

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Ave.

October 27, 1999
AGENDA

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ____ GIBSON TALBOT ____ HUSTAD ____
 JACOBS ____ KUETTEL ____ HOYT ____
 ATTORNEY ____ ENGINEER ____
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: October 13, 1999
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
 - 1. General disbursements through October 22, 1999, \$94,202.16
 Payroll, 10/1/99 to 10/15/99, \$8,593.70
 - 2. Licenses
 - 3. Consideration of expanded insurance coverage for Y2K incidents
 - 4. Consideration of Resolution 99-23 authorizing application for a
 SCORE recycling grant from Ramsey County
- G. POLICY AGENDA:
 - 1. Consideration of Resolution 99-24 ordering a feasibility study for alley
 reconstruction.
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: October 13, 1999 **(Tab #1)**
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
 - 1. General disbursements through October 22, 1999, \$94,202.16
 Payroll, 10/1/99 to 10/15/99, \$8,593.70 **(Tab #2)**
 - 2. Licenses **(Tab #3)**
 - 3. Consideration of expanded insurance coverage for Y2K incidents **(Tab #4)**
 - 4. Consideration of Resolution 99-23 authorizing application for a
 SCORE recycling grant from Ramsey County **(Tab #5)**
- G. POLICY AGENDA:
 - 1. Consideration of Resolution 99-24 ordering a feasibility study for alley
 reconstruction. **(Tab #6)**
- H. INFORMATION AND ANNOUNCEMENTS:
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DRAFT

City of Falcon Heights
City Council Minutes
October 13, 1999

Mayor Gehrz called the meeting to order at 7:00 P.M.

PRESENT: Gehrz, Gibson Talbot, Hustad, Jacobs, Kuettel. Also present was
Administrator Hoyt

COMMUNITY FORUM:

No one spoke at the Community Forum.

MINUTES OF SEPTEMBER 22, 1999

The minutes from September 22, 1999 were approved.

CONSENT AGENDA:

Councilmember Hustad moved to approve the consent agenda. The motion passed unanimously.

1. General disbursements and payroll
2. Licenses
3. Authorization to advertise for bids for the ambulance
4. Consider interim ordinance 99-07 extending the moratorium on school uses in business zones
5. Consideration of continuing a lease with the Minnesota Pollution Control Agency
6. Consideration of a proposal to resurface the tennis courts at Community Park
7. Schedule a November 3, 1999 council meeting and cancel November 10, 1999 council meeting.

PUBLIC HEARING

Mayor Gehrz introduced the public hearing on the proposed tax rate increase for pay 2000 property taxes. Administrator Hoyt explained that the city anticipated a tax rate increase from 17.097 in 1999 to 17.600 in 2000. The tax rate increase is necessary to collect the money for the city's proposed 2000 expenditures. Administrator Hoyt described how a tax rate is calculated and the anticipated impact on a median value home in Falcon Heights. The council asked questions about the presentation. Mayor Gehrz opened and closed the public hearing at 7:25 P.M. No one from the public was present to speak.

POLICY AGENDA:

Consideration of a proposal for the design and construction documents for a pavillion as part of the Larpenteur Avenue streetscape project.

Administrator Hoyt presented a proposal from Barton Aschman not to exceed \$9,850 for designing and developing construction drawings for the proposed pavillion in the front of city hall, which is part of the Larpenteur Avenue streetscape project. The council discussed the desirability of asking the Lions for a contribution to this structure and decided that it would be more appropriate to involve the Lions in the plans for improvements to Community Park in 2000 because the Lions use Community Park, the Park has greater visibility and the Lions could be involved early in the planning process. In addition, the Larpenteur streetscape project is funded by tax increment funds that cannot be used for other general operating or capital improvements in the city whereas the Community Park project relies on these capital funds. Councilmember Jacobs moved to accept the proposal from Barton Aschman. The motion passed unanimously.

Consideration of city letterhead

Mayor Gehrz explained that the city letterhead needed correcting to reflect that the University of Minnesota Saint Paul Campus is in Falcon Heights, not the Institute of Agriculture. She also suggested that the letterhead be changed from blue to a deep green to be consistent with other city symbols. Councilmembers liked the idea of a change and asked the administrator to contact Mr. Osterberg, a Falcon Heights resident who has done some graphic design work for the city, to see if he had ideas about how to make a creative letterhead.

Consideration of televising the planning commission meetings.

Mayor Gehrz explained that she thought it would be good to televise the planning commission meetings. Councilmember Kuettel moved that the meetings be televised. The motion passed unanimously.

Presentation of a staffing plan and compensation.

Administrator Hoyt presented a new organizational chart, job descriptions and compensation plan for employees. She explained that the departure of the administrative assistant/planner and the director of parks, recreation and public

Page 3
City Council Minutes
October 13, 1999

facilities provided the opportunity to reorganize the staff. The reorganization included a new position of administrative assistant/planner (or a similar title) (100%) time and a recreation director (15% time). She also explained that wages need to be adjusted to reflect the responsibilities of staff members and to keep within the market. Councilmember Talbot moved approval of the organizational chart with the associated job descriptions and compensation plan effective October 1, 1999.

The meeting was adjourned at 8:00 P.M.

Respectfully submitted,

Susan Hoyt
City Administrator

CONSENT 1

Meeting Date: October 27, 1999

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through October 22, 1999, \$94,202.16
2. Payroll, 10/1/99 to 10/15/99, \$8,593.70

ACTION REQUESTED: Approval

APPROVAL OF BILLS
 PERIOD ENDING: 10-22-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	MINNESOTA STATE TREASURER	3RD QTR BLDG SURCHARGES	-----	462.38
	*** TOTAL	FOR DEPT 00		462.38
	ASSET RECOVERY CORP CT SY	DISPOSAL OLD COMPUTERS	ADMINIST	40.50
	US BANCORP	OFFICE SUPPLIES	ADMINIST	24.14
	INSTY-PRINTS PLUS	WINDOW ENVELOPES	ADMINIST	57.87
38149	MN DEPARTMENT OF REVENUE	10/15 STATE WITHHOLDINGS	ADMINIST	607.65
38082	PERA	9/30 PERA	ADMINIST	1,213.36
38148	PERA	10/15 PERA WITHHOLDINGS	ADMINIST	1,106.03
	RAMSEY COUNTY	10/99 INS PREMIUMS	ADMINIST	3,129.50
	SCHWAB INC	2 RUBBER STAMP/DIES	ADMINIST	37.80
	COORDINATED BUS. SYSTEMS,	4TH QTR COPIER MAINT	ADMINIST	572.65
	*** TOTAL	FOR DEPT 12		6,789.50
	US BANCORP	50TH B-DAY STAFF CELEBRA	COMMUNIC	128.26
38152	US BANCORP	BALLONS FOR STREET DANCE	COMMUNIC	28.71
	CASH	SUPPLIES STREET DANCE/Y2	COMMUNIC	23.59
	MIKE ECKBERG	DELIVER FLYERS FOR 50TH	COMMUNIC	200.00
	KINKO'S INC.	REISSUE LOST CK 37895	COMMUNIC	128.83
	*** TOTAL	FOR DEPT 16		509.39
	CASTLE INSPECTION SVC	PLUMBING INSPECTIONS	PLANNING	150.60
	CASTLE INSPECTION SVC	BUILDING INSPECTIONS	PLANNING	10,088.11
	DAHLGREN SHARDLOW & UBAN	PROJ 1501-SCHOOL	PLANNING	741.23
	*** TOTAL	FOR DEPT 17		10,979.94
	NSP	CIVIL DEFENSE SIREN ELEC EMERGENC		6.28
	*** TOTAL	FOR DEPT 21		6.28
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING FIRE HALL	FIRE FIG	37.30
38150	BUREAU CRIMINAL APPREHEN.	1 BACKGROUND CHECK	FIRE FIG	8.00
	FALCON HEIGHTS FIRE	99 STATE FIRE AID	FIRE FIG	31,992.00
	JOHNSON-POWERS,DAN	FIRE TNG REIMBURSEMENT	FIRE FIG	206.31
	JANKE, KATHLEEN	10/99 CLEANING SVCS	FIRE FIG	100.00
	MINNESOTA POSTER COMPLIAN	POSTERS	FIRE FIG	42.25
	AIRTOUCH CELLULAR	CELL PHONE LADDER TRK	FIRE FIG	8.06
	*** TOTAL	FOR DEPT 24		32,393.92
	JEREMY HUTCHINSON	5 SMOKE DETECTORS/FIRE E	FIRE PRE	106.39
	*** TOTAL	FOR DEPT 25		106.39
	BROWNING-FERRIS IND.	10/99 WASTE	CITY HAL	222.29
	CASH	PVC PIPE/LITER FLUID/GUO	CITY HAL	21.59
	*** TOTAL	FOR DEPT 31		243.88
	CASH	AUTO PARTS	STREETS	11.69
	T.A. SCHIFSKY & SONS, INC	ASPHALT PATCH	STREETS	4.56
	*** TOTAL	FOR DEPT 32		16.25
	CASH	DONUTS SCOUT PLANTING DY	PARK & R	7.18
	CARE AIR CONDITIONING &	CK'D FURNACES PRK BLDGS	PARK & R	164.00
	HARMON AUTOGLASS	TEMPERED GLASS-LITE FIXT	PARK & R	118.22
	HONEYWELL INC.	SECURITY ALARM SVCS	PARK & R	108.00

APPROVAL OF BILLS
 PERIOD ENDING: 10-22-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NSP	AUTO PROTECTIVE LITES	PARK & R	23.81
	NSP	ELECT/GAS 10-8 COMM PRK	PARK & R	417.49
	RENT ALL MINNESOTA INC	RENTAL / WOOD CHIPPER	PARK & R	73.60
	USWEST COMMUNICATIONS	TELEPHONE TO 10/10	PARK & R	61.25
	*** TOTAL	FOR DEPT 41		973.55
	CASH	PARK PROGRAM SUPPLIES	PARK PRO	42.26
	MINNESOTA RECREATION/PARK	LDRSHP WRSHP,WILL,SKIP,K	PARK PRO	60.00
	*** TOTAL	FOR DEPT 50		102.26
	CASH	GIFT CERT-CAROL	EMPLOYEE	60.00
	*** TOTAL	FOR DEPT 52		60.00
	US BANCORP	THINK PAD P2/300	GENERAL	2,721.75
	US BANCORP	BASE FOR THINK PAD	GENERAL	139.90
	US BANCORP	THINK PAD CD ROM DRIVE	GENERAL	153.78
	US BANCORP	NEC SCRIPT 870 PRINTER	GENERAL	425.96
	*** TOTAL	FOR DEPT 63		3,441.39
	BRAUN PUMP & CONTROLS	SENSAPHONE DIALER	SANITARY	1,794.29
	BRAUN PUMP & CONTROLS	LIFT STATION MAINT	SANITARY	154.50
	METROPOLITAN COUNCIL	2 SAC FEES FOR 2 TOWNHS	SANITARY	2,100.00
	METROPOLITAN COUNCIL	11/99 S.S.	SANITARY	28,644.74
	*** TOTAL	FOR DEPT 75		32,693.53
	GROUP HEALTH PLAN INC	99 MEDICAL DIRECTION FEE	RESCUE S	214.32
	AIRTOUCH CELLULAR	CELL PHONE AMBULANCES	RESCUE S	13.58
	*** TOTAL	FOR DEPT 76		227.90
	EHLERS AND ASSOCIATES	PROF SVC EXAMIN TIF FILE TIF #1		645.00
	*** TOTAL	FOR DEPT 77		645.00
	EHLERS AND ASSOCIATES	PROF SVC EXAMIN TIF FILE TIF #2		645.00
	*** TOTAL	FOR DEPT 78		645.00
38151	BERNARDY, CONNIE LANNERS	OCT 1-15 PROF SVCS	MCAD	1,288.49
	BERNARDY, CONNIE LANNERS	PROF SVCS OCT 16-31	MCAD	1,288.49
	BERNARDY, CONNIE LANNERS	REIMB MCAD MEETING EXPS	MCAD	41.35
	BERNARDY, CONNIE LANNERS	REIMB-VCR TAPE SUPPLIES	MCAD	32.89
	*** TOTAL	FOR DEPT 84		2,651.22
	RAMSEY CTY PUBLIC WORKS	CENTER LINE PAINTING	NE QUAD	1,254.38
	*** TOTAL	FOR DEPT 86		1,254.38
	*** TOTAL	FOR BANK 01		94,202.16
	*** GRAND TOTAL ***			94,202.16

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	10 14 99	32 RAYMOND BROWN	29771	45.25
COM	10 14 99	34 CLEMENT KURHAJETZ	29772	91.67
COM	10 14 99	35 LEO LINDIG	29773	33.53
COM	10 14 99	40 KEVIN ANDERSON	29774	24.24
COM	10 14 99	42 MICHAEL D. CLARKIN	29775	85.09
COM	10 14 99	60 TERRY D. IVERSON	29776	6.90
COM	10 14 99	63 RACHELLE L. MARVIN	29777	36.63
COM	10 14 99	66 ALFRED HERNANDEZ	29778	110.18
COM	10 14 99	70 JUSTIN T. NOVAK	29779	68.23
COM	10 14 99	73 JEREMY HUTCHISON	29780	123.49
COM	10 14 99	74 MARK J. ALLEN	29781	24.24
COM	10 14 99	77 BARBARA J. LEMAY	29782	81.10
COM	10 14 99	79 MICHAEL D CLARKIN II	29783	12.93
COM	10 14 99	80 MARY K RIGNEY	29784	193.48
COM	10 14 99	81 LAUREL F SANDBERG	29785	67.78
COM	10 14 99	82 DUSTIN P THUNE	29786	186.93
COM	10 14 99	84 ALAN J JOHNSON	29787	10.50
COM	10 14 99	85 DANIEL S JOHNSON-POWERS	29788	95.36
COM	10 14 99	1002 SUSAN HOYT TAFF	29789	1443.82
COM	10 14 99	1003 TERRY IVERSON	29790	1078.55
COM	10 14 99	1007 PATRICIA PHILLIPS	29791	976.71
COM	10 14 99	1013 WILLIAM MAERTZ	29792	1213.41
COM	10 14 99	1026 JASON CIERNIA	29793	45.71
COM	10 14 99	1033 DAVE TRETSEVEN	29794	879.26
COM	10 14 99	1089 KATHLEEN A. CIERNIA	29795	298.39
COM	10 14 99	1103 DIANE MEYER	29796	132.06
COM	10 14 99	1136 ROLAND O. OLSON	29797	840.68
COM	10 14 99	1168 RYAN P. LAVELLE	29798	167.23
COM	10 14 99	1173 ELIZABETH M. POSTIGO	29799	220.35
		COMPUTER CHECKS		8593.70
		MANUAL CHECKS		.00
		NOTICES OF DEPOSIT		.00
		****TOTALS****		8593.70

CONSENT 2
Meeting Date: October 27, 1999

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

MECHANICAL CONTRACTOR

Changing Climates, Inc. #99-545

CHRISTMAS TREE SALES

Conklin Tree Farms #99-546

ACTION REQUESTED: Approval

CONSENT 3
10/27/99

ITEM: Consideration of expanded insurance coverage for Y2K
Incidents

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve the purchase of expanded insurance coverage to cover 1) damages from any Y2K events beyond the \$25,000 cap that the League of Minnesota Cities Insurance Trust (LMCIT), the city's insurer, put on damages from Y2K; and 2) to cover some additional expenses that are incurred responding to a Y2K incident (e.g. public works employees at a lift station failure). The insurance will cover the city up to \$750,000, which is the typical maximum for other city damages. The anticipated cost for the additional coverage is estimated at \$1,354 to \$ 1,730. It would be billed to the city in two installments. The application for this insurance requires submission of the city's Y2K contingency plan in the format requested by LMCIT. The Y2K contingency plan is attached in the draft form prepared by the Director of Parks, Public Works and Recreation in consultation with parties involved. This will be reviewed at a later meeting with the city council. The insurance request is due to the LMCIT by November 1, 1999.

ATTACHMENTS:

- 1 Draft Y2K Contingency Plan for the City

ACTION REQUESTED:

Approve the application for purchasing Y2K insurance coverage from LMCIT.

DRAFT

10/99

Y2k Contingency Plan City of Falcon Heights

The following plan outlines contingencies that describe how the city intends to respond to Y2k disruption of normal city operations. The plan is a predetermined course of action responding to possible equipment or system failures or malfunctions primarily in case there is no power and no communication to city facilities. The plan integrates the contingency plan for each city operation and outlines staff responsibilities, communications and deployment of resources. The objectives of this Y2k emergency preparedness plan are to:

- Reduce decision-making during recovery operations;
- Resume critical services quickly; and
- Enable timely and cost-effective resumption of all city services to acceptable levels.

STAFFING

Tentatively, staffing for 12/31/99 and 1/1/2000, in the anticipation of possible systems failure with either the city's services (i.e. lift station), or external system (i.e. NSP) will be as follows:

1. St. Anthony Police will have a normal shift of 3 or 4 officers plus the Chief, Supervisors and an additional 4 or 5 officers. There will be officers stationed at the S.A.P.D. station as well as an officer stationed at both the City Hall and streets of Falcon Heights. Chief Engstrom has informed officers that vacation and compensation days will not be scheduled from 12/31/99 to 1/7/00.
2. The fire station will be staffed with a minimum of 4 firefighters from 9:00 p.m. 12/31/99 to 9:00 a.m. 1/1/00, or as needed.
3. The Parks and Public Works staff will be stationed at city hall from 9:00 p.m. 12/31/99 to 2:00 a.m., or as needed. Staff will be stationed at the public works garage, with checks of the lift station, park facilities, and city streets.
4. The Emergency Management Director and a police officer will be at City Hall until 6:00 a.m., or as needed. Other city staff members will report at 6:00 a.m and remain on duty until 3:00 p.m., or as needed.

All city facilities and the lift station will be monitored for operation on 12/31/99 from 11:00 a.m. to 2:00 a.m.. Susan Hoyt, the City's Emergency Management Director, will serve to monitor and report any problems or conditions.

GENERAL PREPARATIONS

- All vehicles / equipment fuel levels will be maintained at a high level from Dec. 13 and beyond with full fuel capacities obtained on Dec. 30.
- Ensuring that all assigned staff members, city officials, and firefighters are equipped with cell phones, flashlights, and battery operated radios.
- Purchasing back-up batteries for the city's cell phones and having them fully charged.
- Ensuring an adequate number of traditional phones are available and that locations of phone jacks are identified.
- Making sure that all business / institutional key boxes and property owner information is up to date at year-end.
- Obtaining hard copies and computer disks of all city ordinances, codes, budget, payroll, etc. for storage.
- Conducting payroll on December 28.
- Making only essential purchases during the month of December.
- Having additional petty cash on hand by Dec. 1.
- Being ready, if necessary, to remove snow from major intersections, city hall, fire station, if there is a major snowstorm and snow removal equipment is significantly delayed, creating a serious public safety issue.

TRAINING

- Conducting a trial hook-up of the generator at city hall (9/10) and assessing power level and capabilities. Ensure that written instructions for hook-up of the generator are complete, accurate, and readily accessible.

- Conduct a trial manual opening / closing of garage overhead doors.
- Train staff for communicating through emergency pack sets (Y2K compliant) and our local radio channels for parks / public works, fire, and St. Paul rescue, rather than through 911 dispatch, in the event it is unavailable.
- Conduct a trial hook-up of the generator at the lift station and ensuring that written instructions for hook-up of the generator are complete, accurate, and readily accessible.

LIFT STATION

- Potential damages due to a lift station shut down resulting from a lack of power have been assessed to include sewage contamination of the floor and wall surfaces (concrete), the furnishings in the exercise room, automobile tires / wheels, and resident's personal property contained in storage lockers. Through building "corridor meetings" and newsletters, residents have been encouraged to avoid the storage of valuables in the lower portion of their of storage lockers and informed of the potential need to reduce / eliminate water use during any lift station failure.

EMERGENCY OPERATIONS CENTER

- Making sure that the city's emergency operations center is set-up in the first floor of city hall by Dec. 28. This includes ensuring that the center is stocked with a 7 day supply of water and food, blankets, sweatshirts, toiletries, paper, pens, operations manuals, Y2k contingency plans, flashlights, cell phones, radios etc.

COMMUNICATIONS

- Preparing a message for December 31 on the cable monitor and the city voice mail to inform people of where to call / and status reports.
- Assuring that the city administrator / emergency management director updates and informs the mayor and council of the status of the transition to the New Year.

Contingency Planning Template

System: In-house computers (RMS)

Risk Class: High

Dept.: Police

Date: 04-22-99

Created By: Capt. John Ohl

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval Richard Eganstrom Date 05-03-99

1. Objective of the plan Maintain records management system that can be utilized by officers for a short period of time. Simplified service.

2. Criteria for invoking the plan System failure for more than one week.

3. Expected life of the plan One week.

4. Roles, responsibilities, and authority Secretaries to gather information and file so as to be accessible to officers.

5. Procedures for invoking contingency mode Officers to be advised of system failure, and be instructed on how and where to gather needed information.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode Keep records room open. Create one location for ICR's. Type reports, warrants, etc. on typewriter.

7. Resource plan for operating in contingency mode (human resources) Possible use of CSO's for record keep ing.

8. Criteria for returning to normal operating mode RMS computers restored to operation.

9. Procedures for returning to normal operating mode Return to SOP upon system becoming operational.

10. Procedures for recovering lost or damaged data Contact computer service company for update/repairs.

11. Estimated cost of the plan Service bills/O.T. for secretaries and CSO's.

12. Post contingency plan Discuss aspects and how to do it better for future emergencies.

13. Testing of contingency plan - not necessary. *Computers are being replaced.

Contingency Planning Template

System: Card reader system

Risk Class: Medium

Dept.: Police

Date: 04-22-99

Created By: Capt. John Ohl

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval Richard Engstrom Date 05-03-99

1. Objective of the plan Security of Police Department.
Degraded service.

2. Criteria for invoking the plan System failure.

3. Expected life of the plan Two weeks.

4. Roles, responsibilities, and authority On-duty officers to provide solution (temp)/
security.

5. Procedures for invoking contingency mode On-duty officers to check system and
secure doors.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode Provide physical security. Management to contract with lock company for extended unoperational card system. All officers and public to enter and exit from single location.

7. Resource plan for operating in contingency mode (human resources) at least one officer per shift until doors are secure.

8. Criteria for returning to normal operating mode Card reader system restored.

9. Procedures for returning to normal operating mode Return to SOP upon system being restored. Possible issue new access cards if necessary.

10. Procedures for recovering lost or damaged data None.

11. Estimated cost of the plan Overtime officer at union pay scale.

12. Post contingency plan Discuss procedure for future emergencies/failures.

13. Testing of contingency plan N/A Computers are being replaced.

Contingency Planning Template

System: MNCIS/NCIC Computer System/3270 Emulation

Risk Class: High

Dept.: Police

Date: 04-22-99

Created By: Capt. John Ohl

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval Richard Emery Date 05-03-99

1. Objective of the plan No service. No control over this system.

2. Criteria for invoking the plan System failure.

3. Expected life of the plan Until State/Feds restore service.

4. Roles, responsibilities, and authority Office manager to contact State and get/retain/
implement problem solving.

5. Procedures for invoking contingency mode Upon system failure, manager to be advised
and secure information from State.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode Stack paperwork for entry in one central location. Use radio system to broadcast stolens, missings, etc., if available.

7. Resource plan for operating in contingency mode (human resources) N/A

8. Criteria for returning to normal operating mode System restored. Enter all reports and property.

9. Procedures for returning to normal operating mode Return to SOP.

10. Procedures for recovering lost or damaged data Contact State, and gauge items lost (in computer), if any.

11. Estimated cost of the plan N/A

12. Post contingency plan Meet with State and discuss future emergencies.

13. Testing of contingency plan State/Federally driven - no impact can be made by this user department.

Contingency Planning Template

System: DeFibrillators

Risk Class: Medium

Dept.: Police

Date: 04-22-99

Created By: Capt. Ohl

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval Richard Emington Date 05-03-99

1. Objective of the plan Degraded service.

2. Criteria for invoking the plan System failure.

3. Expected life of the plan One week.

4. Roles, responsibilities, and authority Supervisors of shift to inspect and test
DeFibs.

5. Procedures for invoking contingency mode Year 2000 check.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode Standard CPR protocol

7. Resource plan for operating in contingency mode (human resources) N/A

8. Criteria for returning to normal operating mode Return of DeFibs to operational status.

9. Procedures for returning to normal operating mode Return to SOP.

10. Procedures for recovering lost or damaged data N/A

11. Estimated cost of the plan N/A

12. Post contingency plan N/A

13. Testing of contingency plan N/A

*DeFibs are Y2K compliant.



Contingency Planning Template

System: Intoxilyzor 5000

Risk Class: Low

Dept.: Police

Date: 04-22-99

Created By: Capt. Ohl

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval *Richard Emery* Date 05-03-99

1. Objective of the plan Normal service.

2. Criteria for invoking the plan System failure.

3. Expected life of the plan Two weeks.

4. Roles, responsibilities, and authority Supervisor on duty to check operational status.

5. Procedures for invoking contingency mode Year 2000 check.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode All alcohol/drug offenders to be offered blood or urine tests.

7. Resource plan for operating in contingency mode (human resources) N/A

8. Criteria for returning to normal operating mode Return of Intox to operational mode.

9. Procedures for returning to normal operating mode Return to SOP.

10. Procedures for recovering lost or damaged data N/A

11. Estimated cost of the plan Cost for blood/urine tests.

12. Post contingency plan N/A

13. Testing of contingency plan N/A

*Intox. is Y2K compliant.

Contingency Planning Template

System: Hennepin/Ramsey Dispatch

Risk Class: Mission critical

Dept.: Police

Date: 04-22-99

Created By: Capt. John Ohl

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval Richard Emery Date 05-03-99

1. Objective of the plan To operate calls for service without interruption. Normal level of service.

2. Criteria for invoking the plan System failure. Unable to communicate with dispatchers.

3. Expected life of the plan As long as system is in failure.

4. Roles, responsibilities, and authority Supervisors (4) to be on duty at the beginning of the new year.

5. Procedures for invoking contingency mode Multiple additional officers scheduled for December 31st, 1999. Personnel advised of multiple callbacks, cancellation of days off and vacation.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode Officers to be staged at City Hall to accept walk-ins. Officers to dispatch via city radio systems. Additional officers to saturate neighborhoods.
-
-
7. Resource plan for operating in contingency mode (human resources) Seven to eight additional on-duty officers to include possible callbacks.
-
-
8. Criteria for returning to normal operating mode Hennepin/Ramsey system up and running, and directive of Chief.
-
-
9. Procedures for returning to normal operating mode Return to SOP, and by directive from Chief of Police.
-
-
10. Procedures for recovering lost or damaged data N/A
-
-
11. Estimated cost of the plan Overtime pay at union wage.
-
12. Post contingency plan Meet with Hennepin/Ramsey Radio reps and discuss any problems/solutions.
-
13. Testing of contingency plan In place.
-
-

Contingency Planning Template

System: Phone System/Voice Mail/911

Risk Class: High

Dept.: Police

Date: 04-22-99

Created By: Capt. Ohl

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval Richard Goyette Date 05-03-99

1. Objective of the plan Simplified service.

2. Criteria for invoking the plan System failure.

3. Expected life of the plan One week.

4. Roles, responsibilities, and authority Four supervisors to be on-duty at New Year for direction.

5. Procedures for invoking contingency mode Direct officers to take their posts.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode Officers to be staged at City Hall to accept walk-ins. Officers to dispatch via city radio systems. Additional officers to saturate neighborhoods.

7. Resource plan for operating in contingency mode (human resources) Seven to eight additional on-duty officers to include possible callbacks.

8. Criteria for returning to normal operating mode Phone systems to return to normal operation.

9. Procedures for returning to normal operating mode Return to SOP and by directive of Police Chief.

10. Procedures for recovering lost or damaged data N/A

11. Estimated cost of the plan Overtime pay at union wage.

12. Post contingency plan Meet with officers and US West to discuss future emergencies.

13. Testing of contingency plan No control over 911 system. Phone system reported to be Y2K compliant.

Contingency Planning Template

System: Wireless Communications

Risk Class: Low

Dept.: Police

Date: 04-22-99

Created By: Capt. Ohl

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval Richard Goyette Date 05-03-99

1. Objective of the plan Normal service. System out of our control.

2. Criteria for invoking the plan System failure.

3. Expected life of the plan One week.

4. Roles, responsibilities, and authority On-duty officers to invoke plan.

5. Procedures for invoking contingency mode Squads to use land lines.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode _____ Squads to use land lines instead of cellphones.

7. Resource plan for operating in contingency mode (human resources) _____ N/A

8. Criteria for returning to normal operating mode _____ System becomes operational

9. Procedures for returning to normal operating mode _____ Return to SOP.

10. Procedures for recovering lost or damaged data _____ N/A

11. Estimated cost of the plan _____ N/A

12. Post contingency plan _____ Discuss with officers future emergencies and wireless interruptions.

13. Testing of contingency plan _____ N/A

Contingency Planning Template

System: Miscellaneous Electronic Equipment

Risk Class: Low

Dept.: Police

Date: 04-22-99

Created By: Capt. Ohl

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval Richard Empton Date 05-03-99

1. Objective of the plan Normal to degraded service.

2. Criteria for invoking the plan System failure.

3. Expected life of the plan Very short.

4. Roles, responsibilities, and authority Supervisors to check equipment (video cameras, fax, VCR's, etc.)

5. Procedures for invoking contingency mode Re-set clocks



Contingency Planning Template Continued

6. Procedures for operating in contingency mode N/A

7. Resource plan for operating in contingency mode (human resources) N/A

8. Criteria for returning to normal operating mode N/A

9. Procedures for returning to normal operating mode N/A

10. Procedures for recovering lost or damaged data N/A

11. Estimated cost of the plan N/A

12. Post contingency plan N/A

13. Testing of contingency plan Systems manually driven. No Y2K issue.



Contingency Planning Template

System: Sanitary Sewer Lift Station

Risk Class: Severe

Dept.: Public Works

Date: 9/26/99

Created By: Carol Kriegler

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval _____ Date _____

1. Objective of the plan To provide normal level of service. To avoid sewer back-up into 1666 Coffman.

2. Criteria for invoking the plan Power Outage

3. Expected life of the plan Until power is restored.

4. Roles, responsibilities, and authority Parks / Public Works staff will monitor lift station operations, report status to emergency operations Director. Report status to 1666 personnel.

5. Procedures for invoking contingency mode Communications have been made to 1666 personnel regarding potential need to reduce / minimize water use. Notification of Braun and City of Roseville for use of generator.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode Hook-up generator. Communicate need to reduce / eliminate facility water use.

7. Resource plan for operating in contingency mode (human resources) Public Works staff, City of Roseville Public Works staff, Braun Pump.

8. Criteria for returning to normal operating mode Power restoration

9. Procedures for returning to normal operating mode Disconnect generator. Communicate the resumption of normal level of service to 1666 Coffman.

10. Procedures for recovering lost or damaged data N.A.

11. Estimated cost of the plan Overtime pay.

12. Post contingency plan Review of procedures.

13. Testing of contingency plan Trial generator hook-up. Method of communication established.

Contingency Planning Template

System: Phone system / voice mail

Risk Class: High

Dept.: Administration

Date: 9/26/99

Created By: Carol Kriegler

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval _____ Date _____

1. Objective of the plan Simplified service.

2. Criteria for invoking the plan System failure-

3. Expected life of the plan One week

4. Roles, responsibilities, and authority Administrator will be staffing City Hall- monitoring switchboard 12/31/99.

5. Procedures for invoking contingency mode Convert to standard phones, implement radio and cellular communications. Notify Cady Communications.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode City staff and police officers to be staged at City Hall to accept walk-in concerns to dispatch via city radio and cellular systems. Additional staff may be called in.

7. Resource plan for operating in contingency mode (human resources) Two or three additional personnel will be available for additional staffing.

8. Criteria for returning to normal operating mode phone systems returning to normal operations.

9. Procedures for returning to normal operating mode Directive of City Administrator

10. Procedures for recovering lost or damaged data N.A.

11. Estimated cost of the plan Over-time pay.

12. Post contingency plan Meet with Ug. West and Cady Communications to discuss future potential emergencies.

13. Testing of contingency plan Locating of phone jacks, purchase of standard and cellular phones. Staff training on radio system use.



Contingency Planning Template

System: In-House Computer Network

Risk Class: High

Dept.: Administration / Finance.

Date: 9/26/99

Created By: Carol Kriegler

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval _____ Date _____

1. Objective of the plan Maintain records management system that can be utilized by staff for a short time.

2. Criteria for invoking the plan System failure.

3. Expected life of the plan Two months.

4. Roles, responsibilities, and authority Finance and administrative personnel to manually prepare payroll, checks; and access accounting data. Manually prepare administrative data.

5. Procedures for invoking contingency mode _____



Contingency Planning Template Continued

6. Procedures for operating in contingency mode Keep detailed records and reports manually.

7. Resource plan for operating in contingency mode (human resources) Prepare staff for manual accounting and record keeping methods.

8. Criteria for returning to normal operating mode Computers restored to normal.

9. Procedures for returning to normal operating mode Return to normal operation when system becomes available. Enter manually recorded data into system

10. Procedures for recovering lost or damaged data Complete system back-up by 12/29/99. Hard copies and disks.

11. Estimated cost of the plan Over-time pay.

12. Post contingency plan Enter manual data into system and review procedures.

13. Testing of contingency plan Staff meetings to discuss preparations.



Contingency Planning Template

System: Miscellaneous electronic equipment.

Risk Class: low

Dept.: Administration / Finance

Date: 9/24/99

Created By: Carol Kriegler

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval _____ Date _____

1. Objective of the plan Normal to degraded service.

2. Criteria for invoking the plan System or equipment failure.

3. Expected life of the plan Very short.

4. Roles, responsibilities, and authority Staff to monitor / check electronic equipment
(copy machine, fax, vcr, etc.)

5. Procedures for invoking contingency mode Re-set clocks, contact vendors, purchase replacements.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode N.A.

7. Resource plan for operating in contingency mode (human resources) N.A.

8. Criteria for returning to normal operating mode N.A.

9. Procedures for returning to normal operating mode N.A.

10. Procedures for recovering lost or damaged data N.A.

11. Estimated cost of the plan N.A.

12. Post contingency plan NA

13. Testing of contingency plan It is understood that all systems are manually driven - - no Y2k issues.



Contingency Planning Template

System: Investment Services

Risk Class: moderate

Dept.: Finance

Date: Sept. 26

Created By: Roland Olson

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval _____ Date _____

1. Objective of the plan Secure investment accounts. Make sure funds are accurately recorded on spreadsheets.

2. Criteria for invoking the plan Failure of brokerage firms to provide accurate fund balances.

3. Expected life of the plan 3 months.

4. Roles, responsibilities, and authority Accountant / city staff to monitor investment balances and account documents.

5. Procedures for invoking contingency mode Check 12/31/99 fund balances and verify accuracy.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode Use hard copy to track and document investment balances. Annual audit by independent auditors will also verify ending balances for 12/31/99.

7. Resource plan for operating in contingency mode (human resources) Accountant to monitor.

8. Criteria for returning to normal operating mode System becomes operational and all account balances verified as accurate.

9. Procedures for returning to normal operating mode Resume normal investment practices.

10. Procedures for recovering lost or damaged data Meet with providers regarding fund balances if differences occur.

11. Estimated cost of the plan N.A.

12. Post contingency plan Review any incidents and procedures.

13. Testing of contingency plan Y2k compliant letters on file - Smith Barney, U.S. Bancorp.



Contingency Planning Template

System: Banking Services

Risk Class: Moderate

Dept.: Finance

Date: _____

Created By: Roland Olson

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval _____ Date _____

1. Objective of the plan Secure money in bank accounts. Make sure funds are accurately accounted for in the transition from 1999 to 2000.

2. Criteria for invoking the plan Bank system failure.

3. Expected life of the plan 3 months.

4. Roles, responsibilities, and authority Accountant to maintain accurate financial records.
Hard copies filed.

5. Procedures for invoking contingency mode Check fund balances for accuracy early in 2000.



Contingency Planning Template Continued

6. Procedures for operating in contingency mode Unable to access bank records or innaccurate account balances. Only essential purchases to be made in December.
Extra petty cash on hand by Dec. 1.

7. Resource plan for operating in contingency mode (human resources) N.A.

8. Criteria for returning to normal operating mode Banking system operations return to normal.
Account balances verified.

9. Procedures for returning to normal operating mode Resume normal banking relationship.

10. Procedures for recovering lost or damaged data Keep detailed manual records.

11. Estimated cost of the plan N.A.

12. Post contingency plan Review any incidents / procedures.

13. Testing of contingency plan y2k compliant letter.



Contingency Planning Template

System: FIRE Fighting Equipment AND TRUCKS

Risk Class: High

Dept.: FIRE Dept

Date: 5/18/99

Created By: FIRE CHIEF KUPHAJEZ

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval _____ Date _____

1. Objective of the plan TO HAVE NORMAL S/C.

2. Criteria for invoking the plan EQUIPMENT FAILURE

3. Expected life of the plan 1 WEEK

4. Roles, responsibilities, and authority FIRE CHIEF

5. Procedures for invoking contingency mode YEAR 2000 Y2K



Contingency Planning Template Continued

6. Procedures for operating in contingency mode SOG's For Fire

Fighting

7. Resource plan for operating in contingency mode (human resources) Mutual Aid

Agreements

8. Criteria for returning to normal operating mode NA

9. Procedures for returning to normal operating mode SOG's

10. Procedures for recovering lost or damaged data NA

11. Estimated cost of the plan NA

12. Post contingency plan NA

13. Testing of contingency plan 2000 Y2K ASSESSMENT WORKSHEET

Contingency Planning Template

System: RAMSEY DISPATCH AND RADIOS

Risk Class: High

Dept.: FIRE DEPT

Date: 9/18/99

Created By: FIRE CHIEF KUNHAJEIR

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval _____ Date _____

1. Objective of the plan TO RECEIVE CALLS FOR HELP.

2. Criteria for invoking the plan SYSTEM FAILURE

3. Expected life of the plan AS LONG AS SYSTEM IS DOWN

4. Roles, responsibilities, and authority FIRE FIGHTERS ON DUTY

5. Procedures for invoking contingency mode A CREW AS FIRE FIGHTERS AT STATION. STATION WILL BE OPEN



Contingency Planning Template Continued

6. Procedures for operating in contingency mode STATICS WILL BE MAILED FOR WALK INS
7. Resource plan for operating in contingency mode (human resources) A STAFF OF AT LEAST 4 FIRE FIGHTERS ON DUTY.
8. Criteria for returning to normal operating mode RADIOS ARE BACK ON THE AIR
9. Procedures for returning to normal operating mode WHEN IT RETURNS TO NORMAL
10. Procedures for recovering lost or damaged data NA
11. Estimated cost of the plan STAND BY PAY.
12. Post contingency plan RAIDO USERS MEETING
13. Testing of contingency plan IN PLACE



Contingency Planning Template

System: DEFIBRILLATORS

Risk Class: LOW

Dept.: FIRE DEPT

Date: 9/18/98

Created By: FIRE CHIEF KURHAJFIZ

Related to Other Systems/Contingency Plans?
(If yes, list below.)

Dept. Head Approval _____ Date _____

1. Objective of the plan DEGRADED SVC

2. Criteria for invoking the plan SYSTEM FAILURE

3. Expected life of the plan 1 WEEK

4. Roles, responsibilities, and authority ON DUTY FIRE FIGHTERS TO CHECK

5. Procedures for invoking contingency mode YEAR 2000 CHECK



Contingency Planning Template Continued

6. Procedures for operating in contingency mode STANDARD CPR PROTOCOL

7. Resource plan for operating in contingency mode (human resources) N/A

8. Criteria for returning to normal operating mode RETURN OF DEFIBS TO NORMAL

9. Procedures for returning to normal operating mode RETURN TO SOP

10. Procedures for recovering lost or damaged data NA

11. Estimated cost of the plan NA

12. Post contingency plan NA

13. Testing of contingency plan NA

DEFIBS ARE Y2K COMPLIANT CHECK BY S. MARVIN

CONSENT 4
10/27/99

ITEM: Consideration of Resolution 99-23 authorizing application for
A SCORE recycling grant from Ramsey County

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Kathy Ciernia, Elections/Special Projects

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to authorize the city to apply for the annual SCORE grant to assist with costs associated with the city's recycling program. The grant amount for 2000 is \$10,816. The city charges a user fee for the recycling service.

ATTACHMENTS:

- 1 Resolution 99-23
- 2 SCORE grant application

ACTION REQUESTED:

Approve resolution 99-23 authorizing application for the SCORE grant

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: October 27, 1999

A RESOLUTION AUTHORIZING APPLICATION FOR
SCORE RECYCLING GRANT FUNDS FOR 2000

WHEREAS, the City of Falcon Heights is eligible to apply for Ramsey County SCORE grant recycling funds in 2000; and

WHEREAS, such funds would assist in continuing and improving the city's recycling program for 2000;

NOW THEREFORE, BE IT RESOLVED by the city council of the City of Falcon Heights, Minnesota, that the city clerk be authorized to apply for SCORE grant funds in the amount of \$10,816.00 for the year 2000.

Moved by: _____

Approved by: _____

GEHRZ ___ In Favor
GIBSON TALBOT
HUSTAD ___ Against
JACOBS
KUETTEL

Mayor
October 27, 1999
Date

Attested by: _____

City Administrator
October 27, 1999
Date

SAINT PAUL - RAMSEY COUNTY DEPARTMENT OF PUBLIC HEALTH

ENVIRONMENTAL HEALTH SECTION

2000 SCORE FUNDING GRANT APPLICATION

CITY/TOWNSHIP Falcon Heights DATE October 21, 1999

PROGRAM PERIOD: January 1, 2000 through December 31, 2000

CONTACT PERSON Karhy Ciernia

ADDRESS 2077 W. Larpenteur Ave.

Falcon Heights, MN. 55113

PHONE 651-644-5050 FAX 651-8675

=====

1. DESCRIPTION OF 2000 RECYCLING PROGRAM:

A. SERVICE DESCRIPTION

SINGLE-FAMILY RESIDENCES

Twice monthly curbside collection.

MULTI-UNIT HOUSING (If service is not provided, please describe how they are assured the opportunity to recycle on-site.)

All multi-family residences are serviced by E-Z Recycling, except the U of M Family Housing units. These are serviced by Waste Management.

CONDOMINIUM RESIDENCES (If service is not provided, please describe how they are assured the opportunity to recycle on-site.) Same as multi-family residences.

MANUFACTURED HOME PARKS (If service is not provided, please describe how they are assured the opportunity to recycle on-site.) No manufactured home parks in the city.

NAME OF COLLECTOR(S) E-Z Recycling, 875 N. Prior Ave., St. Paul, MN. 55104

Waste Management Inc. of Minnesota, 10050 Naples St. NE, Blaine, MN. 55449

ITEMS COLLECTED FOR RECYCLING: Glass, Metal cans, Corrugated Cardboard, Plastic Bottles, Newspaper, Magazines, Office Paper, Motor Oil, Car Batteries, Telephone Books, Chipboard Boxes

B. DESCRIBE THE LONG TERM SOURCE(S) OF FUNDING FOR RECYCLING SERVICES:

Per household- recycling fee on the city utility bills.

C. DESCRIBE CHANGES TO THE PROGRAM FOR 2000:

None anticipated for 2000.

2. HOW DO YOU PROPOSE TO USE SCORE GRANT FUNDS? PLEASE DESCRIBE HOW A SCORE GRANT WOULD ENHANCE/IMPROVE SOURCE REDUCTION AND RECYCLING EFFORTS IN YOUR COMMUNITY. (PLEASE BE VERY SPECIFIC, AND INCLUDE MEASURABLE GOALS AND ANY PROGRAM CHANGES FOR 2000).

Curbside and multi-family reimbursement for collection of recyclable materials.

3. HOW WILL THESE ACTIVITIES BE EVALUATED?

We will measure results by tonnage collected and participation rates as reported by the recycling collectors.

4. IF THESE ACTIVITIES (INCLUDING RECYCLING COLLECTION) WILL BE CONDUCTED BY A SUBCONTRACTOR, WHAT PROVISIONS WILL BE MADE TO MONITOR AND AUDIT SUBCONTRACTOR ACTIVITIES?

E-Z Recycling and Waste Management both submit tonnage reports to the city which detail the amount of materials collected. E-Z Recycling also provides the city with weight tickets to verify their reports.

5. IF THESE ACTIVITIES WILL BE ONGOING AFTER THIS GRANT PERIOD, HOW WILL THEY BE FUNDED?

From recycling fee placed on resident utility bills.

6. SCORE FUNDING GRANT PROPOSED BUDGET (ATTACH A COPY OF YOUR ADOPTED COMPLETE 2000 MUNICIPAL RECYCLING BUDGET, INCLUDING ALL FUNDING SOURCES):

ADMINISTRATION: \$ 0.

PROMOTION ACTIVITIES \$ 0.
PLEASE DETAIL:

EQUIPMENT \$ 0.
PLEASE DETAIL:

COLLECTION OF RECYCLABLES \$ 10,816.00
PLEASE DETAIL:

TOTAL \$ 10,816.00

7. PLEASE DESCRIBE YOUR MUNICIPAL IN-HOUSE RECYCLING PROGRAM:

E-Z Recycling collects the same materials from the City Hall as they do from residences.

8. DESCRIBE THE CITY'S SOURCE REDUCTION AND RECYCLING PROMOTIONAL EFFORTS; INCLUDE TYPES OF PROMOTIONAL MATERIALS USED AND SCHEDULES FOR DISTRIBUTION OF INFORMATION.

Programing on municipal cable station.

Inserts in City newsletter.

Sponsor city wide garage sale to encourage re-use rather than disposal.

Co- Sponsor clean-up day in the city with neighboring cities.

9. PLEASE ATTACH A RESOLUTION FROM YOUR GOVERNING BODY REQUESTING THE FUNDING ALLOCATION OR A CERTIFIED COPY OF THE OFFICIAL PROCEEDINGS AT WHICH THE REQUEST WAS APPROVED.

NAME OF PERSON AUTHORIZED TO SUBMIT GRANT:

Kathy Ciernia

Kathy Ciernia

SIGNATURE

TITLE OF PERSON AUTHORIZED TO SUBMIT GRANT:

Elections/Special Projects

Administrator

PLEASE RETURN THE COMPLETED GRANT APPLICATION FORM BY OCTOBER 30, 1999
TO:

DAN DONKERS, PROGRAM ANALYST
SAINT PAUL - RAMSEY COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION
1670 BEAM AVENUE, SUITE A
MAPLEWOOD, MN 55109-1176

SOLID WASTE (206)

BUDGETARY OBJECTIVE:

This fund accounts for costs associated with the city's recycling services; revenues being derived from a county grant and user fees.

ACCOUNT HIGHLIGHTS:

REVENUES & OTHER FINANCING SOURCES

- ⇒ **County Grant - Recycling (33610)** This grant is to help pay for educational material and administrative costs for recycling within the city.
- ⇒ **Solid Waste Fee (34180)** City property owners are charged a quarterly fee on their utility bills to account for this revenue.

EXPENDITURES & OTHER FINANCING USES

- ⇒ **Regular Salaries (60100)** See Appendix 1 for the personnel compensation distribution.
- ⇒ **Newsletters (70420)** Solid waste news is included in the city newsletter.
- ⇒ **Recycling Contract (82030)** The city contracts for its recycling services.
- ⇒ **Insurance & Bonds (88000)** Premiums for solid waste workers' compensation are included here.
- ⇒ **Clean-up Day (89010)** The city offers residents a clean-up day in cooperation with the St. Anthony Park and Como neighborhoods. A base fee is charged to the city. Residents pay a user fee if they use the clean-up service.

SOLID WASTE (206)

ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL 1997	ACTUAL 1998	BUDGET 1999	ESTIMATED 1999	BUDGET 2000
REVENUES:						
<i>INTERGOVERNMENTAL</i>						
33610	COUNTY GRANT - RECYCLING	5,692	15,322	10,500	10,837	10,500
	<i>TOTAL INTERGOVERNMENTAL</i>	5,692	15,322	10,500	10,837	10,500
<i>CHARGES FOR SERVICES</i>						
34180	SOLID WASTE FEE	31,496	32,129	32,000	32,000	32,000
34181	SOLID WASTE PENALTY	55	0	0	0	0
34182	SALE OF RECYCLING	0	0	0	0	0
	<i>TOTAL CHARGES FOR SERVICES</i>	31,551	32,129	32,000	32,000	32,000
<i>MISCELLANEOUS</i>						
36211	INTEREST ON INVESTMENTS	88	194	50	200	50
	<i>TOTAL MISCELLANEOUS</i>	88	194	50	200	50
	<i>TOTAL REVENUES</i>	37,331	47,644	42,550	43,037	42,550
EXPENDITURES:						
<i>COMPENSATION</i>						
60100	REGULAR SALARIES	8,042	4,776	5,207	3,100	1,778
64011	PERA CONTRIBUTIONS	372	255	248	150	92
64012	FICA CONTRIBUTIONS	649	390	399	300	136
64031	HOSPITALIZATION	629	433	500	480	234
64032	DENTAL	106	71	82	70	38
64033	LONG-TERM DISABILITY	23	14	16	12	12
64034	LIFE INSURANCE	29	19	18	26	5
	<i>TOTAL COMPENSATION</i>	9,850	5,958	6,470	4,138	2,295
<i>MATERIALS & SUPPLIES</i>						
70100	SUPPLIES	580	688	500	100	0
70420	NEWSLETTERS	393	492	350	100	0
70500	POSTAGE	150	357	150	50	0
	<i>TOTAL MATERIALS & SUPPLIES</i>	1,123	1,527	1,000	250	0
<i>OTHER SERVICES & CHARGES</i>						
80310	AUDIT	210	210	220	220	240
82030	RECYCLING CONTRACT	30,022	30,598	32,300	30,712	32,000
86100	CONFERENCES/EDUCATION/ASSOCIATIONS	81	0	100	0	0
88000	INSURANCE & BONDS	27	0	100	0	0
88500	BILLING FEES	75	115	100	50	115
89010	CLEAN-UP DAY	79	59	300	0	1,800
	<i>TOTAL OTHER SERVICES & CHARGES</i>	30,494	30,982	33,120	30,982	34,155
	<i>TOTAL EXPENDITURES</i>	41,467	38,467	40,590	35,370	36,450
	FUND BALANCE - JANUARY 1	11,823	7,687	16,864	16,864	24,531
	CHANGE IN FUND BALANCE	-4,136	9,177	1,960	7,667	8,100
	FUND BALANCE - DECEMBER 31	7,687	16,864	18,824	24,531	30,631

POLICY 1
Date: 10/27/99

ITEM: Consideration of Resolution 99 -24 Ordering a Feasibility Study
For Alley Reconstruction

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to authorize a feasibility study for the proposed alley reconstruction project that is planned for 2000. The project is budgeted for \$250,000 in the year 2000 capital budget. The alleys to be reconstructed include those that were not reconstructed in the Northome neighborhood in 1995 and the alley behind Crawford Street. A feasibility study is the first step in preparing for a public improvement of this type. It permits the engineer to proceed with gathering the necessary information in the field before going ahead with the plans. A feasibility study does not commit the council to the project. Once the feasibility study is completed, the city administrator and engineer will meet with property owners along the alleys to discuss the project. The engineer will review the alleys to be reconstructed. He will note whether or not the alley between Crawford and Larpenteur needs to be reconstructed entirely to Snelling Avenue or can stop at Arona Street. (The alley from Arona to Snelling Drive was reconstructed as part of the Bullseye redevelopment in 1985.) The city assessed 90% of the cost of reconstructing alleys in its last alley project in the Northome neighborhood.

ATTACHMENTS:

- 1 Letter from city engineer dated 10/18/99
- 2 Proposed resolution 99-24

ACTION REQUESTED:

Presentation of proposed alley reconstruction plan.
Questions and discussion.
Approve feasibility study, if council chooses to proceed with the project.



Howard R. Green Company
CONSULTING ENGINEERS

October 18, 1999
File: 808630J-0030

Ms. Susan Hoyt
City Administrator
City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, MN 55113

RE: ALLEY RECONSTRUCTION PROJECT

Dear Ms. Hoyt:

As we had previously discussed, the City's Street Capital Improvement Program calls for the second half of the alley reconstruction to take place in the year 2000. In order to initiate this project, the City Council needs to adopt a resolution ordering the preparation of a feasibility study. I assume that we will follow a similar process as was followed with the first alley reconstruction project. With that project, we gathered initial information including survey work, estimated costs and proposed assessment rates. At that point we held an information meeting with all affected property owners. The information gathered from the public then became a part of the official feasibility study that was presented to the City Council.

If the City Council adopts the resolution ordering the feasibility study at their meeting on October 27, 1999 I would assume that by early December we could hold an informational meeting prior to the holiday season. If this does not work into the City's calendar I would recommend that we wait until early 2000 to miss the busy holiday season. This would still allow adequate time for the report to be presented to the City Council in late January, a public hearing held in February and the plans and specifications ordered such that a bid could be received in Spring of 2000 so that the best construction prices can be obtained.

If you have any questions regarding this information please call.

Sincerely,

Howard R. Green Company

Terry J. Maurer, P.E.