS	FILES. TRIMER, CALCULATOR	ADMINIST	119.55
	BANK CARD CENTER-FBS	OFFICE SUPPLIES	ADMINIST	7.44
	BANK CARD CENTER-FBS	POSTAGE	ADMINIST	92.00
	BANK CARD CENTER	OFFICE SUPPLIES	ADMINIST	37.55
	CITY OF LITTLE CANADA	1/2 COST TRAINING VIDEO	ADMINIST	415.35
	MIDWEST DELIVERY SERVICE	DELIVERYS	ADMINIST	11.90
35138	MN DEPARTMENT OF REVENUE	8/15 STATE PAYROLL WITH	ADMINIST	705.07
35139	PERA	8/15 PERA WITHHOLDINGS	ADMINIST	1,177.86
	PERA LIFE	PHILLIPS 8/97 INX	ADMINIST	12.00
	PHILLIPS, PATRICIA	MILEAGE	ADMINIST	1.55
	PHILLIPS, PATRICIA	COFFEE /KITCHEN SUPPLIES	ADMINIST	20.97
	RAMSEY COUNTY	8/97 INS PREMIUMS	ADMINIST	2,939.54
	UNITED WAY	PHILLIPS 2ND QTR	ADMINIST	0.00
	UNITED WAY	PHILLIPS 2ND QTR	ADMINIST	36.00
	*** TOTAL FOR DEPT 12			6,100.33
	CARLA ASLESON	MILEAGE	FINANCE	3.15
35136	GFOA	INTERMEDIATE ACCT CLASS	FINANCE	380.00
	*** TOTAL FOR DEPT 13			383.15
	CAMPBELL KNUTSON	ZONING ORDINANCE	LEGAL	204.00
	LEONARD, STREET & DEINARD	7/97 LEGAL FEES	LEGAL	95.00
	*** TOTAL FOR DEPT 14			299.00
35135	U.S. POSTMASTER	FAIR FLYER BULK POSTAHGE	COMMUNIC	99.70
	VALLEY CASTING	VOLUNTEER PINS	COMMUNIC	100.00
	*** TOTAL FOR DEPT 16			199.70
	CASTLE INSPECTION SVC	7/97 BLDG INSPECTIONS	PLANNING	1,337.92
	CASTLE INSPECTION SVC	7/97 PLUMIBNG INSPECTION	PLANNING	27.60
	TSCHIDA MECHANICAL	REFUND OVERPAYMENT	PLANNING	5.00
	DIAMOND POWER MECHANICAL	REFUND OVERPYMT	PLANNING	12.00
	*** TOTAL FOR DEPT 17			1,382.52
	ST. ANTHONY VILLAGE	8/97 POLICE SVCS	POLICE	29,113.75
	*** TOTAL FOR DEPT 22			29,113.75
	HUGHES & COSTELLO	8/97 PROSECUTONS	PROSECUT	2,118.40
	*** TOTAL FOR DEPT 23			2,118.40
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING 8/12	FIRE FIG	36.88
	CY'S UNIFORMS	FIRE CLOTHING	FIRE FIG	40.20

APPROVAL OF BILLS
 PERIOD ENDING: 8-21-97_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	EMERGENCY APPARATUS MAINT	757 PUMP TEST	FIRE FIG	308.30
	EMERGENCY APPARATUS MAINT	753 PUMP TESTS	FIRE FIG	250.00
	FIRE EQUIPMENT SPECIALTIE	SERVUS KNEE BOOT	FIRE FIG	103.95
	HENNEPIN TECH. COLLEGE	FIREFIGHTER II JER/B/JOE	FIRE FIG	280.20
	JANKE, KATHLEEN	CLEANING	FIRE FIG	60.00
	PERA LIFE	BAUMAN 8/97 INX	FIRE FIG	12.00
	CITY OF SAINT PAUL	USE OF FIRE TNG FACILITY	FIRE FIG	200.00
	RAMSEY CLINIC	IMMUNIZATION,LAB JER&JOE	FIRE FIG	104.00
	ROSEVILLE FIRE DEPT	ACCOU NAMETAG	FIRE FIG	7.50
	USWEST COMMUNICATIONS	8/97 PHONE	FIRE FIG	171.71
	*** TOTAL FOR DEPT 24			1,574.74
	IVERSON, TERRY	INSPECTION MILEAGE	FIRE PRE	93.88
	PERA LIFE	IVERSON 8/97 INS	FIRE PRE	12.00
	ST PAUL DEPT FIRE/SAFETY	FIRE SAFETY VIDEO	FIRE PRE	30.57
	UNITED WAY	IVERSON-2ND WTR	FIRE PRE	25.20
	*** TOTAL FOR DEPT 25			161.65
	BROWNING-FERRIS IND.	8/97 WASTE CITYHALL	CITY HAL	192.35
	CITY OF FALCON HEIGHTS	SEWER CHRGR CITY HALL	CITY HAL	35.00
	GLENWOOD INGLEWOOD	WATER AND MONTHLY RENTAL	CITY HAL	67.40
	GRAINGER, W. W., INC.	120 V LAMP	CITY HAL	39.72
	GRAINGER, W. W., INC.	EMERG EXIT SIGN	CITY HAL	95.07
	MCI	7/14 TO 8/6 LONG DISTNC	CITY HAL	5.50
	OXYGEN SERVICE COMPANY	9	CITY HAL	0.00
	OXYGEN SERVICE COMPANY	ACETYLENE/OXYGEN	CITY HAL	9.00
	USWEST COMMUNICATIONS	8/97 PHONE	CITY HAL	361.18
	*** TOTAL FOR DEPT 31			805.22
	GOPHER STATE ONE-CALL	UTILITY CHECK	STREETS	7.00
	KNOX LUMBER CO.	CONCRETE PATCH	STREETS	44.23
	SEALMASTER/ST PAUL	CRACK FILLER	STREETS	72.55
	T.A. SCHIFSKY & SONS, INC	ASPHALT	STREETS	24.74
	D-ROCK CENTER & SMALL ENG	SAND	STREETS	18.11
	*** TOTAL FOR DEPT 32			166.63
	HOWARD GREEN COMPANYC.	F.H. GENERAL SVCS	ENGINEER	134.18
	*** TOTAL FOR DEPT 33			134.18
	CITY OF FALCON HEIGHTS	SERWER CHRGS CURTIS	PARK & R	35.00
	CITY OF FALCON HEIGHTS	SEWER CHRGS CUMM PARK	PARK & R	35.00
	NSP	7/10 TO 8/6	PARK & R	62.49
	NSP	4/30 TO 7/30	PARK & R	45.29
	NSP	7/2 TO 8/1	PARK & R	367.08
	ON SITE SANITATION	SATELLITE PARK	PARK & R	68.65
	UNITED CHURCH OF CHRIST	REFUND-NEVER USED PARK	PARK & R	53.25
	UNITED WAY	KRIEGLER 2ND QTR	PARK & R	30.00
	USWEST COMMUNICATIONS	8/97 PHONE	PARK & R	59.68
	PRAIRIE RESTORATIONS, INC	PRIARIE TREATMENT	PARK & R	523.80
	*** TOTAL FOR DEPT 41			1,280.24
	TARGET	DYE, GLUE, PAINT, SPONGES	PARK PRO	48.36
	NSP	7/1 TO 8/1	STREET L	2,004.86

APPROVAL OF BILLS
 PERIOD ENDING: 8-21-97_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR DEPT 54				2,004.86
	FIRSTAR TRUST COMPANY	BOND HOLDER FEE/WIRE TX	90 HAML	118.00
*** TOTAL FOR DEPT 62				118.00
	METROPOLITAN COUNCIL	9/97 SEWER CHARGES	SANITARY	29,759.00
	NSP	6/5 TO 8/6	SANITARY	8.82
	NSP	7/7 TO 8/5	SANITARY	124.35
*** TOTAL FOR DEPT 75				29,892.17
	DANKO EMERGENCY EQUIPMENT	REPAIR HURST TOOL	RESCUE S	807.30
	OXYGEN SERVICE COMPANY	OXYGEN FOR AMBULANCE	RESCUE S	31.89
	OXYGEN SERVICE COMPANY	OXYGEN FOR AMBULANCE	RESCUE S	80.28
	OXYGEN SERVICE COMPANY	OXYGEN FOR AMBULANCE	RESCUE S	40.50
	PHYSIO-CONTROL CORP.	DEFIB QTRLY MAINTENANCE	RESCUE S	288.00
	ST. PAUL RAMSEY	MEDICAL SUPPLIES	RESCUE S	238.80
	RAMSEY CLINIC ASSOCIATES	1997 DIRECTION FEE CONTR	RESCUE S	862.50
	RAMSEY CLINIC ASSOCIATES	EMT REFRESHER/BOOK	RESCUE S	178.00
35137	TREASURER, STATE OF MN	AMBULANCE LICENSING FEE	RESCUE S	192.00
*** TOTAL FOR DEPT 76				2,719.27
	KRASS MONROE P.A.	LARP/SNELLING PROJECT	TIF #2	1,175.00
*** TOTAL FOR DEPT 78				1,175.00
	HOISINGTON KOEGLER GROUP	PLANING/DESIGN 7/97	LARPENTE	2,851.40
	HOWARD GREEN COMPANYC.	PROF SVC TO 7/18	LARPENTE	1,024.50
	HOWARD GREEN COMPANYC.	PROF SVC ADDTNL 7/18	LARPENTE	129.36
	RAMSEY COUNTY	62-630-42 CITYSHARE	LARPENTE	148,709.69
	RAMSEY COUNTY	ASSESSMENT RECEIPT BOOK	LARPENTE	7.00
*** TOTAL FOR DEPT 82				152,721.95
	HOWARD GREEN COMPANYC.	PROF SVCS TO 7/8	LINDIG S	2,172.05
*** TOTAL FOR DEPT 83				2,172.05
	BERNARDY, CONNIE LANNERS	8/16 TO 8/30 PROF SVCS	MCAD	1,227.13
*** TOTAL FOR DEPT 84				1,227.13
*** TOTAL FOR BANK 01				241,094.53
*** GRAND TOTAL ***				241,094.53

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	8 15 97	30 NICHOLAS BAUMANN	27887	4.91
COM	8 15 97	32 RAYMOND BROWN	27888	119.88
COM	8 15 97	34 CLEMENT KURHAJETZ	27889	105.81
COM	8 15 97	35 LEO LINDIG	27890	24.27
COM	8 15 97	40 KEVIN ANDERSON	27891	92.85
COM	8 15 97	42 MICHAEL D. CLARKIN	27892	169.39
COM	8 15 97	45 JAMES D. FULLER	27893	120.11
COM	8 15 97	47 NATHANIEL HEROLD	27894	58.18
COM	8 15 97	48 JOHN H. HOLMGREN	27895	64.57
COM	8 15 97	50 JOSEPH L. MARTINEZ	27896	36.76
COM	8 15 97	56 GREGORY S. PETERSON	27897	114.78
COM	8 15 97	60 TERRY D. IVERSON	27898	27.16
COM	8 15 97	63 RACHELLE L. MARVIN	27899	83.09
COM	8 15 97	66 ALFRED HERNANDEZ	27900	168.89
COM	8 15 97	67 BRENT W. KOSKELA	27901	138.26
COM	8 15 97	69 JASON J. HYATT	27902	41.21
COM	8 15 97	70 JUSTIN T. NOVAK	27903	108.11
COM	8 15 97	71 THOMAS R. REITAN	27904	95.12
COM	8 15 97	72 JOHN R. WOLFSBERGER	27905	127.79
COM	8 15 97	73 JEREMY HUTCHISON	27906	86.63
COM	8 15 97	74 MARK J. ALLEN	27907	69.90
COM	8 15 97	75 JOSEPH P. KRAJEWSKI	27908	60.47
COM	8 15 97	76 STEVEN M. HOY	27909	21.01
COM	8 15 97	77 BARBARA J. LEMAY	27910	61.00
COM	8 15 97	78 JON ERICHSON	27911	25.45
COM	8 15 97	1002 SUSAN HOYT TAFF	27912	1495.05
COM	8 15 97	1003 TERRY IVERSON	27913	1019.36
COM	8 15 97	1005 CAROL KRIEGLER	27914	660.88
COM	8 15 97	1007 PATRICIA PHILLIPS	27915	807.81
COM	8 15 97	1010 CARLA ASLESON	27916	975.64
COM	8 15 97	1013 WILLIAM MAERTZ	27917	979.57
COM	8 15 97	1032 TWAROSKI, ANITA	27918	110.82
COM	8 15 97	1033 DAVE TRETSVEN	27919	734.57
COM	8 15 97	1057 KRISTIN L. WOLVERTON	27920	319.10
COM	8 15 97	1083 JAMES W. SNOWDEN	27921	456.53
COM	8 15 97	1084 CHRISTINE AMMANN	27922	242.04
COM	8 15 97	1088 DONALD R. MEISSNER	27923	534.58
COM	8 15 97	1107 RICHARD P. TALBOT III	27924	156.07
COM	8 15 97	1115 MICHAEL D. LASSER	27925	403.09
COM	8 15 97	1121 JOSHUA L. SWANSON	27926	139.57
COM	8 15 97	1123 ABRAHAM T. CYR	27927	489.00
COM	8 15 97	1136 ROLAND O. OLSON	27928	849.63
COM	8 15 97	1139 JON ALLEN MOLIN	27929	158.34

****TOTALS****

12557.25

CONSENT
Date: 8/27/97
Item: 2

ITEM: Licenses

SUBMITTED BY: Carla Asleson

HOME OCCUPATION

Martha J. Klager, Consulting

GENERAL CONTRACTOR

Peterson Pools and Spas, Inc.

ON-SALE LIQUOR, SUNDAY LIQUOR, RESTAURANT, CIGARETTE

Transfer of licenses from Ciatti's, Inc. to Superior Concepts, Inc., pending receipt of required insurance. The police have done background checks on the officers of Superior Concepts and have found no criminal history. The restaurant will continue to operate as a Ciatti's restaurant.

CONSENT

Date: 8/27/97

Item: 3

ITEM: Agreement with Transmedic for ambulance billing services

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Action requested . Reductions in personnel and anticipated software costs of over \$2,000 by December 31, 1997 for maintaining the current ambulance billing system leads staff to recommend contracting for this service from Transmedic. The fee for the service is 8.5% of collected revenue and 15% on revenue collected from bills due over 120 to 150 days. The estimated cost of collecting \$72,000 is \$6,200 or less than the \$8,300 spent on staff salaries for this purpose.

Goal 4: To effectively manage the city's financial resources.

Strategy 7: To effectively manage the city's financial resources.

Key points.

In July of this year the secretary responsible for ambulance billing retired. In the meantime a temporary employee has taken on that responsibility. She will be leaving the city's employment in one week. At this time, there are no immediate plans to replace a person to do this type of work.

In December of this year the city will be required to spend over \$2,000 to update its software for ambulance billing and to train a person to use the program.

In order to maintain as much separation of duties as possible for the city accountant, the city accountant cannot bill for ambulance services.

St. Paul uses the Transmedic service and finds it very worthwhile. It has improved the collection rate for St. Paul. This shared service will create some continuity for patients in Falcon Heights who are served by Falcon Heights and St. Paul.

Transmedic charges 8.5% of collected revenues on bills and 15% for those collected that are 120 to 150 days overdue. This should be less than the city spent on staffing to bill for this service in the past, which was over \$8,300. It is estimated at slightly over \$6,200 per year.

The Transmedic service is available to answer questions from customers on a daily basis, which is no longer the situation in Falcon Heights.

The Transmedic service is used to dealing with Medicare patients and understands some of the requirements of explaining the complexities of medicare.

The Transmedic service uses a collection approach for late bills that is not heavy handed. The city has contracted for a collection service that operates in the same fashion.

The city sets the ambulance charge for the ambulance service.

The agreement can be terminated by either party in 90 days.

The administrator has discussed this idea with the fire chief and assistant chief overseeing EMS services. They believe that it is in the best interest of the department to use a service that specializes in medical collections and that understands the idiosyncrasies of the health care industry related to ambulance charges.

About 45% of the city's ambulance users are Falcon Heights residents.

ATTACHMENT:

- 1 Proposed agreement with Transmedic services
(This is a draft copy.)

ACTION REQUESTED:

Approve contracting with Transmedic services for ambulance billing.

Agreement

This agreement dated the _____ day of _____, 199 , by and between the City of _____ ; hereinafter referred to as "City", and TRANS-MEDIC, a division of COM-MAN Inc., hereinafter referred to as "Consultant".

THE CITY AND CONSULTANT MUTUALLY AGREE AS FOLLOWS:

1. Consultant shall use its usual and customary billing practices in the collection of the City's charges for Paramedic Ambulance or Emergency Medical Services furnished by the City in connection with the delivery of patients to all of the locations indicated on the ambulance run sheet documents.
2. Consultant shall stay current with all Federal and State laws and billing procedures relating to medical transportation billing.
3. The City alone shall establish the appropriate charges for such charges.
4. Except as noted in item 4 following, the consultant shall attempt to collect the fee for such services in accordance with customary billing practices and receive in consideration of its services eight and one-half percent (8.5%) of each charge collected by it for such paramedic ambulance or emergency medical services. The percentage rate shall be reviewed each year.
5. The Consultant will also attempt to collect accounts that have been determined to be "Bad Debt" accounts per guidelines approved by the City. These are accounts that have gone through the regular billing process and are primarily over one hundred fifty (150) days old from the date of service and have not been resolved. These accounts will placed in a separate "Bad Debt" receivable category and a fee of fifteen percent (15%) shall be received by the Consultant for money recovered on these accounts.

6. A dedicated checking account will be maintained by the Consultant to receive all money collected on behalf of the City with the exception of payments made by the Federal Government through its intermediary for Medicare recipients. These Medicare payments will be deposited directly by the City to their general account. All money deposited into this dedicated account is the sole property of the City. Money collected will be deposited daily and the City will receive copies of deposit slips daily along with a copy of the bank statement each month. Consultant will wire funds collected on behalf of the City, once a week to the City's general fund at the First State Bank of Red Wing.

7. The Consultant will provide the City : with a monthly recap of collections which will consist of:

A) Listing of all accounts where a cash payments was received by the Consultant and deposited into the special checking account.

B) Listing of all accounts where a cash payment was received and deposited by the City.

C) Listing of all non-cash receipts posted by the Consultant.

D) Listing of all refunds issued by the City.

E) Reconciliation of Bank Statement and Credits Posted Listing.

F) Summary of Financial Activity for the month.

A report listing all accounts by run number will be prepared quarterly and supplied to the City upon request.

8. The Consultant will supply additional reports for the City as requested.

9. An accounting firm will be selected by the consultant to perform an audit annually for the City to confirm that the proper accounting methods are used by the Consultant. The Consultant will pay for this audit. A copy of said audit will be provided to the City Finance Department.

10. All employees of the Consultant shall be covered by a fidelity bond in the amount of \$ 300,000.00.

11. The City shall have access at any time to all books and records relating to the work performed on the City accounts maintained by the Consultant.

12. The Consultant will adhere to the policies and procedures for identification and subsequent write-off of uncollectible and hardship accounts as specified by the City.

13. The Consultant shall defend, including reimbursement of all attorney's fees and costs, indemnify and hold the City harmless from all damages, claims, causes of action of any nature arising from or associated with the services provided by the Consultant under this agreement. This covenant shall survive any termination of this agreement and be fully enforceable.

14. Either party may terminate this agreement, without cause, upon ninety (90) days written notice of one party to the other. In the event the contract is terminated, the City will be given all files on the Consultant computer system that relate to the City's accounts. The City will also be given all paper files relating to the City's accounts.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as of the day and year first written.

[Faint, illegible text, likely a signature or stamp area]

CONSENT

Date: 8/27/97

Item: 4

ITEM: Change order # 1 for Bid Package A - Landscaping
for the Larpenteur Avenue improvements

SUBMITTED BY: Michael Schroeder, Project Designer

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The proposed change order to the contract with North Metro Landscaping adds landscaping to the median on the assisted of Snelling Avenue between Snelling Avenue and Snelling Drive by Hoyt Street for an additional cost of \$4,800. This planting was added to increase screening for the abutting property owners and to complete the Lions/MnDOT plantings that were done further to the north. The plan includes roses, hawthorn trees and 21 6' Colorado spruce trees. The original cost for this change order was estimated at \$5,500. However, some of the landscape materials (roses and Hawthorns) that were planned for the northern edge of the U of M fields along Cleveland are not being planted due to University concerns. Therefore, some of these materials will be used on this Snelling/Hoyt site. The city's total landscape bid came in at \$10,000 less than anticipated.

Goal: To maintain and enhance the city's unique neighborhoods.

ATTACHMENTS:

- 1 Change order
- 2 Site plan of proposed landscaping

ACTION REQUESTED: Approve change order #1 to Bid Package A - Landscaping.

CHANGE ORDER

No. 1

PROJECT:
Larpenteur Avenue Streetscape
Improvements
Bid Package 'A' - Landscape

DATE OF ISSUANCE: 21 August 1997

OWNER:
City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, Minnesota 55113

OWNER'S Project No.: -- none --

CONTRACTOR:
North Metro Landscaping, Inc.
11050 Lamont Avenue
P.O. Box 9
Hanover, Minnesota 55341-0009

LANDSCAPE ARCHITECT:
Hoisington Koegler Group Inc.
123 North Third Street, Suite 100
Minneapolis, Minnesota 55401

CONTRACT FOR:
Bid Package 'A-1' (Landscape Improvements)

LANDSCAPE ARCHITECT'S Project No.: 97-35b

You are directed to make the following changes in the Contract Documents:

Description:

- a) Furnish and install 21 Colorado Green Spruce (6 ft. ht., bb) in locations indicated in sketch at a price of \$175.00 each.
- b) Install 10 Thornless Hawthorns and 100 Champlain Shrub Roses (original location at north end of Cleveland fields) in locations indicated in sketch at original contract price.
- c) Prepare planting beds for a lump sum price of \$325.00
- d) Furnish and install mulch (according to specifications) for a price of \$40.00 per cubic yard (estimated quantity of 20 cubic yards for a total of \$800.00).

Purpose of Change Order:

Provide additional landscaping for screening and buffering near Hoyt Avenue and Snelling Avenue.

CHANGE IN CONTRACT PRICE

CHANGE IN CONTRACT TIME

Original Contract Price

Original Contract Time

\$ 163,088.60

507 (days or date)

Previous Change Orders No. -- to No. --

Net Change from previous Change Orders

\$ 0.00

0 (days)

Contract Price prior to this Change Order

Contract Time prior to this Change Order

\$ 163,088.60

507 (days or date)

Net Increase ~~Decrease~~ of this Change Order

Net ~~Increase~~ Decrease of this Change Order

\$ 4,800

0 (days)

Contract Price with all approved Change Orders

Contract Time with all approved Change Orders

\$ 167,888.60

507 (days or date)

RECOMMENDED:

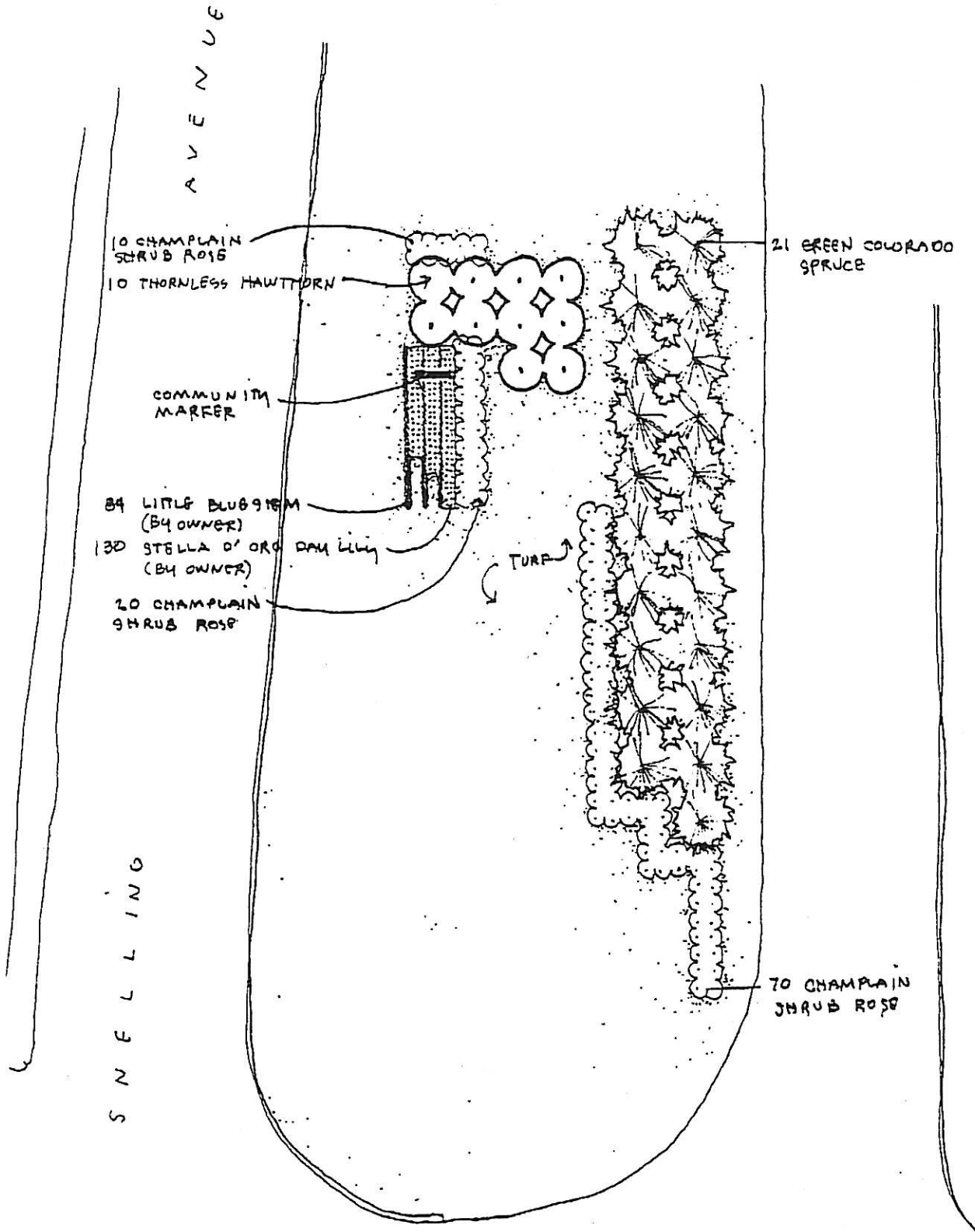
APPROVED:

APPROVED:

By: _____


By: _____

By: _____



PLANTING @ COMMUNITY MARKER SIGN
SNELLING & HOYT

HOYT AVENUE

NORTH 
 SCALE 1"=16'-0"
 21 AUGUST 1997

CONSENT
Date: 8/27/97
Item: 5

ITEM: Request to approve the extension of Bid Package C- Sign Type C, the State Fair Sign

SUBMITTED BY: Michael Schroeder, Project Designer

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The staff is working with the contractor to reduce the costs of the proposed entrance sign for the State Fair. Initially the city anticipated completing this activity this August. Due to other demands on the contractor, State Fair officials and the designer, this date needs to be extended until October 31, 1997 so there is time to discuss and redefine the design to reduce costs to meet the State Fair's budget. This extension does not commit the city to undertaking this part of the project.

Goal: To maintain the city's unique neighborhoods.

ACTION REQUESTED:

Approve an extension in Bid Package C - Sign Type C for the State Fair until October 31, 1997.

CONSENT

Date: 8/27/97

Item: 6

ITEM: Assessment to the University of Minnesota for the
Larpenteur Avenue Reconstruction

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Terry Maurer, City Engineer

EXPLANATION/DESCRIPTION:

Summary and action requested. The city's assessment policy assesses non-tax paying entities for 100% of the cost of street reconstruction. Applying this policy to the University of Minnesota property along Larpenteur Avenue, the university assessment is \$450,000 for the work done in phase I and II of the project. The university proposes to pay this amount in two payments of \$225,000 in 1997 and \$225,000 in 1998. Discussion and correspondence between the university and the city over the past two years has established this amount. Therefore, the university is not part of the regular assessment proceedings. The city council's acknowledgment of this policy and approval of the assessment to the university is being requested at this time.

Goal 4: To provide a responsive and effect city government.

Strategy 7: To effectively manage the city's financial resources.

ACTION REQUESTED:

Approve the assessment to the University of Minnesota for the Larpenteur Avenue reconstruction project in the amount of \$450,000 over two years.

CONSENT
Date: 8/27/97
Item: 7

ITEM: Request for variance of 3 feet from the required five foot rear yard setback for the construction of a garage at 1341 W. Iowa Avenue, Chapter 9-2.04 subd. 1 (c)

SUBMITTED BY: Parnell Kingsley, Property Owner

REVIEWED BY: Planning Commission
Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

NOTE: The Planning Commission is scheduled to review this request at their August 26, 1997 meeting.

A. REQUEST FOR VARIANCE

Ms. Parnell Kingsley, owner of 1341 W. Iowa Avenue, is requesting a variance to build a double car garage (20' x 20') at a rear yard setback of 2 feet rather than the five feet required in the zoning code. Her existing single car garage (which would be demolished) already has the two and three foot rear and side setbacks. The existing driveway, which accesses Hamline Avenue, would be used for the new garage along with additional concrete to accommodate the new garage width. The garage's size meets code and does not require a variance.

See attachment 1 for a site plan of the proposed garage and setbacks.

B. CHARACTERISTICS OF THE PROPERTY

The subject property is a corner lot located on an alley in the Nothome neighborhood. Because of the corner location, the garage is accessed from Hamline Avenue rather than from the alley.

C. ZONING CODE REQUIREMENTS

The zoning code requires that garages on alleys have interior side and rear setbacks of five feet, *unless* all of the following criteria are met, in which case the minimum setback is one foot:

- Garage is accessed from an alley, not a public street; and
- Entire garage is located within the rear 28 feet of the lot; and
- Garage is oriented such that the vehicle access door is perpendicular to the alley.

See attachment 2 for sample sketches of these situations.

The zoning code also allows for a lesser side yard setback under some circumstances when the garage is accessed off of the street and is replacing a garage located less than five feet from a side lot line. This section of the zoning code was amended in 1994 to make it easier for owners to replace garages while using their existing driveways. This is the section of the zoning code that allows the garage to be built at a three foot side yard setback without a variance. However, this section of the code does not allow a lesser rear yard setback, as it was written for interior lot garages accessing neighborhood streets, not corner lot garages abutting alleys.

D. ANALYSIS

Public Safety Issues

The reason that a five foot rear yard setback off of alley is sometimes required is to allow vehicles sufficient room to make the turn into the garage off of the alley. Because this property uses the street for access, having a 2 foot setback at this location is not a public safety concern.

Uniqueness of the Property

This property is unique in that has access to both the alley a public street. The zoning code regulations were written with the assumption that persons with garages on alleys would use the alley for access. *This garage could be built at the proposed setbacks if alley access were used.* Property owners have the choice of alley access or street access when they have corner lot property.

Compatibility with neighborhood design

Many of the garages in the Northome neighborhood have rear yard setbacks of less than five feet because they were able to meet the zoning code requirements for size, location of the door, and alley access. If this variance is granted and the proposed garage built, it will not be out of character with the rest of the garages on the alley.

E. COMMENTS FROM NEIGHBORS

Letters regarding the proposed garage addition were sent to the two abutting property owners. As of this writing, no comments have been received on the proposed project.

F. STAFF RECOMMENDATION

Staff is recommending approval of this variance for the following reasons:

1. The property is unique in that it has alley access, but uses the street for garage entry rather than the alley. The property owner has an existing driveway to Hamline Avenue and the opportunity to use street access.
2. Building the garage at a two foot rear yard setback is consistent with the setbacks and sizes of other garages on the alley.
3. The variance will not cause a safety problem, as the five foot rear yard setback was written to allow for alley access to garages and this property has street access.

G. ATTACHMENTS

1. Site plan of property showing proposed garage
2. Setback requirements for garages on alleys (sketch)
3. Standards for granting a variance
4. Proposed Resolution

H. ACTION REQUESTED

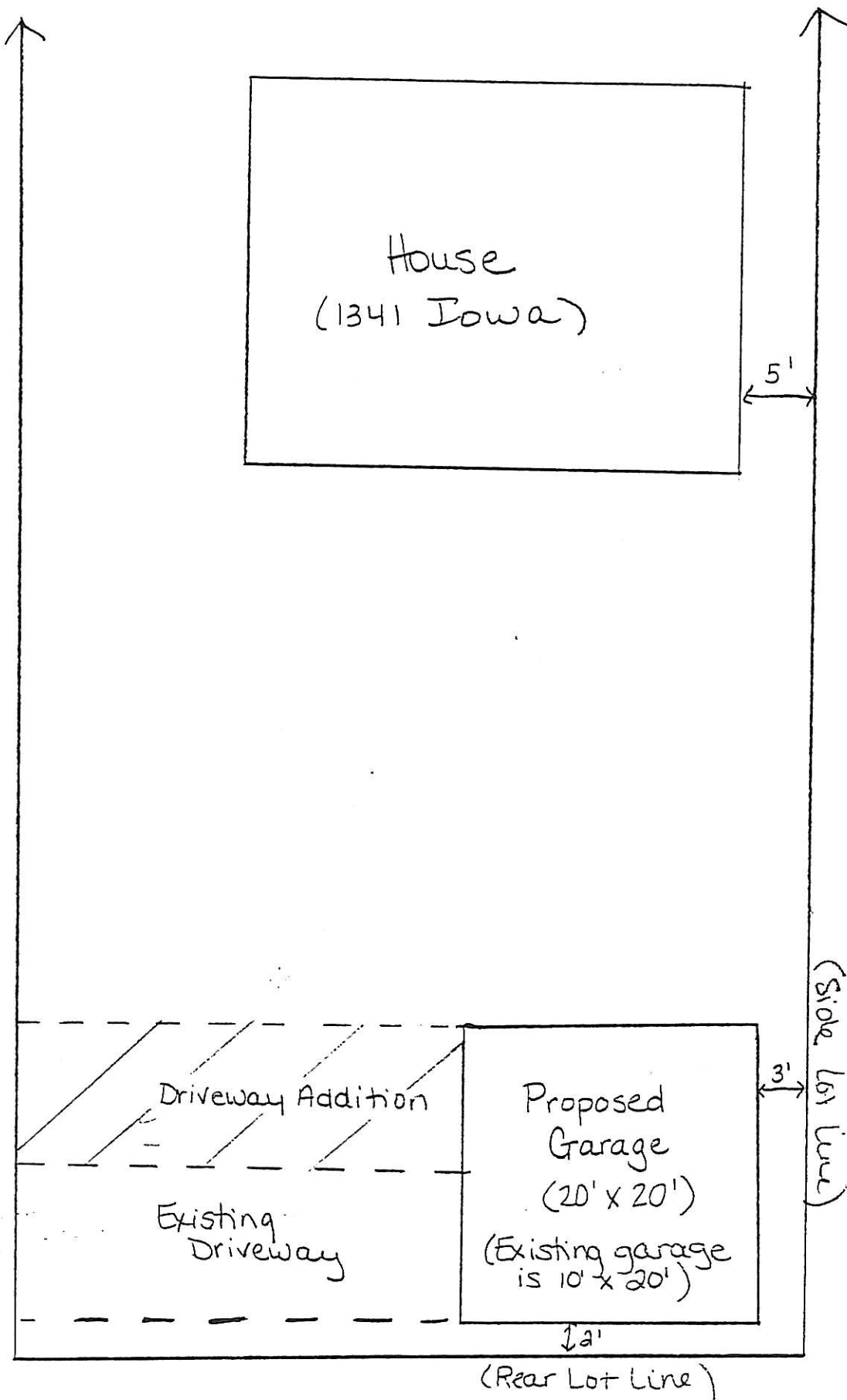
- Hear staff report
- Discussion and questions
- Approve the requested variance of 3 feet from the required rear yard setback in chapter 9-2.04 subd. 1(c) of the zoning code by adopting a resolution that states that this property meets the standards for granting a variance, specifically 9-15.03 subd 4 (g), that the property is unique and that a hardship would result if the strict letter of the chapter were carried out.

Iowa Avenue

1

Hamline Avenue

1349 Iowa

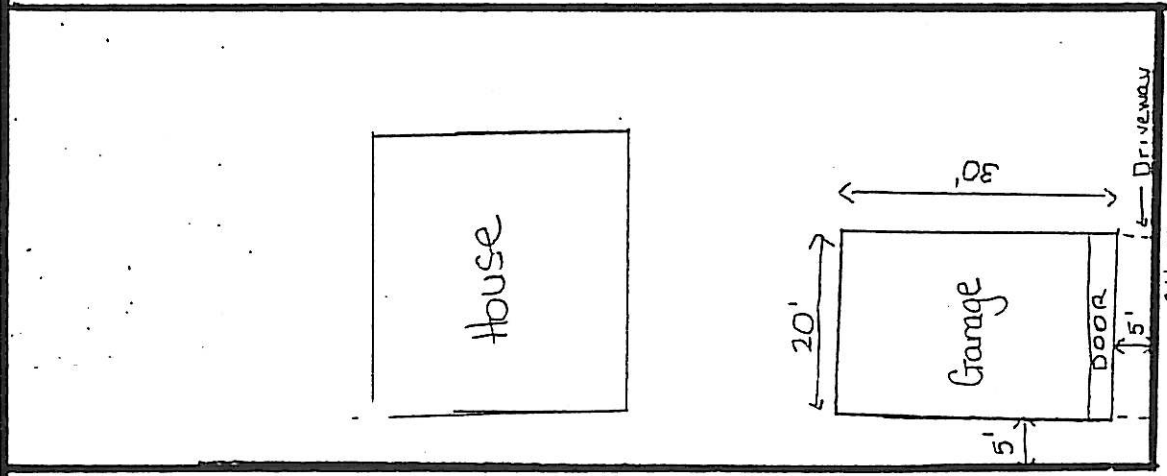


(Side lot line)

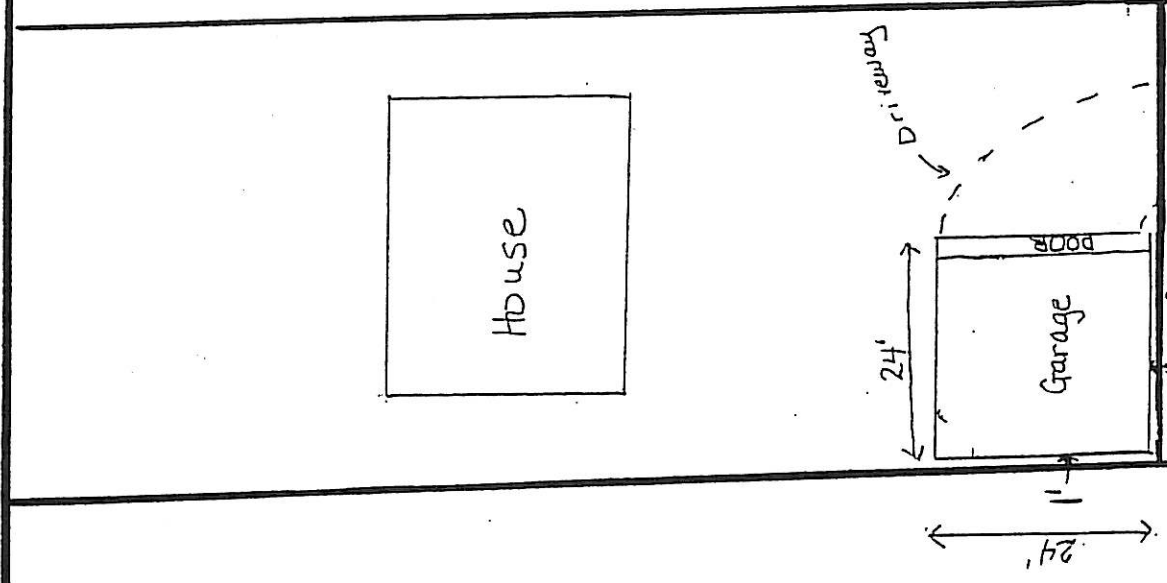
(Rear Lot Line)

Alley

SETBACK REQUIREMENTS FOR GARAGES ON ALLEYS



- Must be five feet off the side and rear lot lines if
- The door is parallel to the alley OR
 - The garage is not kept in the rear 28 feet of the lot.



- May be one foot off the side and rear lot lines if
- The door is perpendicular to the alley AND
 - The garage is kept in the rear 28 feet of the lot AND
 - Access to the garage is from the alley

9-15.03. Variances

Subdivision 4. Standards for Granting of Variance. No variance shall be granted unless the City Council shall make without qualification on the basis of evidence presented at the meeting the following findings:

- a. That the granting of the variance will not be detrimental to the public welfare;
- b. That the granting of the variance will not substantially diminish or impair property values or improvements in the area;
- c. That the granting of the variance is necessary for the preservation and enjoyment of substantial property rights;
- d. That the variance will not impair an adequate supply of light and air to adjacent property;
- e. That the variance will not impair the orderly use of the public streets;
- f. That the variance will not increase the danger of fire or endanger the public safety;
- g. Whether the shape, topographical condition or other similar characteristic of the tract is such as to distinguish it substantially from all of the other properties in the zoning district of which it is a part, or whether a particular hardship, as distinguished from mere inconvenience to the owner, would result if the strict letter of the Chapter were carried out;
- h. Whether the variance is sought principally to increase financial gain to the owner of the property, and to determine whether a substantial hardship to the owner would result from a denial of the variance;

CITY OF FALCON HEIGHTS

C O U N C I L R E S O L U T I O N

Date: August 27, 1997

RESOLUTION RECOMMENDING APPROVING A VARIANCE FOR 1341 W. IOWA AVENUE

On August 27, 1997, the Falcon Heights city council granted the following variance request for 1341 W. Iowa Avenue:

Chapter 9-2.04 subd. 1 (c) requiring a five foot rear yard setback in an R-1 zoning district.

A variance of three feet to allow the construction of a garage at a rear yard setback of two feet where a minimum of five feet is required in the zoning code.

The city council adopted the following findings for granting of the variance at 1341 W. Iowa Avenue:

- a. That the granting of the variance will not be detrimental to the public welfare;
- b. That the granting of the variance will not substantially diminish or impair property values or improvements in the area;
- c. That the granting of the variance is necessary for the preservation and enjoyment of substantial property rights;
- d. That the variance will not impair an adequate supply of light and air to adjacent property.
- e. That the amended variance will not impair the orderly use of the public streets;
- f. That the variance will not increase the danger of fire or endanger the public safety;
- g. That a particular hardship, as distinguished from mere inconvenience to the owner, would result if the strict letter of the chapter were carried out;

h. That the variance is not sought principally to increase financial gain of the owner of the property and that a substantial hardship to the owner would result from a denial of the variance.

Moved by: _____

GEHRZ ___ In Favor
GIBSON TALBOT
HUSTAD ___ Against
JACOBS
KUETTEL

Approved by: _____

Mayor

Date

Attested by: _____

City Clerk

Date

CONSENT
Date: 8/27/97
Item: 8

ITEM: Revision to city's personnel policy

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

The proposed change to the city's personnel policy is meant to correct an error made last January, when the following language was added: "For purposes of calculating overtime compensation, the work week shall begin at 12:00 a.m. on Saturday and conclude at 11:59 p.m. on Friday."

Staff recommends that the language be changed to reflect a Monday through Sunday work week.

ACTION REQUESTED:

Amend section (i) of the "General Rules and Regulations" section of the personnel policy to read "For purposes of calculating overtime compensation, the work week shall begin at 12:00 a.m. on Monday and conclude at 11:59 p.m. on Sunday."

INTRODUCTION

Date: 8/27/97

INTRODUCTION: Ms. Anita Twaroski, City Forester

Anita is the new city forester. She has been working in Falcon Heights since June, 1997. She is also the city forester in Roseville. Anita is educated in urban forestry and comes with a wealth of knowledge. She is a seasonal employee, working from about April 1 through October of each year. Anita grew up in Falcon Heights.

PUBLIC HEARING
Meeting Date: 8/27/97
Item: PH-1

ITEM DESCRIPTION: Public Hearing on proposed 1998 Reconstruction of
Larpenteur Avenue

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator
Carla Asleson, Administrative Assistant

EXPLANATION/SUMMARY: In compliance with state statutes, hearing
notices regarding this public hearing were distributed in the following ways:

- Each property owner proposed to be assessed was mailed a public hearing notice (attached).
- The hearing notice was published twice in the city's official newspaper.

The purpose of this hearing is to receive public comment about the proposed project as a whole. It is not intended to discuss specific assessments to properties.

City Engineer Maurer will be in attendance at the council meeting to give a presentation and answer questions regarding the proposed project.

ATTACHMENT:

- a. Notice sent to affected property owners

ACTION REQUESTED:

- Hear city engineer's presentation
- Open Public Hearing
- Receive public comment on proposed project
- Close public hearing

**PUBLIC HEARING REGARDING 1998 IMPROVEMENTS TO
LARPENTEUR AVENUE**

AUGUST 27, 1997 AT 7:10 P.M.

FALCON HEIGHTS CITY HALL

* * * * *

CITY OF FALCON HEIGHTS
NOTICE OF PUBLIC HEARING

Notice is hereby given that the city council of Falcon Heights will meet in the council chambers of the City Hall at 7:10 p.m. on Wednesday, August 27, 1997, to consider the improvement of:

Larpenteur Avenue between Cleveland Avenue and St. Mary's Street

by street reconstruction or overlay pursuant to Minnesota Statutes, Section 429.011 to 429.111. The parcels proposed to be assessed for said improvement include the following:

- 16-29-23-34-0079
- 16-29-23-44-0023
- 21-29-23-11-0024
- 16-29-23-33-0002 to 16-29-23-33-0003
- 16-29-23-34-0018 to 16-29-23-34-0022
- 16-29-23-34-0026 to 16-29-23-34-0027
- 16-29-23-34-0073 to 16-29-23-34-0074
- 16-29-23-34-0086 to 16-29-23-34-0090
- 21-29-23-11-0001 to 21-29-23-11-0002
- 21-29-23-12-0002 to 21-29-23-12-0008

The estimated cost of the improvement is \$3,000,000.00. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.

Hearing impaired persons planning to attend who need an interpreter or others with disabilities requiring accommodation should contact city hall at 644-5050 no later than one week prior to the hearing date.

/s/ Carla Asleson
City Clerk

* * * * *

PLEASE NOTE: This hearing is an opportunity for property owners to ask questions and comment on the proposed improvements. A separate public hearing regarding proposed special assessments will be held next spring.

To get specific information on what Ramsey County is proposing to do in front of your property, call Dan Soler, Ramsey County project engineer, at 482-5209. He is prepared to answer specific questions about the anticipated construction project.

POLICY

Meeting Date: 8/27/97

ITEM: 1

ITEM DESCRIPTION: Consideration of Resolution 97-34; ordering improvement of 1998 Larpenteur Avenue project

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator
Carla Asleson, Administrative Assistant

EXPLANATION/SUMMARY:

After the city council has held its first public hearing on a proposed assessment project, the next step in the process is to adopt a resolution ordering the improvement. This resolution must pass with at least a 4/5 majority in order to be adopted.

This resolution does not commit the city council to any particular assessment amount.

ACTION REQUESTED: Adoption of Resolution 97-34.

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: August 27, 1997

RESOLUTION ORDERING IMPROVEMENT OF THE 1998 LARPEN TEUR AVENUE
PROJECT

WHEREAS, a resolution of the city council adopted the 23rd day of July, 1997, fixed a date for the council hearing on the proposed improvement of Larpenteur Avenue from Cleveland Avenue to St. Mary's Street;

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 27th day of August, 1997, at which all persons desiring to be heard were given an opportunity to be heard thereon;

NOW THEREFORE, BE IT RESOLVED by the city council of Falcon Heights, Minnesota:

Such improvement is hereby ordered as recommended in the feasibility study received by the city council on August 13, 1997.

Moved by: _____

Approved by: _____

GEHRZ In Favor
GIBSON TALBOT
HUSTAD Against
JACOBS
KUETTEL

Mayor
August 27, 1997
Date

Attested by: _____
City Clerk
August 27, 1997
Date

**CITY OF FALCON HEIGHTS
PROPOSED 1998 BUDGET GOALS**

Purpose: To promote a community that is a good place to live, work, and visit.

(Parentheses behind action items note person/persons responsible for initiating the activity).

Goal 1: *To protect the public health and safety.*

Strategy 1: Providing public safety services to citizens.

Action Items:

- Provide a responsive, visible, community police service (police).
- Provide a responsive, well-trained fire service (fire department).
- Refurbish the 1978 fire truck (fire department)

Strategy 2: Provide the city's emergency medical services that include advanced life support and medical dispatching.

Action Item:

- Make the transition to the medically appropriate response either an advanced life or a basic life response to an EMS call (fire department/St. Paul Fire)

Strategy 3: Participate in initiatives designed to prevent crime and the need for emergency responses.

Action Items:

- Participate in the MCAD and Teen Court programs (mayor/council).
- Promptly removing graffiti from public buildings and providing removal materials for city businesses (parks and public works staff).
- Develop a written plan for responding to hate crimes (human rights commission).
- Support neighborhood watch groups and crime prevention programs (police)
- Communicate the role of neighborhood block watch captains and recruit new captains (police)
- Host a personal safety workshop and make a tape of the presentation available to interested parties for home use (police, mayor, staff)

Strategy 4: Participating in early intervention programs with juveniles.

Action Items:

- **Support Northwest Youth and Family Services and the Teen Court (mayor/council).**
- **Continue the Juvenile Firestarter program (fire marshal/fire department).**

Goal 2: *To maintain and promote the assets of the city's unique neighborhoods including commercial, residential, and open space uses for present and future generations.*

Strategy 1: Maintain and enhance the neighborhood and community parks with updated facilities, recreation, and community services.

Action Item:

- Improve the entryway play area to Community Park (park and recreation commission/public works staff)

Strategy 2: Work with businesses and homeowners to maintain a functional and desirable business and residential environment

Action Item:

- Continue to review and communicate city code requirements to business and commercial property owners (staff)
- Maintain the desirability of neighborhoods through reasonable code enforcement (staff)

Strategy 3: Expand pedestrian and bicycle opportunities.

Action Item:

- Include these components in the Larpenteur Avenue reconstruction plans (Ramsey County).

Strategy 4: Maintain the city's infrastructure.

Action Items:

- Plan for future street improvements (Larpenteur phase III, northeast quadrant, alley) (Ramsey County, administration, engineer, financial planner)
- Implement scheduled street improvement projects (Larpenteur Phase II, Hoyt) (Ramsey County, St. Paul, administration, engineer)
- Continue the sidewalk maintenance program (parks/public works staff).
- Publicize the availability of housing rehabilitation funds to owners of single and multi-family property owners (staff).
- Continue the sewer maintenance program (parks/public works staff).
- Continue with a boulevard tree program including a revised tree trimming schedule that accommodates both maintenance and safety trimming measures (forester, parks/public works staff)

Strategy 5: Enhance the physical land use characteristics of the community.

Action Items:

- **Review the comprehensive plan to conform to Metro Council guidelines (planning commission. staff).**
- **Review the zoning code as needed (planning commission. staff)**
- **Create a community identity along the Larpenteur Avenue corridor and at key intersections through a streetscape plan**
- **Plant areas by the community signs (parks/public works/community)**
- **Improve the business environment and retail identity in the Snelling/Larpenteur intersection with landscaping, lighting, and other amenities (Planning staff).**

Strategy 6: Pursue economic development opportunities

Action items:

- **Communicate with commercial property owners and business owners**
- **Explore opportunities to redevelop the southeast corner of Snelling and Larpenteur Avenues**

Goal 3: *To expand opportunities for the interaction and involvement of citizens of all ages in their neighborhoods and community.*

Strategy 1: Promote and participate in youth development.

Action Items:

- Continue the junior leaders program (parks/recreation staff).
- Include youth as commission members (mayor and council).
- Informally interacting with youth when the opportunity arises (mayor, council, staff, police, fire department).
- Contribute to the Chamber of Commerce dinner scholarship for a high school student
- Speaking about local government at schools or youth related functions (mayor, council, staff).
- Participate in the Roseville Area Family Collaborative (mayor/council).
- Host an intergenerational dialogue to develop intergenerational action plans (mayor/council/Keeping Connected).

Strategy 2: Host community/neighborhood activities.

Action Items:

- Ice Cream Social (parks and recreation commission).
- Dead of Winter event (parks and recreation commission).
- Impromptu neighborhood gatherings (parks and recreation commission and parks/recreation staff).
- Neighborhood Watch and National Night Out activities (police, fire department, staff).
- Recognize volunteers (mayor/council).
- Recognize arbor day (forester, parks/public works staff).
- Fire Department Open House (fire department)
- Emergency Medical Services open house (fire department).
- Plan for an intergenerational planning committee and an intergenerational celebration of the city's 50th birthday celebration in 1999 (mayor/council/committee - start in April, 1998)

Strategy 3: Provide an array of recreation programming.

Action Items:

- Time-In Program (parks/recreation staff).
- Open Gym Program (parks/recreation staff).

Strategy 4: Invite interested citizens into the decision making process

Action Items:

- **Distribute three city newsletters and other communication pieces with information regarding city events, policies and issues (mayor, council, staff)**
- **Distribute information on the city's comprehensive plan (staff)**

Strategy 5: Build stronger neighborhood connections

Action Items:

- **Review, revise and more aggressively distribute the city's "Welcome to Falcon Heights" information (intergenerational volunteers, staff)**
- **Develop a welcoming event for new residents to the community (Keeping Connected, intergenerational volunteers)**
- **Work with neighbors to improve communication and to help each other (intergenerational volunteers, Keeping Connected)**
- **Gather conflict resolution resources for neighbors to use in resolving neighborhood conflicts (MCAD, Keeping Connected, intergenerational volunteers)**
- **Share ideas for community building in the newsletter (intergenerational volunteers, MCAD (mayor and councilmembers, Keeping Connected)**
- **Encourage and expand use of front yards for socializing by publishing photos of lawn furniture, porches and people in front yards for the newsletter (staff)**

Goal 4: To provide a responsive and effective city government.

Strategy 1: Establish goals to guide the activities of city staff and commissions.

Action Items

- **Publish a summary of the goals in the city's newsletter (staff).**
- **Convey these goals to the city's representatives at the legislature, at the county, at the Metropolitan Council and to neighboring communities (mayor/council, staff).**
- **Examine goals at midyear to determine progress (mayor/council).**

Strategy 2: Communicate promptly and clearly with the citizenry in response to questions or actions.

- **Provide a photo of staff members and a description of jobs in the newsletter.**

Strategy 3: Maintain collaborative relationships with other entities.

Strategy 4: Continue communication with businesses about business retention and development goals.

Strategy 5: Strive to provide citizens with more efficient and convenient city services.

Action Items:

- **Continue to develop, budget for and implement an improved maintenance program for city facilities and infrastructure (parks/public works staff)**
- **Arrange to contract for ambulance billing (administrative staff)**

Strategy 6: Effectively manage the city's consulting and personnel resources.

Action Items:

- **Evaluate the performance and work assignments of city employees through annual performance evaluations (supervisory staff).**
- **Recognizing employees with a recognition event (planned by the staff).**
- **Providing employees with the affordable resources they require to efficiently and effectively do their jobs, including a training plan and technology resources (administrative staff).**
- **Provide adequate funds for personnel, equipment and contractors to maintain the city's infrastructure, facilities, public spaces and public improvements.**

Strategy 7: Effectively manage the city's financial resources.

Action Items:

- **Prepare a well researched five year capital improvement program (staff).**
- **Review and adjust the city's fees for service as part of the budgeting process (staff).**
- **Analyze the city's rescue fund as part of the 1999 budget process (staff)**
- **Review and, if necessary, revise contracts with neighboring cities to make sure they cover city's costs for providing the service (specifically sewerjetting, rescue with the City of Lauderdale) (staff)**
- **Review and evaluate the city's long term financial needs and the city's current and future financial resources to meet these needs (financial advisor, auditor, staff, mayor/council)**

27 August 1997

BUDGET WORKSHOP FIVE YEAR CAPITAL IMPROVEMENT PLAN

I. Introduction

The city annually prepares a five year capital improvement plan to plan for anticipated capital expenditures. The plan is considered a guideline for these expenditures. The 1998 city goals includes having a financial analysis of the city's future needs and resources. This evaluation will be useful in capital planning, particularly regarding the city's infrastructure and public safety equipment needs.

The revenue sources for capital projects are typically the fund balances in the capital fund for that area with the exception of infrastructure improvements. The proposed 1998 capital plan programs includes under "other funds" a possible operating transfer from the general fund reserves on an annual basis into the general capital, public safety and infrastructure funds. However, these transfers are not guaranteed because they are dependent on the general fund reserve exceeding the recommended 45% by the auditor. "Other funds" could also be unanticipated revenue sources not associated with transfers from general fund reserves.

II. General capital improvements

Typically, these are the interior office equipment and building improvements.

Computer equipment and software. The budget includes funds to replace a 1990 computer, a 1990 printer and money for software upgrades if necessary in 1998 for a total of \$5,200. The plan includes annual computer/software upgrades.

Telephone system. The plan assumes the purchase of a voice mail/ phone system for around \$13,000 in 1997. Future phone expenses are based upon possible replacement of components in the future.

Cable equipment. In 1997 the city received a cable grant of \$4,692 to purchase some cable equipment in the near future. The cable technician is researching this. The purchase of monitors for councilmembers to monitor when they are on the air is one item that can be purchased.

Building repairs and furnishings. The budget includes an annual allocation of \$2,000 for building repairs and furnishings. This is not designated in 1998. The 1997 budget includes funds for replacing the carpet in the administrative offices and for some new furniture in the city lobby. Staff anticipates proceeding with these purchases in the fall of 1997.

Electronic storage. \$2,000 is budgeted for 1999 if a cost efficient way to store information electronically rather than on paper is available.

Voting equipment. \$11,000 is budgeted for 2000 in anticipation of a mandated conversion in voting equipment in Ramsey County. This may occur by the next presidential election.

Sources of revenue. The revenue available in the general capital improvements is from its fund balance. The 'other funds' line includes the 1997 cable grant of \$4,962 and an anticipated \$10,000 transfer from the general fund reserve, revenues permitting, annually over the next five years to maintain a fund balance in this account.

III. Public Safety

These are equipment purchases for the fire and emergency medical services in the city.

752 Pumper Replacement/ 753 Pumper Refurbishing. The council and the fire department reviewed and conceptually approved of the refurbishing of 753 in 1998 for an estimated \$50,000. The budget reflects \$80,000 in case the preliminary assessment of the vehicle did not capture all the necessary repairs to bring it up to standards. The status of the 752 pumper, which serves as a rescue vehicle for the department, remains uncertain. This truck is not worth refurbishing. The proposed budget from the fire chief suggested replacement in the year 2000. Under this scenario, the department's fund balance would be almost -\$236,000 in the year 2002 unless funds were transferred from the general fund reserve or from another capital fund. Given that the fund balance and anticipated future capital for this fund do not accommodate replacement of this truck on the proposed 2000 timeline, it would be prudent to keep major public safety equipment purchases spaced over a five to eight year interval if at all possible. The city purchased a new pumper/telesquirt truck for \$292,000 in 1992. The proposed refurbishing of 753 is being done in 1998. Therefore, maintaining a five year schedule for upgrading equipment, the replacement of 752 might be done in 2003. Given the changing rescue service, it will also be important to redefine the role of

this vehicle in the fire department's service in the future. Of course, this will be revisited with each annual capital budget.

Equipment, hoses, adapters, SCBA, fire clothing. These are budgeted on an as-needed basis.

Communication (radios/pagers). These are budgeted on an as-needed basis. The 1999 amount of \$6,500 reflects the possibility of changing to an 800 mghz system. However, this is unlikely at this time.

Ambulance/life support. There are no funds budgeted for replacement ambulances given the city's change in how it delivers this service. The life support funds are budgeted on an as-needed basis in case there are capital items that require replacing as part of the city's basic life support service.

Emergency warning sirens. The budget includes funds to replace this siren if it should require it in the future.

Sources of revenue. The source of revenue is the fund balance. 'Other funds' includes a \$15,000 annual transfer from the general fund reserves, if funds are available, to maintain a steady flow into this capital fund.

IV. Parks and public facilities

This covers purchases of equipment and capital improvements for all city parks and grounds. The director of parks and public facilities and the parks and public works superintendent have outlined a tentative ten to fifteen year program for maintenance and replacement of equipment to use as a guideline for the five year capital plan. The parks and public facilities capital budget reflects the move to maintain the city's parks, grounds and infrastructure with appropriate and efficient equipment. This is a move away from the development of the city parks and grounds, which has been the city's focus over the past eight years.

Community Park.

- 1998 includes equipment replacement of the exercise stations along the perimeter of the park for \$ 12,000. These are heavily used and are in deteriorating condition.
- 1998 hockey board and net replacement for \$6,000.
- 1998 park entrance improvements includes \$10,000 for fencing and landscaping to create a more physically accessible, attractive

and inviting entrance to the eastern play area in the park. Much of this work will be by the staff.

- 1999 shelter improvements includes \$8,000 to replace the floor in the building. 2002 includes a new roof for the shelter in the field.
- 1999 tennis court resurfacing is budgeted for \$5,000.
- 1999 includes \$2,000 to replace the signs with the rules and regulations throughout the park if needed.

Curtiss Field.

- 1998 net replacement of \$800 for the hockey rink with the boards being replaced in 2000 for \$ 4,000.
- 1998 floor replacement is budgeted for \$1,000. This is deteriorating because it is very heavily used.
- 2000 drainage improvements are budgeted for \$10,000 to determine if there are ways to make this area more attractive. This was discussed last year. Given the Larpenteur project and the maintenance workload of existing park projects, this is being recommended to be done at a later time. The park serves as a stormwater retention area.

Grove Park.

- 2000 replace the playground equipment (not swings) and the play area and curbing for an estimated total of \$19,000. The equipment is functional but is old and not up to most park standards. The 'fall area' from the play equipment needs to be expanded and the curb improved.

Equipment. The staff is working into a routine replacement schedule for equipment based upon recommended hours of operation. The staff is also taking into account the additional workload that will come from the Larpenteur Avenue improvements. These needs will be better understood once the improvements are in place.

- 1998 includes the one ton truck for \$30,000; this assumes the purchase of a tractor for \$28,000 in 1997 rather than the planned purchase of a truck in the 1997 budget. Both are important items, but the staff recommends the tractor be purchased in 1997, before the truck, due to the anticipated early snowfalls.

- 2001 the 3/4 ton truck requires replacing for \$28,000. This may need to be moved up in the capital program if the truck deteriorates quickly.
- Replacing city street signs to keep things looking good is budgeted for \$2,000 on an annual basis.
- 2000 the smaller riding mowers will need to be replaced.
- 1998 the city hall grounds is planned for sealcoating at \$2,000 and the addition of a light to the city flagpole.

Sources for revenue. The park/public facilities fund balance is more than adequate to cover these anticipated expenditures.

V. Infrastructure

This fund covers infrastructure improvements throughout the city.

- 1998 and 2000 includes the costs for phase II and phase III of the Larpenteur Avenue reconstruction project.
- 1998 includes an estimated \$200,000 for the reconstruction of Hoyt west of Cleveland in conjunction with St. Paul.
- 1999 includes an estimated \$1,400,000 for the street reconstruction in the northeast quadrant.
- 2000 includes \$250,000 for redoing the remaining alleys that are in poor condition.
- 1998 through 2002 includes \$8,000 annually for the on-going sidewalk maintenance program.

Sources of revenue. Infrastructure projects are funded through several sources.

Note: The anticipated negative fund balance by 2000 is a very rough estimate of where revenues/expenditures might be. More careful analysis of the 1999 street project and how bonding for it will impact the city's available funds will provide more accurate information.

- The 1998 starting fund balance of \$582,168 includes a transfer of \$166,000 from the general fund reserves into this account as well as the collected assessments on phase I of Larpenteur Avenue.
- The anticipated special assessment revenues over the years includes estimated assessment revenue from the 1995 alley project, the 1997 Lindig Street project and the planned 1998 Hoyt project because these assessments will be collected into the infrastructure fund since there is no bond issue and resulting debt service associated with these projects. The Larpenteur assessments also appear on this line. The assessment revenue is paid in over a ten year interval with the exception of the U of M assessment on Larpenteur and those property owners that pay off the assessment rather than extend the payment. (The assessment information is rough estimates.)
- In 1999 the anticipated assessment revenue includes \$600,000 for the roughly anticipated assessment revenue on the 1999 street project. This is shown all in one year rather than over the ten years of collection, which is how it is collected. In actuality a bond issue will fund the project. The assessments will pay off the bonds, but some infrastructure capital money will be necessary in addition to the assessments to pay off the bonds. (This will be briefly explained at the meeting.) This is the place that the financial consultant can help determine the specific ramifications of this project on the city's future fund balances.
- In 1998 the stormsewer fund will pay for \$10,000 of the Larpenteur project for the ravine in Lauderdale.
- In 1999 the stormsewer fund will pay for \$30,000(?) of any stormsewer improvements associated with the northeast quadrant street reconstruction.
- 'Other funds' includes a transfer of \$20,000 from the general fund reserves on an annual basis, if these funds are available.

general

GENERAL CAPITAL IMPROVEMENTS					
5 YEAR CAPITAL IMPROVEMENT PLAN					
CAPITAL USES	1998	1999	2000	2001	2002
<i>OFFICE EQUIPMENT:</i>					
COMPUTER	5,200	5,400	5,600	5,800	6,000
FAX MACHINE					
TELEPHONE SYSTEM/REPAIR		500	500	500	500
VOTING EQUIPMENT			11,000		
ELECTRONIC STORAGE	0	2,000			
CABLE/ELECTRONIC EQUIPMENT	4,000	2,000	2,000	2,000	2,000
TOTAL OFFICE EQUIPMENT	9,200	9,900	19,100	8,300	8,500
<i>MISCELLANEOUS IMPROVEMENTS</i>					
BUILDING REPAIRS	2,000	2,000	2,000	2,000	2,000
FURNISHINGS	1,500	1,500	1,500	1,500	1,500
CARPETING/CURTAINS/PAINT					
TOTAL MISC. IMPROVEMENTS	3,500	3,500	3,500	3,500	3,500
TOTAL GENERAL CAPITAL	12,700	13,400	22,600	11,800	12,000
CAPITAL SOURCES					
FUND BALANCE	50,976	55,238	54,048	43,609	43,554
INTEREST	2,270	2,210	2,162	1,744	1,742
OTHER FUNDS	14,692	10,000	10,000	10,000	10,000
BONDS/NOTES					
TOTAL SOURCES	67,938	67,448	66,209	55,354	55,296
TOTAL USES	12,700	13,400	22,600	11,800	12,000
FUND BALANCE YEAR-END	55,238	54,048	43,609	43,554	43,296

PUBLIC SAFETY CAPITAL IMPROVEMENTS					
5 YEAR CAPITAL IMPROVEMENT PLAN					
CAPITAL USES	1998	1999	2000	2001	2002
FIRE:					
752 PUMPER REPLACEMENT					
753 PUMPER REFURBISHING	80,000				
EQUIPMENT	2,500	3,000	3,000	3,000	3,000
HOSES/ADAPTERS	1,500	1,100	1,200	1,300	1,400
SCBA	2,800	2,600	2,400	2,200	2,100
FIRE CLOTHING	3,000	2,800	2,600	2,400	2,200
COMMUNICATION	1,000	6,500	6,500	6,500	6,500
TOTAL FIRE	90,800	16,000	15,700	15,400	15,200
RESCUE:					
AMBULANCE					
LIFE SUPPORT	2,000	2,000	2,000	2,000	2,000
TOTAL RESCUE	2,000	2,000	2,000	2,000	2,000
OTHER:					
EMERGENCY WARNING SIREN	1,000		15,000		
TOTAL OTHER	1,000	0	15,000	0	0
CAPITAL SOURCES					
FUND BALANCE	220,467	149,727	152,716	141,125	144,370
INTEREST	8,060	5,989	6,109	5,645	5,775
OTHER FUNDS					
DONATIONS					
RESCUE SERVICES FUND					
OTHER FUNDS	15,000	15,000	15,000	15,000	15,000
BONDS/NOTES					
TOTAL SOURCES	243,527	170,716	173,825	161,770	165,145
TOTAL USES	93,800	18,000	32,700	17,400	17,200
FUND BALANCE YEAR-END	149,727	152,716	141,125	144,370	147,945

PARKS/PUBLIC FACILITIES &WORKS CAPITAL IMPROVEMENTS					
5 YEAR CAPITAL IMPROVEMENT PLAN					
CAPITAL USES	1998	1999	2000	2001	2002
COMMUNITY PARK:					
EXERCISE STATIONS	12,000				
PLAYING FIELDS					
ICE RINKS	6,000				
ICE RINK LIGHTS	10,000				
SHELTER		8,000			1,000
TENNIS COURT		5,000			
SIGNS		2,000			
PARK ENTRANCE IMPROVEMENT	10,000				
LANDSCAPING			2,000		
TOTAL COMMUNITY PARK	38,000	15,000	2,000	0	1,000
CURTISS FIELD PARK:					
BALLFIELD BACKSTOP		2,000			
EQUIPMENT					
ICE RINKS	800		4,000		2,000
SHELTER	1,000				
FENCE					
DRAINAGE IMPROVEMENT			10,000		
TOTAL CURTISS FIELD PARK	1,800	2,000	14,000	0	2,000
GROVE PARK:					
PLAY AREA CURBING/SURFACE		4,000			
EQUIPMENT		15,000			
ICE RINKS					
LANDSCAPING		500			
TOTAL GROVE PARK	0	15,500	0	0	0
PLAYROOM EQUIPMENT					

PARKS/PUBLIC FACILITIES & WORKS CAPITAL IMPROVEMENTS					
5 YEAR CAPITAL IMPROVEMENT PLAN					
CAPITAL USES	1998	1999	2000	2001	2002
<i>PARK/PUBLIC WORKS</i>					
<i>MAINTENANCE EQUIPMENT:</i>					
3/4 TON TRUCK				28,000	
1 TON TRUCK	30,000				
COMMUNICATION		1,500			
SIGNS	2,000	2,000	500	500	500
SNOWBLOWERS					
RIDING MOWERS			10,000		
STORAGE IMPROVEMENT					
MISCELLANEOUS	1,000	1,000	1,000	1,000	1,000
TOTAL MAINTENANCE EQUIPMENT	33,000	4,500	11,500	29,500	1,500
<i>CITY HALL AND GARAGE:</i>					
KITCHEN FLOOR REPLACEMENT	2,000				
KITCHEN APPLIANCE REPLACEMENT					1,500
OUTSIDE DOOR REPLACEMENT				3,000	
OVERHEAD GARAGE DOORS	14,000				
<i>CITY GROUNDS:</i>					
FLAG LIGHT	600				
PARKING LOT SEALCOATING	2,000				
MISCELLANEOUS	1,000	1,000	1,000	1,000	1,000
CAPITAL SOURCES					
FUND BALANCE	443,982	391,942	370,620	357,944	342,762
INTEREST	17,260	15,678	14,825	14,318	13,710
STORM SEWER FUND					
EQUIPMENT TRADE-IN	3,500				
BONDS/NOTES					
TOTAL SOURCES	464,742	407,620	385,444	372,262	356,473
TOTAL USES	72,800	37,000	27,500	29,500	4,500
FUND BALANCE YEAR-END	391,942	370,620	357,944	342,762	351,973

Infrastructure

INFRASTRUCTURE CAPITAL IMPROVEMENTS					
5 YEAR CAPITAL IMPROVEMENT PLAN					
CAPITAL USES	1998	1999	2000	2001	2002
ALLEYS			250,000		
SIDEWALKS	8,000	8,000	8,000	8,000	8,000
LINDIG STREET					
PASCAL, HOLTON, RUGGLES, SIMPSON, ASBURY		1,400,000			
HOYT (WEST OF CLEVELAND)	175,500				
CITY SHARE OF STREET, CURB, GUTTER, STORM SEWER, TRAFFIC LIGHTS;	180,000		75,000		
STREETSCAPE PLAN (PATHWAYS, STREET LIGHTS, LANDSCAPING, PAVEMENT, SIGNS, UNDERGROUND WIRES IN CENTRAL BUSINESS DISTRICT, CITY HALL	275,000		300,000		
CAPITAL SOURCES					
FUND BALANCE	582,168	726,095	28,096	-160,623	-115,391
INTEREST	5,170	29,044	1,124	-6,425	-4,616
SPECIAL ASSESSMENTS	254,600	633,300	32,500	42,000	41,000
TIF	455,000		375,000		
MSA	40,000		18,000		
STORM SEWER FUND	10,000	30,000			
OTHER FUNDS	20,000	20,000	20,000	20,000	20,000
TOTAL SOURCES	1,366,938	1,438,439	474,720	-105,048	-59,007
TOTAL USES	640,843	1,410,343	635,343	10,343	10,343
FUND BALANCE YEAR-END	726,095	28,096	-160,623	-115,391	-69,350

8/27/97

REVISED ENTERPRISE FUNDS

The attached revision in the enterprise funds for 1998 reflects two changes in the sanitary sewer fund. It includes a \$600 maintenance service that staff is recommending for maintaining the lift station on a routine basis. It also includes a correction in a clerical error.

Revised Enterprise
8/22/97

TOTAL ENTERPRISE FUNDS

FUND NUMBER	FUND TITLE	ACTUAL 1995	ACTUAL 1996	BUDGET 1997	YTD 1996	BUDGET 1998	
REVENUES:							
601	SANITARY SEWER	594,674	632,175	581,826	188,220	599,000	3.0%
603	RESCUE SERVICES	71,026	74,588	49,351	36,694	46,300	-6.2%
	TOTAL REVENUES	665,699	706,763	631,177	224,914	645,300	2.2%
OTHER FINANCING SOURCES							
	OPERATING TRANSFERS	1,931	1,931	0	0	0	#DIV/0!
	TOTAL OTHER FINANCING SOURCES	1,931	1,931	0	0	0	#DIV/0!
	TOTAL REVENUES & OTHER FINANCING SOURCES	667,631	708,694	631,177	224,914	645,300	2.2%
EXPENSES:							
601	SANITARY SEWER	512,290	548,812	539,020	265,837	530,780	-1.5%
603	RESCUE SERVICES	79,996	82,376	68,308	28,959	71,242	4.3%
	TOTAL EXPENSES	592,286	631,188	607,328	294,796	602,022	-0.9%
OTHER FINANCING USES							
	OPERATING TRANSFERS	2,465	2,465	2,540	2,540	2,540	0.0%
	TOTAL OTHER FINANCING USES	2,465	2,465	2,540	2,540	2,540	0.0%
	TOTAL EXPENSES & OTHER FINANCING USES	594,751	633,653	609,868	297,336	604,562	-0.9%
	RETAINED EARNINGS - JANUARY 1		79,954	162,069	162,069	96,721	-40.3%
	NET INCOME (LOSS)	72,879	75,041	21,309	-72,422	40,738	91.2%
	ADD: DEPR. ON CONTRIBUTED CAPITAL	7,074	7,074	7,074	7,074	7,074	0.0%
	RETAINED EARNINGS - DECEMBER 31	79,954	162,069	190,452	96,721	144,533	-24.1%

TOTAL ENTERPRISE FUND REVENUES BY LINE ITEM

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 1995	ACTUAL 1996	BUDGET 1997	YTD 1996	BUDGET 1998	
REVENUES:							
<i>CHARGES FOR SERVICES</i>							
32240	SAC CHARGES	850	9	0	1,900	0	#DIV/0!
36100	SPECIAL ASSESSMENTS	0	0	0	0	0	#DIV/0!
37110	SANITARY SEWER CHARGES	557,287	582,480	555,000	166,558	555,000	0.0%
37120	SANITARY SEWER PENALTIES	2,063	2,244	2,000	549	0	-100.0%
37120	RESCUE PENALTIES	0	1	0	0	0	#DIV/0!
37130	OTHER CHARGES	1,479	0	0	1,024	0	#DIV/0!
37500	RESCUE CHARGES	58,470	62,370	40,849	31,250	40,000	-2.1%
37540	RESCUE SUPPLY CHARGES	11,067	10,262	7,429	4,665	5,500	-26.0%
	<i>TOTAL CHARGES FOR SERVICES</i>	631,216	657,366	605,278	205,946	600,500	-0.8%
<i>MISCELLANEOUS</i>							
36211	INTEREST ON INVESTMENTS	21,657	38,557	19,626	18,968	41,800	113.0%
36213	LOAN INTEREST	12,801	9,410	6,273	0	3,000	-52.2%
36230	CONTRIBUTIONS	0	0	0	0	0	#DIV/0!
36400	MISCELLANEOUS	26	1,430	0	0	0	#DIV/0!
	<i>TOTAL MISCELLANEOUS</i>	34,484	49,397	25,899	18,968	44,800	73.0%
	<i>TOTAL REVENUES</i>	665,699	706,763	631,177	224,914	645,300	2.2%
<i>OTHER FINANCING SOURCES</i>							
39200	OPERATING TRANSFERS	1,931	1,931	0	0	0	#DIV/0!
	<i>TOTAL OTHER FINANCING SOURCES</i>	1,931	1,931	0	0	0	#DIV/0!
	<i>TOTAL REVENUES & OTHER FINANCING SOURCES</i>	667,631	708,694	631,177	224,914	645,300	2.2%

TOTAL ENTERPRISE FUND EXPENSES BY LINE ITEM

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 1995	ACTUAL 1995	BUDGET 1997	ESTIMATED 1996	BUDGET 1998	
EXPENSES:							
<i>COMPENSATION</i>							
60100	REGULAR SALARIES	44,910	46,154	40,770	20,598	21,795	-46.5%
60520	PART-TIME EMPLOYEES	8,807	1,489	595	437	2,151	261.5%
61000	OVERTIME WAGES	92	0	150	25	200	33.3%
61510	DRILL COMPENSATION	1,798	1,775	2,000	672	2,000	0.0%
61530	RESCUE COMPENSATION	19,610	22,206	13,300	5,194	13,200	-0.8%
61550	OFFICER COMPENSATION	1,740	560	360	180	360	0.0%
64011	PERA CONTRIBUTIONS	2,711	3,566	2,175	905	1,665	-23.4%
64012	FICA CONTRIBUTIONS	5,313	5,114	4,150	1,896	3,030	-27.0%
64031	HOSPITALIZATION	4,187	3,877	3,154	877	2,456	-22.1%
64032	DENTAL	788	764	593	134	323	-45.5%
64033	LONG-TERM DISABILITY	139	150	126	32	86	-31.7%
64034	LIFE INSURANCE	152	157	126	37	92	-27.0%
	<i>TOTAL COMPENSATION</i>	<u>90,247</u>	<u>85,812</u>	<u>67,499</u>	<u>30,987</u>	<u>47,358</u>	<u>-29.8%</u>
<i>MATERIALS & SUPPLIES</i>							
70100	SUPPLIES	1,078	975	1,400	901	900	-35.7%
70200	RESCUE SUPPLIES	4,372	2,819	3,773	1,458	3,800	0.7%
70500	POSTAGE	753	932	1,010	448	110	-89.1%
74000	MOTOR FUEL & LUBRICANTS	852	734	900	380	1,100	22.2%
77000	CLOTHING	0	0	500	0	500	0.0%
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>7,055</u>	<u>5,460</u>	<u>7,583</u>	<u>3,187</u>	<u>6,410</u>	<u>-15.5%</u>
<i>OTHER SERVICES & CHARGES</i>							
80310	AUDIT	320	380	420	420	420	0.0%
81900	OTHER PROFESSIONAL SERVICES	678	2,329	2,000	1,258	2,000	0.0%
85011	CELLULAR PHONE	220	223	185	166	200	8.1%
85020	ELECTRIC	1,933	1,827	2,300	889	2,300	0.0%
85060	METRO SEWER CHARGES	435,720	455,400	462,000	238,072	460,000	-0.4%
86020	TRAINING	5,434	3,369	5,200	3,819	5,200	0.0%
86030	CONFERENCES & SCHOOLS	345	123	310	197	310	0.0%
86110	MEMBERSHIPS	0	0	150	0	100	-33.3%
87000	REPAIR EQUIPMENT	2,807	3,578	8,200	3,125	9,600	17.1%
87600	DEPRECIATION	30,711	29,512	30,000	0	30,000	0.0%
88000	INSURANCE & BONDS	2,157	1,569	4,926	3,688	4,924	0.0%
88500	BILLING FEE-UTILITIES	0	0	0	2,041	17,400	#DIV/0!
89000	MISCELLANEOUS	14,660	41,606	16,555	6,947	15,800	-4.6%
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>494,984</u>	<u>539,916</u>	<u>532,246</u>	<u>260,622</u>	<u>548,254</u>	<u>3.0%</u>
	<i>TOTAL EXPENSES</i>	<u>592,286</u>	<u>631,188</u>	<u>607,328</u>	<u>294,796</u>	<u>602,022</u>	<u>-0.9%</u>
<i>OTHER FINANCING USES</i>							
97000	OPERATING TRANSFERS	2,465	2,465	2,540	2,540	2,540	0.0%
	<i>TOTAL OTHER FINANCING USES</i>	<u>2,465</u>	<u>2,465</u>	<u>2,540</u>	<u>2,540</u>	<u>2,540</u>	<u>0.0%</u>
	<i>TOTAL EXPENSES & OTHER FINANCING USES</i>	<u>594,751</u>	<u>633,653</u>	<u>609,868</u>	<u>297,336</u>	<u>604,562</u>	<u>-0.9%</u>

SANITARY SEWER (601)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 1995	ACTUAL 1996	BUDGET 1997	YTD 1997	BUDGET 1998	
REVENUES:							
<i>CHARGES FOR SERVICES</i>							
32240	SAC CHARGES	850	9	0	1,900	0	#DIV/0!
36100	SPECIAL ASSESSMENTS	0	0	0	0	0	#DIV/0!
37110	SANITARY SEWER CHARGES	557,287	582,480	555,000	166,558	555,000	0.0%
37120	SANITARY SEWER PENALTIES	2,063	2,244	2,000	549	0	-100.0%
37130	OTHER CHARGES	1,479	0	0	1,024	0	#DIV/0!
	<i>TOTAL CHARGES FOR SERVICES</i>	<u>561,679</u>	<u>584,733</u>	<u>557,000</u>	<u>170,031</u>	<u>555,000</u>	-0.4%
<i>MISCELLANEOUS</i>							
36211	INTEREST ON INVESTMENTS	20,194	37,652	18,553	18,189	41,000	121.0%
36213	LOAN INTEREST	12,801	9,410	6,273	0	3,000	-52.2%
36400	MISCELLANEOUS	0	380	0	0	0	#DIV/0!
	<i>TOTAL MISCELLANEOUS</i>	<u>32,995</u>	<u>47,442</u>	<u>24,826</u>	<u>18,189</u>	<u>44,000</u>	77.2%
	<i>TOTAL REVENUES</i>	<u>594,674</u>	<u>632,175</u>	<u>581,826</u>	<u>188,220</u>	<u>599,000</u>	3.0%
<i>OTHER FINANCING SOURCES</i>							
39200	OPERATING TRANSFERS	21	21	0	0	0	#DIV/0!
	<i>TOTAL OTHER FINANCING SOURCES</i>	<u>21</u>	<u>21</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!
	<i>TOTAL REVENUES & OTHER FINANCING SOURCES</i>	<u>594,695</u>	<u>632,196</u>	<u>581,826</u>	<u>188,220</u>	<u>599,000</u>	3.0%
EXPENSES:							
<i>COMPENSATION</i>							
60100	REGULAR SALARIES	33,092	31,962	30,074	15,177	16,678	-44.5%
60520	PART-TIME EMPLOYEES	8,807	1,489	595	437	2,151	261.5%
61000	OVERTIME WAGES	92	0	150	25	200	33.3%
64011	PERA CONTRIBUTIONS	1,778	2,487	1,374	523	864	-37.1%
64012	FICA CONTRIBUTIONS	3,123	2,636	2,346	1,225	1,448	-38.3%
64031	HOSPITALIZATION	3,398	2,885	2,230	598	1,532	-31.3%
64032	DENTAL	622	551	426	85	156	-63.4%
64033	LONG-TERM DISABILITY	96	93	83	20	43	-48.2%
64034	LIFE INSURANCE	119	113	98	29	64	-34.7%
	<i>TOTAL COMPENSATION</i>	<u>51,127</u>	<u>42,216</u>	<u>37,376</u>	<u>18,119</u>	<u>23,136</u>	-38.1%
<i>MATERIALS & SUPPLIES</i>							
70100	SUPPLIES	1,078	975	1,400	901	900	-35.7%
70500	POSTAGE	750	925	1,000	448	100	-90.0%
74000	MOTOR FUEL & LUBRICANTS	286	206	400	39	400	0.0%
	<i>TOTAL MATERIALS & SUPPLIES</i>	<u>2,113</u>	<u>2,106</u>	<u>2,800</u>	<u>1,388</u>	<u>1,400</u>	-50.0%
<i>OTHER SERVICES & CHARGES</i>							
80310	AUDIT	160	190	210	210	210	0.0%
85020	ELECTRIC	1,933	1,827	2,300	889	2,300	0.0%
85060	METRO SEWER CHARGES	435,720	455,400	462,000	238,072	460,000	-0.4%
86030	CONFERENCES & SCHOOLS	345	123	310	197	310	0.0%
87000	REPAIR EQUIPMENT	122	1,260	5,000	429	5,000	0.0%
87098	LIFT STATION MAINTENANCE	0	0	0	0	600	#DIV/0! — New
87600	DEPRECIATION	20,680	18,789	19,000	0	19,000	0.0%
88000	INSURANCE & BONDS	38	24	2,224	1,566	2,224	0.0%
88500	BILLING FEE-UTILITIES	0	0	0	2,041	8,800	#DIV/0!
89000	MISCELLANEOUS	51	26,877	7,800	2,926	1,900	0.0% Correction
	<i>TOTAL OTHER SERVICES & CHARGES</i>	<u>459,050</u>	<u>504,490</u>	<u>498,844</u>	<u>246,330</u>	<u>506,244</u>	1.5%
	<i>TOTAL EXPENSES</i>	<u>512,290</u>	<u>548,812</u>	<u>539,020</u>	<u>265,837</u>	<u>530,780</u>	-1.5%
	RETAINED EARNINGS - JANUARY 1	879,010	961,415	1,044,799	1,044,799	967,182	-7.4%
	NET INCOME (LOSS)	<u>82,405</u>	<u>83,384</u>	<u>42,906</u>	<u>-77,617</u>	<u>68,220</u>	59.4%
	RETAINED EARNINGS - DECEMBER 31	<u>961,415</u>	<u>1,044,799</u>	<u>1,087,605</u>	<u>967,182</u>	<u>1,035,402</u>	-4.8%

RESCUE SERVICES (603)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 1995	ACTUAL 1996	BUDGET 1997	YTD 1997	BUDGET 1998	
REVENUES:							
<i>CHARGES FOR SERVICES</i>							
37500	RESCUE CHARGES	58,470	62,370	40,849	31,250	40,000	-2.1%
37540	RESCUE SUPPLY CHARGES	11,067	10,262	7,429	4,665	5,500	-26.0%
37120	RESCUE PENALTIES	0	1	0	0	0	#DIV/0!
	TOTAL CHARGES FOR SERVICES	69,537	72,633	48,278	35,915	45,500	-5.8%
<i>MISCELLANEOUS</i>							
36211	INTEREST ON INVESTMENTS	1,463	905	1,073	779	800	-25.4%
36230	CONTRIBUTIONS	0	0	0	0	0	#DIV/0!
36400	MISCELLANEOUS	26	1,050	0	0	0	#DIV/0!
	TOTAL MISCELLANEOUS	1,489	1,955	1,073	779	800	-25.4%
	TOTAL REVENUES	71,026	74,588	49,351	36,694	46,300	-6.2%
<i>OTHER FINANCING SOURCES</i>							
39200	OPERATING TRANSFERS	1,910	1,910	0	0	0	#DIV/0!
	TOTAL OTHER FINANCING SOURCES	1,910	1,910	0	0	0	#DIV/0!
	TOTAL REVENUES & OTHER FINANCING SOURCES	72,936	76,498	49,351	36,694	46,300	-6.2%
EXPENSES:							
<i>COMPENSATION</i>							
60100	REGULAR SALARIES	11,919	14,192	10,696	5,421	5,117	-52.2%
61510	DRILL COMPENSATION	1,798	1,775	2,000	672	2,000	0.0%
61530	RESCUE COMPENSATION	19,610	22,206	13,300	5,194	13,200	-0.8%
61550	OFFICER COMPENSATION	1,740	560	360	180	360	0.0%
64011	PERA CONTRIBUTIONS	933	1,079	801	382	801	0.0%
64012	FICA CONTRIBUTIONS	2,190	2,478	1,804	671	1,582	-12.3%
64031	HOSPITALIZATION	789	992	924	279	924	0.0%
64032	DENTAL	166	213	167	49	167	0.0%
64033	LONG-TERM DISABILITY	43	57	43	12	43	0.0%
64034	LIFE INSURANCE	32	44	28	8	28	0.0%
	TOTAL COMPENSATION	39,120	43,596	30,123	12,868	24,222	-19.6%
<i>MATERIALS & SUPPLIES</i>							
70200	RESCUE SUPPLIES	4,372	2,819	3,773	1,458	3,800	0.7%
70500	POSTAGE	3	7	10	0	10	0.0%
74000	MOTOR FUEL & LUBRICANTS	566	528	500	341	700	-40.0%
77000	CLOTHING	0	0	500	0	500	0.0%
	TOTAL MATERIALS & SUPPLIES	4,941	3,354	4,783	1,799	5,010	4.7%
<i>OTHER SERVICES & CHARGES</i>							
90310	AUDIT	160	190	210	210	210	0.0%
91900	OTHER PROFESSIONAL SERVICES	678	2,329	2,000	1,258	2,000	0.0%
95011	CELLULAR PHONE	220	223	185	166	200	8.1%
86020	TRAINING	5,434	3,369	5,200	3,819	5,200	0.0%
86110	MEMBERSHIPS	0	0	150	0	100	-33.3%
87000	REPAIR EQUIPMENT	2,884	2,318	3,200	2,696	4,000	25.0%
87600	DEPRECIATION	10,031	10,723	11,000	0	11,000	0.0%
88000	INSURANCE & BONDS	2,119	1,545	2,702	2,122	2,700	-0.1%
88500	BILLING FEES	0	0	0	0	8,600	#DIV/0!
89000	BAD DEBTS	14,608	14,729	8,755	4,021	8,000	-8.6%
	TOTAL OTHER SERVICES & CHARGES	35,935	35,426	33,402	14,292	42,010	25.8%
	TOTAL EXPENSES	79,996	82,376	68,308	28,959	71,242	4.3%
<i>OTHER FINANCING USES</i>							
97000	OPERATING TRANSFERS	2,465	2,465	2,540	2,540	2,540	0.0%
	TOTAL OTHER FINANCING USES	2,465	2,465	2,540	2,540	2,540	0.0%
	TOTAL EXPENSES & OTHER FINANCING USES	82,461	84,841	70,848	31,499	73,782	4.1%
	RETAINED EARNINGS - JANUARY 1	64,215	61,764	60,495	60,495	72,764	20.3%
	NET INCOME (LOSS)	-9,525	-8,343	-21,497	5,195	-27,482	27.8%
	ADD: DEPR. ON CONTRIBUTED CAPITAL	7,074	7,074	7,074	7,074	7,074	0.0%
	RETAINED EARNINGS - DECEMBER 31	61,764	60,495	46,072	72,764	52,356	13.6%