

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

August 25, 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: August 4, 1999
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
 - 1. General disbursements through 8/19/99, \$117,872.57
Payroll, 8/1/99 to 8/15/99, \$13,563.82
 - 2. Licenses
 - 3. *Addendum - Schedule of mtg.*
- G. POLICY AGENDA:
 - 1. Consideration of a resolution subdividing a lot at 1795 North Fairview Avenue into two lots.
 - 2. Consideration of ordinance 99-04⁰⁵ amending Section 9-2.03 and 9-2.05 of the zoning code requiring a lot to have frontage on a public street prior to development
 - 3. Consideration of ordinance 99-05⁰⁶ amending 9-16 of the zoning code relating to planned unit developments (PUD)
 - 4. Participation in the Great City Hall Tune-In
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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- B. ROLL CALL: GEHRZ ____ GIBSON TALBOT ____ HUSTAD ____
 JACOBS ____ KUETTEL ____ HOYT ____
 ATTORNEY ____ ENGINEER ____
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: August 4, 1999 **(Tab #1)**
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
1. General disbursements through 8/19/99, \$117,872.57
Payroll, 8/1/99 to 8/15/99, \$13,563.82 **(Tab #2)**
 2. Licenses **(Tab #3)**
- G. POLICY AGENDA:
1. Consideration of a resolution subdividing a lot at 1795 North Fairview Avenue into two lots. **(Tab #4)**
 2. Consideration of ordinance 99-04 amending Section 9-2.03 and 9-2.05 of the zoning code requiring a lot to have frontage on a public street prior to development **(Tab #5)**
 3. Consideration of ordinance 99-05 amending 9-16 of the zoning code relating to planned unit developments (PUD) **(Tab #6)**
 4. Participation in the Great City Hall Tune-In **(Tab #7)**
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

DRAFT

CITY OF FALCON HEIGHTS
Regular Meeting/Workshop of City Council
Minutes of 4 August 1999

Mayor Gehrz called the meeting to order at 6:10 PM.

PRESENT: Gehrz, Gibson Talbot, Kuettel, Administrator Hoyt

ABSENT: Hustad, Jacobs

COMMUNITY FORUM:

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

MINUTES OF JULY 24, 1999

The July 24, 1999 minutes were approved.

CONSENT AGENDA:

An addendum was added to the consent agenda as Item No. 4.

Councilmember Kuettel moved approval of the consent agenda. The motion passed unanimously.

1. General disbursements and payroll
2. Licenses
3. Approval of personnel outplacement services with PDI
4. Purchase of fire department capital equipment

WORKSHOP:

The council discussed the draft 2000 budget goals and recommended some text changes to the city administrator. These will be incorporated into the budget.

ADJOURN

The meeting was adjourned at 7:15 PM.

Recording secretary
Susan Hoyt
City Administrator

18 August 1999
City of Falcon Heights
Workshop on Rescue Services

I. INTRODUCTION – Susan Hoyt, City Administrator

- A. City philosophy on emergency medical service delivery
- B. What has changed for the Falcon Heights basic life ambulance since 1997?
- C. The decision facing the city council

II. EMERGENCY MEDICAL SERVICE DELIVERY MODEL

Chief Dave Huisenga, EMS Chief, St. Paul Fire
Chief Tim Butler, Communications Chief, St. Paul Fire

- A. Dual response
- B. Advanced life/paramedic only response
- C. St. Paul Fire's services, training, response, time, etc.
- D. Falcon Heights Fire basic life service – Chief Clem Kurhajetz

III. FINANCIAL PROJECTIONS FOR THE RESCUE (EMS) FUND

Jennifer Thienes, Auditor

IV. NEXT STEPS

ADDENDUM
CONSENT
Date: 8/25/99

ITEM: Scheduling September 1 budget workshop at 7:00 PM
and council meeting at 8:00 PM

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

The council is being asked to move the schedule for the budget workshop and council meeting scheduled for September 1 back an hour to accommodate councilmembers' schedules for that evening.

Budget workshop 7:00 PM

Council meeting 8:00 PM

ACTION REQUESTED:

Approve workshop and meeting schedule for September 1.

CONSENT 1
Meeting Date: 8/25/99

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General Disbursements through 8/19/99, \$117,872.57
2. Payroll, 8/1/99 to 8/15/99, \$13,563.82

ACTION REQUESTED: Approval

APPROVAL OF BILLS
 PERIOD ENDING: _8-19-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	CADY COMMUNICATIONS INC	TELEPHONE SVCS	-----	134.40
	MINNESOTA STATE TREASURER	1ST & 2ND QTR BLDG SURCH	-----	298.35
	MOODY'S INVESTORS SERVICE	BOND RATING SVCS	-----	5,300.00
	USWEST COMMUNICATIONS	TELE TO 8-1	-----	620.75
	*** TOTAL FOR DEPT 00			6,353.50
	US BANCORP	MEETING EXPS	LEGISLAT	19.17
	JOHN HUSTAD	HUSTAD-LOST PAYCHECK	LEGISLAT	277.05
	FOCUS NEWS	CITY ELECTION FILING DAT	LEGISLAT	22.95
	FOCUS NEWS	ANNUAL DISCLOSURE TIF	LEGISLAT	170.85
	PHILLIPS, PATRICIA	COUNCIL WORKSHOP DINNERS	LEGISLAT	36.00
	*** TOTAL FOR DEPT 11			526.02
	AMERICAN OFFICE PRODUCTS	PAPER/TAPE/ENVELOPES	ADMINIST	100.59
	AMERICAN OFFICE PRODUCTS	BINDERS/LASER PAPER	ADMINIST	60.45
37903	BUREAU CRIMINAL APPREHEN.	BACKGROUND CHECK	ADMINIST	8.00
	FBN, INC	NEW WEB PAGE/FRONT PAGE	ADMINIST	170.00
	FRANKLIN COVEY	DAYTIME PLANNER	ADMINIST	63.90
37848	MN DEPARTMENT OF REVENUE	7/30 STATE WITHHOLDINGS	ADMINIST	909.65
37906	MN DEPARTMENT OF REVENUE	8/15 STATE WITHHOLDINGS	ADMINIST	766.36
37902	OFFICE MAX CREDIT PLAN	3 INCH FOLDERS	ADMINIST	31.89
37899	PERA	JULY 16-31 PERA WITH	ADMINIST	1,190.11
37905	PERA	8/15 PERA WITH	ADMINIST	1,179.37
	PHILLIPS, PATRICIA	MILEAGE	ADMINIST	1.86
	RAMSEY COUNTY	8/99 INS PREMIUMS	ADMINIST	3,129.50
	TAFF, SUSAN HOYT	8/99 AUTO ALOWANCE	ADMINIST	250.00
	UNITED WAY	PHILLIPS 2ND QTR	ADMINIST	36.00
	ASSOC. OF METROPOLITAN	AMM ANNUAL MEETING EXP	ADMINIST	60.00
	KINKO'S INC.	FAIR FLYER	ADMINIST	76.15
	*** TOTAL FOR DEPT 12			8,033.83
	A TO Z RENTAL	SPEED PITCH RENTAL	COMMUNIC	149.50
	US BANCORP	ICE CREAM SOCIAL SUPPLIE	COMMUNIC	27.88
	KARNA BLOOMQUIST	MILEAGE-ICE CREAM SOCIAL	COMMUNIC	15.19
	CASH	BAKERY ITEMS-ICE CREAMSO	COMMUNIC	36.20
	CASH	ICE	COMMUNIC	3.80
	CASH	50TH B-DAY SUPPLIES	COMMUNIC	47.16
	DIANE MEYER	50TH BADAY ICE CREAM SOC	COMMUNIC	88.04
	MONCRIEF, WILL	MILEAGE-SPEED PITCH	COMMUNIC	21.17
	OXYGEN SERVICE COMPANY	TANK RENTAL	COMMUNIC	9.00
	OXYGEN SERVICE COMPANY	HELIUM FOR BALLONS	COMMUNIC	56.21
37901	TARGET	50TH BDAY ICE CREAM SOCL	COMMUNIC	106.43
	FASTSIGNS	BANNERS FOR 50TH ICE CRE	COMMUNIC	13.31
	BADGE-A-MINIT	500 BADGE PARTS	COMMUNIC	80.95
	*** TOTAL FOR DEPT 16			654.84
	DAHLGREN SHARDLOW & UBAN	ST PAUL CAMPUS ISSUES	PLANNING	436.55
	DAHLGREN SHARDLOW & UBAN	SCHOOL MORATORIUM	PLANNING	753.75
	*** TOTAL FOR DEPT 17			1,190.30
	HUGHES & COSTELLO	8/99 PROSECUTIONS	PROSECUT	2,264.00
	*** TOTAL FOR DEPT 23			2,264.00
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING FIRE HALL	FIRE FIG	40.94

APPROVAL OF BILLS
 PERIOD ENDING: _8-19-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	4.17
	CY'S UNIFORMS	SHIRTS	FIRE FIG	39.55
	EMERGENCY APPARATUS MAINT	MAIN PRESSURE PUMP GAUGE	FIRE FIG	218.06
	EMERGENCY APPARATUS MAINT	757 OPTICON REPAIR	FIRE FIG	138.00
	EMERGENCY APPARATUS MAINT	753 BRAKE LIGHT REPAIR	FIRE FIG	248.44
	JANKE, KATHLEEN	CLEAING OF FIRE HALL	FIRE FIG	80.00
	KINGS TRUE VALUE	MISC TOOLS	FIRE FIG	111.32
	OXYGEN SERVICE COMPANY	AIR/OXYGEN	FIRE FIG	54.00
	SUBURBAN HARDWARE	SPARK PLUGS/OIL	FIRE FIG	25.06
	SUBURBAN HARDWARE	TRASH BAGS,CLEANING SUPP	FIRE FIG	39.38
	AIRTOUCH CELLULAR	LADDER TRUCK	FIRE FIG	7.90
	USWEST COMMUNICATIONS	TELE TO 8/1	FIRE FIG	169.41
	*** TOTAL	FOR DEPT 24		1,176.23
	UNITED WAY	IVERSON 2ND QTR	FIRE PRE	36.00
	*** TOTAL	FOR DEPT 25		36.00
	BROWNING-FERRIS IND.	WASTE	CITY HAL	209.71
	GLENWOOD INGLEWOOD	RENTAL COOLER	CITY HAL	9.00
	GLENWOOD INGLEWOOD	8 5 GALLON CONTAINERS	CITY HAL	51.20
	GRAINGER, W. W., INC.	TOWELS/SOAP FOR BATHROOM	CITY HAL	93.26
	GRAINGER, W. W., INC.	TOILET TISSUE	CITY HAL	39.25
	NSP	GAS TO 8/3	CITY HAL	32.38
	NSP	ELECT TO 8/3	CITY HAL	1,100.13
	PHILLIPS, PATRICIA	COFFEE/NAPKINS	CITY HAL	17.97
	SUBURBAN HARDWARE	LAWN GARDEN SUPPLIES	CITY HAL	37.26
	SUBURBAN HARDWARE	MISC TOOLS	CITY HAL	21.36
	*** TOTAL	FOR DEPT 31		1,611.52
	BATTERIES PLUS	BATTERY	STREETS	60.69
	GOPHER STATE ONE-CALL	1 LOCATE	STREETS	1.75
	KNOX LUMBER CO.	MULCH	STREETS	10.66
	KNOX LUMBER CO.	BLACK TOP PATCH	STREETS	68.21
	LEAGUE OF MN CITIES INSUR	DEDUCTIBLE PYMT	STREETS	500.00
	MARGOLIS BROTHERS	TOP SOIL	STREETS	339.68
	NSP	ELECT TO 8/3	STREETS	88.86
	NSP	ELECT TO 8/2	STREETS	59.17
	NSP	ELECT TO 8/3	STREETS	8.86
	NSP	ELECT TO 8/1	STREETS	21.87
	NSP	ELECT TO 8/1	STREETS	75.79
	NSP	ELECT TO 8/1	STREETS	2,045.79
	NSP	ELECT TO 8/4	STREETS	15.52
	NSP	ELECT TO 8/4	STREETS	44.67
	NSP	ELECT TO 8/4	STREETS	8.95
	SUBURBAN HARDWARE	WATER TANK REPAIRS	STREETS	4.78
	T.A. SCHIFSKY & SONS, INC	ASPHALT	STREETS	70.15
	D-ROCK CENTER & SMALL ENG	BLACK DIRT	STREETS	118.22
	*** TOTAL	FOR DEPT 32		3,543.62
	HOWARD GREEN COMPANYCY.	SIDEWALK IMPROVEMENT	ENGINEER	270.00
	HOWARD GREEN COMPANYCY.	SEAL COATING	ENGINEER	937.11
	HOWARD GREEN COMPANYCY.	GENERAL SVCS F.H.	ENGINEER	639.00
	HOWARD GREEN COMPANYCY.	QUESTWOOD TOWNHOUSES	ENGINEER	1,048.45

APPROVAL OF BILLS
 PERIOD ENDING: _8-19-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	HOWARD GREEN COMPANYC.	M.S.A. STREET INVEST	ENGINEER	1,291.75
	*** TOTAL FOR DEPT 33			4,186.31
	KINGS TRUE VALUE	TREE TRIMMING POLE PRUNR	TREE PRO	39.99
	KNOX LUMBER CO.	TREE PRUNNER SAW BLADE	TREE PRO	12.13
	KUNDE CO INC	DISEASE TREE INSPECTIONS	TREE PRO	599.25
	RENT ALL MINNESOTA INC	RENT WOOD CHIPPER	TREE PRO	549.70
	PRECISION TREE COMPANY	9 TREE REMOVALS	TREE PRO	2,172.60
	*** TOTAL FOR DEPT 34			3,373.67
	CARLSON EQUIPMENT COMP.	WHITE PAINT (JULY 7)	PARK & R	52.53
	CARLSON EQUIPMENT COMP.	WHITE PAINT (JULY 8)	PARK & R	52.53
	CASH	BASEBALL BAT	PARK & R	47.91
	CASH	GRASS SEED	PARK & R	16.99
	GRAINGER, W. W., INC.	FIRE EXT	PARK & R	38.04
	GRAINGER, W. W., INC.	SMALL FIRE EXT/LINERS	PARK & R	76.21
	HONEYWELL INC.	3RD QTR SECURITY	PARK & R	108.00
	ICMA RETIREMENT TRUST 457	8/99 MAERTZ	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	8/99 TRETSEVEN	PARK & R	100.00
	LANDSCAPE ALTERNATIVES	PRAIRE PLANTS COMM PARK	PARK & R	358.67
	LINDERS GREENHOUSES	EDGING/SUPPLIES	PARK & R	155.49
	NSP	ELECT /GAS TO 8/4	PARK & R	114.61
	ON SITE SANITATION	7/99 PORTABLE TOILET	PARK & R	93.65
	SUBURBAN HARDWARE	TRASH BAGS/BATTERIES/	PARK & R	112.53
	UNITED WAY	KRIEGLER 2ND QTR	PARK & R	42.00
	USWEST COMMUNICATIONS	TELE TO 8-10	PARK & R	65.01
	*** TOTAL FOR DEPT 41			1,534.17
	US BANCORP	HULA HOOPS/SOCCER CONES	PARK PRO	63.73
	CASH	ART CLASS SUPPLIES	PARK PRO	54.99
	CASH	REFRESHMENTS	PARK PRO	6.37
	FALCON LANES	BOWLING RENTAL COSTS	PARK PRO	210.00
	CARRIE KLINE	COOKING CLASS/TIME-IN	PARK PRO	62.95
	DIANE MEYER	ART CLASS SUPPLIES	PARK PRO	29.60
	MICHAELS ARTS & CRAFTS	CONSTRUCTION PAPER/COVER	PARK PRO	13.79
37901	TARGET	SUPPLIES	PARK PRO	16.54
	RUTH MOORE	BOWLING INSTRUCTION	PARK PRO	150.00
	*** TOTAL FOR DEPT 50			607.97
	CADY COMMUNICATIONS INC	1 NEW TELEPHONE/INSTALLAT	GENERAL	411.60
	CTV NORTH SUBURBS	MODEM	GENERAL	395.00
	KRIEGLER, CAROL	REIMB FOR CAMCORDER	GENERAL	593.28
	PHILLIPS, PATRICIA	REIMB MICRO-WAVE	GENERAL	106.49
	*** TOTAL FOR DEPT 63			1,506.37
	SUBURBAN HARDWARE	NEW PUSH MOWER	PUBLIC W	340.79
	*** TOTAL FOR DEPT 65			340.79
37900	BOARD OF WATER COMMISSNRS	W. FOLEY H2O/SEWER PYMT	SANITARY	58.92
	FLEXIBLE PIPE TOOL COMP.	SEWER JETTER MAINTENANCE	SANITARY	773.38
	KNOX LUMBER CO.	2 PIPE WRENCHES	SANITARY	22.34
	METROPOLITAN COUNCIL	9/99 S.S.	SANITARY	18,077.56
	NSP	ELECT TO 8/4	SANITARY	147.89

APPROVAL OF BILLS
 PERIOD ENDING: _8-19-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NSP	ELECT TO 8/4	SANITARY	36.97
	*** TOTAL	FOR DEPT 75		19,117.06
	EMERGENCY MEDICAL PRODUCT	RESCUE SUPPLIES	RESCUE S	218.99
	JOHNSON-POWERS,DAN	EMT QUALIFICATION/TEST	RESCUE S	15.69
	MARY RIGNEY	EMT REFRESHER REIMBURSMT	RESCUE S	50.00
	AIRTOUCH CELLULAR	CELL PHONES	RESCUE S	11.70
37907	TREASURER,STATE OF MN	LICENSE RENEWAL BLS	RESCUE S	342.00
	*** TOTAL	FOR DEPT 76		638.38
	EHLERS AND ASSOCIATES	1/S TIF REPORT PREP FEE	TIF #1	405.00
	*** TOTAL	FOR DEPT 77		405.00
	EHLERS AND ASSOCIATES	1/2 TIF REPORT PREP FEE	TIF #2	405.00
	*** TOTAL	FOR DEPT 78		405.00
	LANDSCAPE ALTERNATIVES	LITTLE BLUESTEM PLANTS	LARPENTE	70.82
	*** TOTAL	FOR DEPT 82		70.82
37904	BERNARDY, CONNIE LANNERS	PROF SVCS AUG 1-15	MCAD	1,288.49
	BERNARDY, CONNIE LANNERS	AUG 16-30 PROF SVCS	MCAD	1,288.49
	*** TOTAL	FOR DEPT 84		2,576.98
	HOWARD GREEN COMPANYC.	NE AREA STREETS	NE QUAD	52,720.19
	*** TOTAL	FOR DEPT 86		52,720.19
	PERSONNEL DECISIONS	CAREER MGMT SVC-IVERSON	CONTINGE	5,000.00
	*** TOTAL	FOR DEPT 92		5,000.00
	*** TOTAL	FOR BANK 01		117,872.57
	*** GRAND TOTAL ***			117,872.57

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 13 99	32 RAYMOND BROWN	29618	6.47
COM	8 13 99	34 CLEMENT KURHAJETZ	29619	159.34
COM	8 13 99	35 LEO LINDIG	29620	18.99
COM	8 13 99	40 KEVIN ANDERSON	29621	53.33
COM	8 13 99	42 MICHAEL D. CLARKIN	29622	91.28
COM	8 13 99	60 TERRY D. IVERSON	29623	31.48
COM	8 13 99	63 RACHELLE L. MARVIN	29624	141.79
COM	8 13 99	66 ALFRED HERNANDEZ	29625	127.69
COM	8 13 99	70 JUSTIN T. NOVAK	29626	141.53
COM	8 13 99	73 JEREMY HUTCHISON	29627	103.15
COM	8 13 99	74 MARK J. ALLEN	29628	170.86
COM	8 13 99	75 JOSEPH P. KRAJEWSKI	29629	213.27
COM	8 13 99	76 STEVEN M. HOY	29630	147.82
COM	8 13 99	77 BARBARA J. LEMAY	29631	190.84
COM	8 13 99	79 MICHAEL D CLARKIN II	29632	28.29
COM	8 13 99	80 MARY K RIGNEY	29633	115.56
COM	8 13 99	81 LAUREL F SANDBERG	29634	78.78
COM	8 13 99	82 DUSTIN P THUNE	29635	50.91
COM	8 13 99	84 ALAN J JOHNSON	29636	93.74
COM	8 13 99	85 DANIEL S JOHNSON-POWERS	29637	162.02
COM	8 13 99	1002 SUSAN HOYT TAFF	29643	1402.91
COM	8 13 99	1003 TERRY IVERSON	29644	1072.55
COM	8 13 99	1005 CAROL KRIEGLER	29645	975.86
COM	8 13 99	1007 PATRICIA PHILLIPS	29646	962.31
COM	8 13 99	1013 WILLIAM MAERTZ	29647	1080.47
COM	8 13 99	1033 DAVE TRETSEVEN	29648	820.82
COM	8 13 99	1057 KRISTIN L. WOLVERTON	29649	254.84
COM	8 13 99	1089 KATHLEEN A. CIERNIA	29650	258.26
COM	8 13 99	1103 DIANE MEYER	29651	585.66
COM	8 13 99	1136 ROLAND O. OLSON	29652	837.38
COM	8 13 99	1148 RACHAEL J SEVERSON	29653	327.27
COM	8 13 99	1149 WILLIAM J MONCRIEF	29654	210.30
COM	8 13 99	1150 THAO NGUYEN	29655	434.78
COM	8 13 99	1152 KARNA M BLOOMQUIST	29656	374.38
COM	8 13 99	1153 MARK P BORSHEIM	29657	159.56
COM	8 13 99	1168 RYAN P. LAVELLE	29658	301.41
COM	8 13 99	1169 JAY PAUL KURTIS	29659	544.75
COM	8 13 99	1171 CARRIE J. KLEIN	29660	195.92
COM	8 13 99	1173 ELIZABETH M. POSTIGO	29661	250.52
COM	8 13 99	1174 JAMES O ECKBERG	29662	232.79
COM	8 13 99	1176 MICHAEL P ECKBERG	29663	153.94

COMPUTER CHECKS	13563.82
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

****TOTALS**** 13563.82

CONSENT 2
Meeting Date: 8/25/99

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

ONE DAY OUTDOOR SALE OF BEER/WINE

Ciatti's, Inc. #99-536

ACTION REQUESTED: Approval

No. 99-536

Expiration Date:
9/13/99

MUNICIPAL LICENSE

City of Falcon Heights, Minnesota

In conformance with city code a license is issued to:

**Ciatti's, Inc.
1611 W. Larpenteur Ave.
Falcon Heights, MN 55113**

**For: One day outdoor event sale of 3.2 malt liquor and wine to be held on
September 12, 1999 in conjunction with the city's 50th anniversary celebration**

Subject to all conditions and provisions of the city code.

Attest: _____

City Administrator

Mayor

Signed and sealed: August 25, 1999
Date

POLICY 1
Date: 8/25/99

ITEM: Consideration of a resolution subdividing a lot at 1795 North Fairview Avenue into two lots

REQUESTED BY: Mr. and Mrs. Busch, property owners

SUBMITTED BY: Susan Hoyt, City Administrator

REVEIWED BY: Planning Commission
Roger Knutson, City Attorney
Terry Maurer, City Engineer

EXPLANATION/DESCRIPTION:

Summary and action requested. The city council is being asked to consider adopting a resolution subdividing one lot at 1795 North Fairview in an R-1 zone into two lots, retaining a lot on Fairview Avenue and creating a new lot on the north end of Lindig Street. The proposed new lot is served by a public street and has access to public utilities. The request is being made by the property owners, who also own 1804 Lindig Street. The owners' current plans are to keep the area on Lindig Street as open space adjacent to their current lot and to sell the lot with the single family home on it on Fairview Avenue. The staff recommends approving this subdivision because it meets basic requirements including frontage on a public street. However, due to the elevation of this area, the staff recommends that if approval is given to the subdivision that the motion state that if the Lindig Street lot is developed with a single family home in the future, that the city engineer must approve the drainage and sanitary sewer plans for the development to assure that drainage and sewer will be adequate and not negatively impact the surrounding properties. The planning commission held a public hearing on this request and unanimously approved it.

Background.

- The lot at 1795 North Fairview was approved for subdividing in the late 1970's. However, the owner did not proceed with recording the subdivision at that time.
- The proposed lot on Lindig Street is not in the area recently recommended by the planning commission and adopted by the city council requiring that any development be part of the entire area north of Lindig Street that is not served by street or utilities.

- The two lots exceed the city's 10,000 square foot minimum for new R-1 subdivisions. The lot on Fairview would be 96.38' X 220.97' and the lot on Lindig Street would be 96.38' X 232.26'.
- The current property owners, who live at 1804 Lindig Street, are planning to use the new lot on Lindig Street as open space adjacent to their current lot. However, they do not plan to formally combine the proposed new lot on Lindig Street with their current lot on Lindig Street.
- The property owners are in the process of selling the developed, single family lot on Fairview Avenue.
- The new lot on Lindig has access to a public street. Sanitary sewer and water main extend to this lot and, therefore, the lot is potentially developable for a single family home.
- The engineer recommends approval of the subdivision with the additional requirement that the engineer approve the sanitary sewer and drainage for the site, if and when a single family home is proposed for construction on the site.

ATTACHMENTS:

- 1 Proposed resolution 99-18
- 2 Map of proposed subdivision on Lindig Street
- 3 Letter from city engineer, Terry Maurer

ACTION REQUESTED:

- 1 Report from city staff
- 2 Questions from councilmembers to staff
- 3 Report from property owners
- 4 Consideration resolution 99-18

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: August 25, 1999

RESOLUTION REGARDING SUBDIVISION OF 1795 NO. FAIRVIEW AND THE APPROVAL OF PLANS FOR DRAINAGE AND SANITARY SEWER PRIOR TO CONSTRUCTION

WHEREAS, 1795 North Fairview Avenue fronts onto two public streets, Fairview Avenue and Lindig Street; and

WHEREAS, the property being subdivided with access on Lindig Street is served by public water and sanitary sewer from Lindig Street; and

WHEREAS, the proposed lots meet minimum lot size and other requirements in the zoning code;

THEREFORE BE IT RESOLVED, that the property at 1795 North Fairview be subdivided into two lots, one being 1806 Lindig Street; and that prior to any construction of a dwelling at 1806 Lindig Street that the city engineer approve the plans for drainage and sanitary sewer to the site.

Moved by: _____

GEHRZ ___ In Favor
GIBSON TALBOT
HUSTAD ___ Against
JACOBS
KUETTEL

Approved by: _____

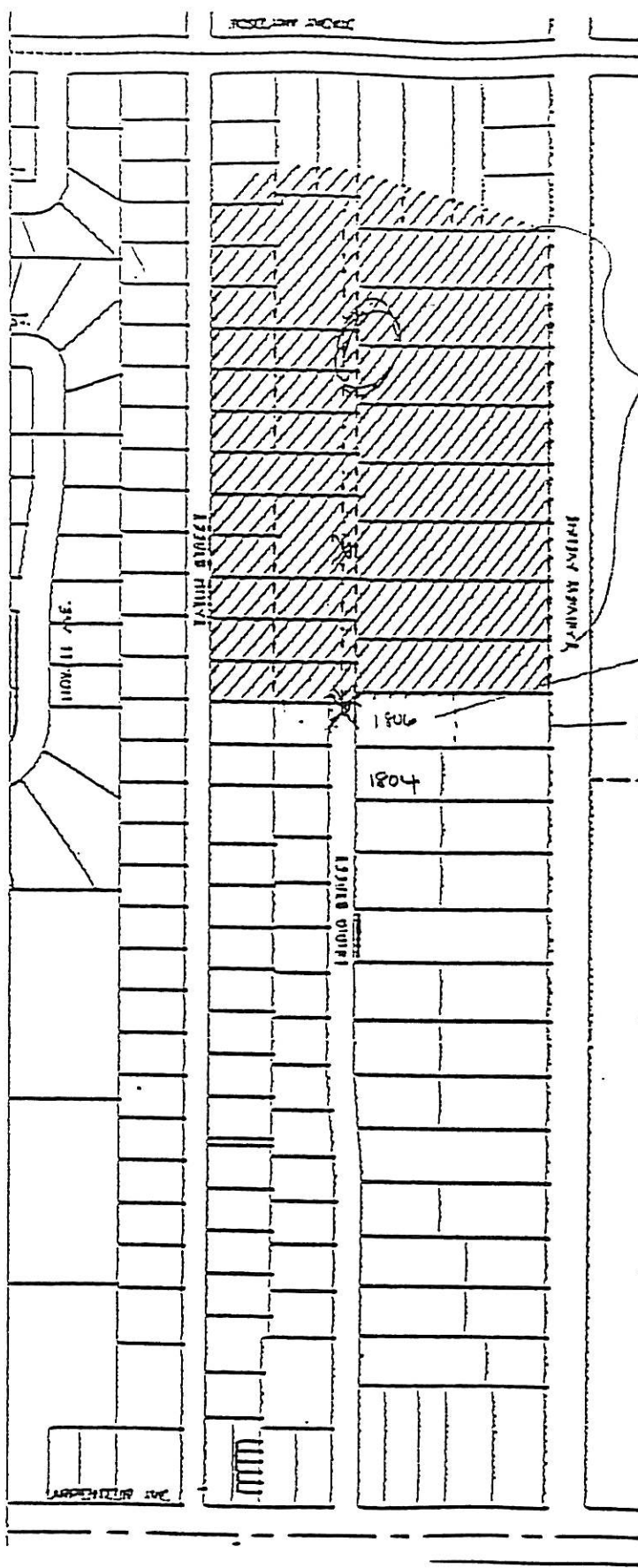
Mayor
Date August 25, 1999

Attested by: _____

City Administrator
Date August 25, 1999

Proposed Subdivision of Lot

12



Area subject to recent policy

Proposed lot on winding

1795 Fairview

1806

1804

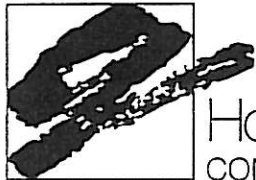
13000 QUINN

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1795 Fairview



Howard R. Green Company
CONSULTING ENGINEERS

July 13, 1999
File: 806110J-0325

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

Re: Lindig Avenue Lot Split

Dear Ms. Hoyt,

We have reviewed the plat prepared by Advance Surveying & Engineering Co. for Malcom MacGregor. The existing lot dimensions are 96.38' x 496.23'. The lot currently is bordered by Lindig Avenue and Fairview Avenue. The proposed subdivision would divide the existing lot into two lots. Tract A would be bordered by Lindig Avenue and the dimensions would be 96.38' x 232.26'. Tract B would be bordered by Fairview Avenue and the dimensions would be 96.38' x 220.97'. A house is currently located on the proposed Tract B and a shed is located on the proposed Tract A.

If the property owner decides to build a house on Tract A, a private sanitary sewer pump would be required. Our records for Lindig Avenue show the sanitary sewer ending approximately 50' south of the north lot line of Tract A. The invert elevation of the existing sanitary sewer manhole and the ground elevations of the lot do not facilitate the gravity connection of a sanitary sewer service. In fact, the property owner south of proposed Tract A currently utilizes a private pump. Therefore, a private pump would be required for a sanitary sewer service to Tract A. Watermain on Lindig Avenue extends 20' south of the north lot line of Tract A. Our records indicate that there is not water or sanitary sewer services extended to the lot.

Tract A is relatively low compared to the existing street grades. The proposed elevations of any future house and yard should be reviewed to ensure the grades would match possible future extensions of Lindig Street.

If you have any questions, please feel free to call me at (651) 644-4389.

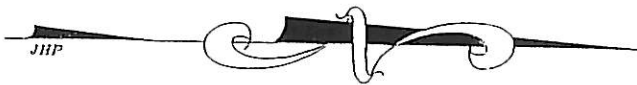
Sincerely,

HOWARD R. GREEN COMPANY


Terry J. Maurer, P.E.

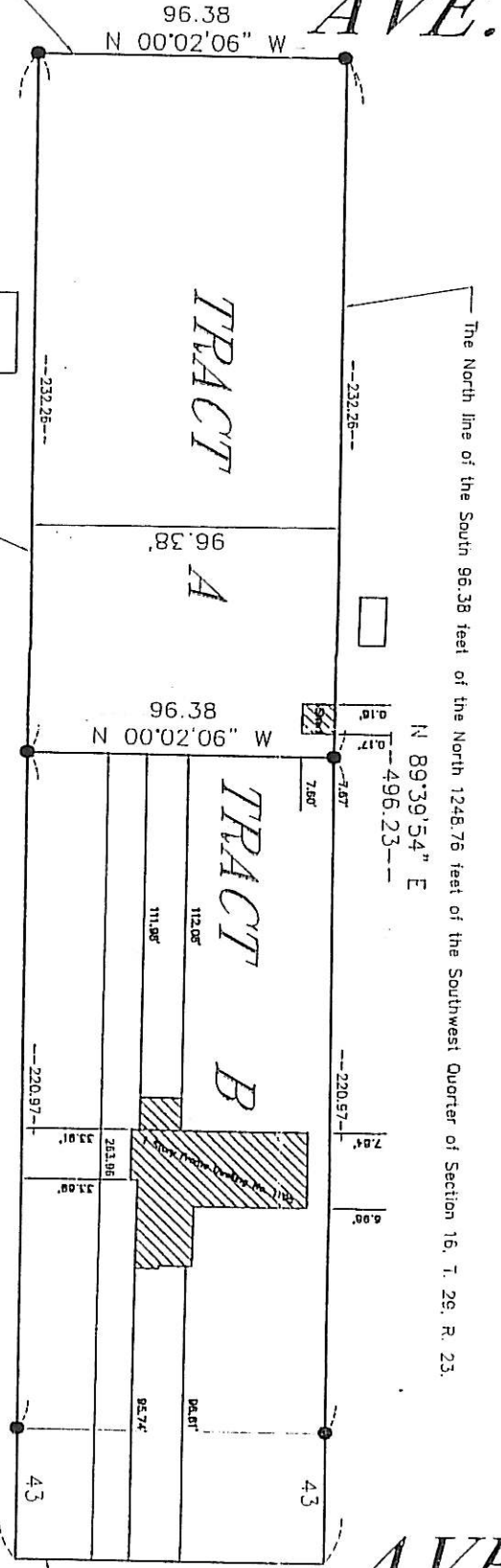
10, Township 29, Range 23, Ramsey County, Minnesota, EXCEPT the East 263.96 feet thereof
 PROPOSED LEGAL DESCRIPTION OF PARCEL B:
 The South 96.38 feet of the North 1248.76 feet of the East 263.96 feet of the Southwest Quarter of
 Section 16, Township 29, Range 23, Ramsey County, Minnesota.

James H. Parker PE & PS No. 9235



LINDIG AVE.

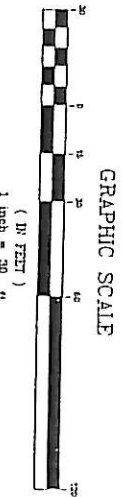
The West line of the East 30 Acres of the Southwest Quarter of Section 16, T. 29, R. 23.



The South line of the North 1248.76 feet of the Southwest Quarter of Section 16, T. 29, R. 23.

The North line of the South 96.38 feet of the North 1248.76 feet of the Southwest Quarter of Section 16, T. 29, R. 23.

The East line of the Southwest Quarter of Section 16, T. 29, R. 23.



FAIRVIEW AVE.

ITEM: Consideration of ordinance 99-⁰⁵~~04~~ amending Section 9-2.03 and 9-2.05 of the zoning code requiring a lot to have frontage on a public street prior to development

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Planning Commission
Roger Knutson, City Attorney

EXPLANATION/DESCRIPTION:

Summary and action requested. The city council is being asked to consider ordinance 99-⁰⁵~~04~~ amending the zoning code to require that lots have frontage on an improved public street prior to being developed. This requirement is included in a section of the code related to public streets so it is primarily a housekeeping item. However, the city attorney recommends that it be part of the zoning code. The planning commission held a public hearing on the proposed amendment and unanimously approved the ordinance.

Meets goal 2. To maintain the assets of the city's neighborhoods.

ATTACHMENTS:

- 1 Proposed ordinance 99-⁰⁵~~04~~ amending sections 9-2.03 and 9-2.05 of the zoning code

ACTION REQUESTED:

- 1 Report from staff
- 2 Discussion
- 3 Consider ordinance 99-⁰⁵~~04~~ amending section 9-2.03 and 9-2.05 of the zoning code

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. { } [99-04]

**AN ORDINANCE AMENDING CHAPTER 9 OF
THE FALCON HEIGHTS CITY CODE, THE ZONING
ORDINANCE, CONCERNING LOT RESTRICTIONS
AND REQUIRED STREET FRONTAGES**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. Section 9-2.03 of the Falcon Heights City Code is amended to read:

9-2.03 Lot Provisions

Subdivision 1. Lot Restrictions. A lot of record existing upon the effective date of this chapter which does not meet the requirements of this chapter as to area or width, but which meets all other zoning ordinance requirements, may be utilized for single family detached dwelling purposes provided it is zoned residential and the measurements of such area or width are within sixty-six and two-thirds (66 2/3%) percent of the requirements of this chapter, but said lot of record shall not be more intensively developed unless combined with one (1) or more abutting lots or portions thereof so as to create a lot meeting the requirements of this chapter.

SECTION 2. Section 9-2.05 of the Falcon Heights City Code is amended by adding Subdivision 3 to read:

[Subdivision 3. Street Frontage. All buildable lots must have frontage on and direct access to an improved public street except for Planned Unit Developments in which private streets have been approved by the City.]

SECTION 3. This ordinance shall be effective upon its passage and publication.

ADOPTED this _____ day of _____, 1999, by the City Council of Falcon Heights.

CITY OF FALCON HEIGHTS

BY: _____
Sue Gehrz, Mayor

ATTEST:

Susan Hoyt, City Clerk

ITEM: Consideration of ordinance ⁰⁶99-05 amending 9-16 of the zoning code relating to planned unit developments (PUD)

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Planning Commission
Roger Knutson, City Attorney

EXPLANATION/DESCRIPTION:

Summary and action requested. The city council is being asked to consider ordinance 99-05 amending 9-16 of the zoning code relating to the submission and approval of a planned unit development (PUD). There are no PUD applications or discussions about a possible PUD in the city at this time and given the fully developed nature of the city, there may not be one for some time in the future. Nevertheless, any new development or redevelopment in the future is likely to be done through a PUD application. Therefore, it is prudent to have the ordinance up to date so it can be applied appropriately if and when it is needed. The city administrator requested the city attorney to review the PUD ordinance. The city attorney is recommending several modifications to the current code. Although the approaches to a PUD ordinance vary, the proposed modifications are based upon the attorney's legal experience that finds it is in a city's best interest to maintain flexibility in what is required for a PUD approval. Specificity in a PUD ordinance may be desirable but it sometimes results in a city being required to approve a PUD that meets the specifics of the ordinance, but is not perceived as in the overall best interests of the city's development plans. A more flexible PUD ordinance provides city's more protection in denying a PUD if the city feels compelled to do so for land use planning reasons. The planning commission held a public on the ordinance and unanimously approved it.

Meets goal 2. To protect the characer of the city's unique neighborhoods

ATTACHMENT:

- 1 Proposed ordinance ⁰⁶99-05 amending 9-16 of the zoning code

ACTION REQUESTED:

- 1 Report from staff
- 2 Discussion
- 3 Consider ordinance ⁰⁶99-05

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 9 OF THE
FALCON HEIGHTS CITY CODE, THE ZONING ORDINANCE,
CONCERNING PLANNED UNIT DEVELOPMENT**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. Chapter 9, Part 16 of the Falcon Heights City Code is amended in its entirety to read:

PART 16. PLANNED UNIT DEVELOPMENT (PUD).

9-16.01 Purpose

~~{It is recognized that Planned Unit Developments are multiple uses within a single use district and, therefore, at variance with area zoning requirements. This PUD}~~ [The Planned Unit Development district] is intended to permit flexibility of site design, ~~{architecture for}~~ the conservation of land and open space through clustering of buildings and activities, and ~~{as}~~ an incentive to developers to plan creatively by providing density bonuses. This flexibility can be achieved by ~~{waiving provisions of this ordinance}~~ [allowing deviations from standards] including ~~{uses,}~~ setbacks, heights and similar regulations. "PUDs" are characterized by central management, integrated planning and architecture, joint or common use of parking, open space and other facilities, and a harmonious selection and efficient distribution of uses.

9-16.02 ~~{Definition}~~ [Required Use]

~~{PUDs shall include}~~ [PUD zoning is required for] all developments having two or more principal uses or structures on a single parcel of land and may include townhouses, apartment projects involving more than one building, residential subdivisions, multi-use structures such as an apartment building with retail at ground floor level, commercial developments, mixed residential and commercial developments, and similar projects.

9-16.03 General Requirements and Standards

~~Subdivision 1{- Ownership. An application for PUD approval must be filed by all owners of the land included in a proposed development. In the case of multiple ownership, the approved Final Development Plan shall be binding on all parcels involved. The developer shall have a property interest in the site which shall consist of a fee simple title, or an option to acquire fee simple title within a specified time period, or a lease hold interest in excess of thirty years.~~

Subdivision 2}. Comprehensive Plan/Ordinance Consistency. A ~~{proposed}~~ PUD ~~{shall}~~ ~~[must]~~ be consistent with the City Comprehensive Plan and the intent and purpose of the City Code provisions relative to land use, subdivision and development.

~~Subdivision 2} {3. Common Open Space. Common open space at least sufficient to equal the minimum density requirements established in the City zoning regulations shall be provided within the area of the PUD except as provided in subdivision 8 below.~~

Subdivision 4}. Operating and Maintenance Requirements for PUD Common Open Space/Facilities. Whenever joint common open space or service facilities for individual owners or users are provided within the PUD, the PUD plan shall provide reasonable assurance of adequate operation and maintenance of such open space and service facilities.

Subdivision 5} 3}. Staging of Public and Common Open Space. When a PUD provides for common or public open space, the total area of common or public open space or security in any stage of development, shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.

Subdivision 6} 4}. Development Stage. Whenever any PUD is to be developed in stages, no such stage shall, when averaged with all previously completed stages, have a residential density that exceeds one hundred twenty-five percent (125%) of the proposed residential density of the entire PUD.

Subdivision 7} 5}. Urban Development and Availability of Public Service. All development shall be carefully phased so as to ensure that it will not cause an unreasonable burden upon the City in providing services and utilities or cause a deleterious impact upon the natural environment.

~~{Subdivision 8. Density.~~

~~a. Single Purpose Planned Unit Developments. The density and intensity of use shall conform to the district in which the land and project are located subject to subdivision 8(e).~~

~~b. Mixed Use/Unique Purpose (District) Planned Unit Developments. The density and intensity of use shall be determined and regulated by the Planned Unit Development agreement approved by the City Council.~~

~~e. Density Increases. Density increases may be allowed at the discretion of the City Council as an incentive for the developer to include the following features hereby determined to be of benefit to the public:~~

~~1. For significant, undeveloped common open space up to a five percent (5%) density increase.~~

~~2. For significant, improved common open space up to a five percent (5%) density increase.~~

~~3. For distinctiveness and excellence in siting, design and/or landscaping up to a ten percent (10%) density increase.~~

~~4. For location adjacent to existing or proposed arterial streets up to a five percent (5%) density increase.~~

~~Subdivision 9. Site Improvement. All improvements and all engineering and design standards required by the City Zoning Code and all other regulations applicable to the development of land shall be applicable to Planned Unit Developments.~~

~~9-14.04 Permitted Uses~~

~~The permitted uses may include:~~

~~a. Any combination of dwelling units in single family, two family, town or row houses, and apartments.~~

~~b. Any non-residential use, to the extent such non-residential use is designed and intended to serve the residents of the Planned Unit Development.~~

~~c. Public and private education facilities.~~

~~d. Other uses permitted in the zoning district in which the Planned Unit Development is located.~~

~~9-16.05 Special Requirements and Standards~~

~~Subdivision 1. Required Frontage. The tract of land for which a project is proposed and permit requested shall not have less than two hundred (200) feet of frontage on the public right-of-way.~~

~~Subdivision 2. Yards:~~

~~a. The front, side and rear yard restrictions at the periphery of the Planned Unit Development site at a minimum shall be the same as those required in the zoning districts.~~

~~b. No building shall be located less than fifteen (15) feet from the back of the curb line along those roadways which are part of the internal street pattern.~~

~~c. No building within the project shall be nearer to another building than one-half (1/2) the sum of the building heights of the two buildings.~~

~~Subdivision 3. Landscaping, Screening and Surfacing:~~

~~a. The entire site other than that taken up by structures or landscaping shall be surfaced with a material to control dust and drainage.~~

~~b. Non-residential developments abutting a residential use district shall be screened and landscaped as required by the City's Zoning Code and other applicable regulations.~~

~~Subdivision 4. Private Roads.~~

~~a. Private roads may be utilized in Planned Unit Developments provided:~~

~~1. Ownership and maintenance of said roads shall be the responsibility of the homeowners associations.~~

~~2. Said road design shall meet or exceed the community standards for public roads including travel by emergency vehicles.~~

~~3. Said road right-of-way shall be platted as an outlet in the final plat, and shall meet or exceed the right-of-way requirements for an equivalent public road in the community.~~

~~4. The homeowners association shall establish a formal, written procedure for petitioning community takeover of said road. The association shall provide written evidence that at least ninety percent (90%) of the voting members of the association approved the transfer of road responsibilities to the community.~~

~~5. The City and the homeowners association shall establish an assessment procedure for all abutting, benefitting land in case public dedication and/or upgrading of the previously existing private road is officially petitioned for by the homeowners association.~~

~~6. An easement is granted to the community by the association, which allows the community to use the road and road right-of-way for any reasonable public purpose including but not limited to travel by emergency vehicles and installation of utilities and conveniences.~~

~~b. Private roads shall not connect two (2) or more existing or proposed public roads or road right-of-ways.~~

~~c. Private roadway systems within Planned Unit Developments shall provide access to the public, community road system only, and shall not connect with private roads of other developments without the formal written approval of each homeowners association and the City Council.~~

~~d. Before final approval is given for a private road by the Planning Commission, the homeowners association shall grant the community an option to acquire full right-of-way for public road purposes along the entire length of such private road, at such time as the City Council in its sole discretion, determines that it is in the public interest to acquire the road without any cost to the community. The purpose shall be to assure proper road maintenance and use should private efforts become ineffective.~~

9-16.06} [9-16.04 Permitted Uses and Standards

The permitted uses, standards, and development plan shall be set forth in the ordinance rezoning the property to PUD.

9-16.05] Procedure for Processing a Planned Unit Development

Subdivision 1. Approval Process. Planned Unit Developments may be permitted ~~{at}~~ [in] the ~~{sole}~~ [legislative] discretion of the City Council. The application and hearing process for Planned Unit Developments will be as required for ~~{Conditional Use Permits. Following public hearing and approval by the Planning Commission, Planned Unit Developments shall be submitted to the City Council for its approval. Planned Unit Developments shall be approved by a four-fifths (4/5) vote of the City Council.}~~ [other zoning ordinance amendments.]

~~{Subdivision 2. Application Conference. Upon filing of}~~ [Subdivision 2. Pre-application Conference. Before filing]an application for PUD, the applicant of the proposed PUD shall arrange for and attend a conference with the City Administrator. The primary purpose of the conference shall be to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of his proposal for the area for which it is proposed and its conformity to the provisions of this ordinance before incurring substantial expense in the preparation of plans, surveys and other data.

Subdivision 3. ~~{Preliminary Development Plan Specifications}~~ [Application]. An applicant shall submit ~~{to the Planning Commission, prior to the establishment of a public hearing, the Preliminary Development Plan which shall be composed of drawings, a written statement and exhibits attached thereto.}~~ [a completed application form furnished by the City, together with the following information:]

~~{a. The drawings may be in schematic form and must contain}~~ [a. Drawings in schematic form containing] the following:

1. The location, size of site and the proposed uses of the land to be developed.
2. The density of land use to be allocated to the several parts of the site to be developed.
3. The location and size of all useable open space and the form of organization to own land maintain such space.
4. The use, height, bulk and approximate location of buildings and other structures.

5. The plans for the distribution of sanitary wastes, storm water, and the provisions of other utilities.

6. The plans for parking of vehicles and the location and width of proposed streets, curbs, gutter and landscaping.

7. A schedule showing the proposed times within which application for final approval of all sections of the Planned Unit Development are intended to be filed.

b. ~~{The}~~ [A] written statement must include the following:

1. A narrative explanation of the general character of the Planned Unit Development, its integration with the surrounding land uses and justification of any requested density bonuses.

2. A statement identifying the final ownership and describing maintenance of all parts of the development including streets, structures and useable open space.

3. The total anticipated population of the Planned Unit Development, with break-downs as to the estimated number of school age children, adults and families.

c. The following exhibits ~~{to the written statement are required}~~:

1. Abstractor's certified property certificate showing the names and addresses of property owners within three hundred fifty (350) feet of the outer boundaries of the property.

2. Location map showing property in relation to the City as a whole and to the City's primary elements such as thoroughfares, schools, parks and shopping areas.

3. A legal description of the property including approximate total acreage.

4. Boundary survey prepared by a registered surveyor of the property and one hundred (100) feet beyond showing:

a. Existing property lines and dimensions.

b. Ownership of all parcels.

c. Platting and easements.

d. Street and railroad rights-of-way.

e. Buildings.

f. Utility lines and facilities.

5. A topographic map prepared by a Registered Civil Engineer or Registered Land Surveyor covering the entire tract proposed for development which contains the following information:

- a. Contour lines at no more than foot intervals.
- b. Hydrologic information including drainage patterns, wetlands, and land subject to periodic flooding.
- c. Soil and subsoil conditions.
- d. Vegetation including classification of tree cover by species.

6. Any other material requested by the City Council, Planning Commission or City staff.

~~{9-16.07 Final Development Plan Specifications}~~ **9-16.06** Coordination with Subdivision Approval

~~{The Final Development Plan filed with the City Administrator shall contain in final form all of the information required in the preliminary development plan. Within six (6) months following the approval of the preliminary development plan} [If development of the PUD requires subdivision approval, the PUD and subdivision shall be processed concurrently.]~~

9-16.07 Development Contract

~~The City and the developer shall enter into a development contract setting forth any improvements required to be undertaken by the developer. This contract may be combined with the development contract required for subdivision approval.~~

9-16.08 Zoning

~~If approved} by the City Council, the {applicant shall file with the City Administrator a Final Development Plan containing in final form and information required in the preliminary plan. The City Council at its discretion may extend for six (6) months the period for filing of the Final Development Plan.} [property shall be rezoned PUD in accordance with the terms of approval. If a concurrent plat application is being processed, PUD rezoning shall be concurrent with final plat approval.]~~

~~{9-16.08 Findings Required~~

~~The written findings necessary for approval of the Preliminary Development Plans shall be based on the following and shall describe in what respects the plan would or would not be in the public interest:~~

- ~~a. The plan is consistent with the City's Comprehensive Land Use Plan.~~
- ~~b. The plan is designed to form a desirable and unified development within its own boundaries.~~
- ~~c. The proposed uses will not be detrimental to present and future land uses in the surrounding area.~~
- ~~d. Any exceptions to the standard requirements of the zoning and subdivision ordinances are justified by the design of the development.~~
- ~~e. The plan will not create an excessive burden on parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the Planned Unit Development.~~
- ~~f. The Planned Unit Development will not have an undue and adverse impact on the reasonable enjoyment of neighboring property.~~

~~9-16.09 Zoning~~

~~When the Planned Unit Development plan has been approved, it shall be appropriately identified on the zoning map.~~

~~9-16.10 Annual Review~~

~~The Planning Commission shall review all unfinished Planned Unit Developments within the City at least once each year and shall make a report to the City Council on the status of the development in each of the Planned Unit Developments. If the City Council finds that development has not occurred within twelve (12) months from the original approval, the City Council may instruct the Planning Commission to remove the Planned Unit Development district from the zoning map and withdraw all approvals of the PUD.~~

~~9-16.11} [9-16.09] Control of Planned Unit Development Following Completion~~

~~Subdivision 1. Modification of Structures. After the certificate of occupancy has been issued, the use of the land and the construction, modification or alteration of any buildings or structures within the planned development shall be governed by the Final Development Plan.~~

~~Subdivision 2. Changes in Final Development Plan. After the certificate of occupancy has been issued, no changes shall be made in the approved Final Development Plan except upon application as provided below:~~

- ~~a. Any minor extensions, alterations or modifications of existing buildings or structures may be authorized by the Planning Commission if they are consistent with the purposes and intent of the final plan. No change authorized by this section may increase the volume of any building or structure by more than ten percent (10%).~~

b. Any building or structure that is totally or substantially destroyed may be reconstructed only in compliance with the Final Development Plan unless an amendment to the Final Development Plan is approved.

c. Changes in the use of common open space or any other substantial changes in the Final Development Plan may be authorized by an amendment to the Final Development Plan.

9-~~{16.12}~~ [16.10] Amendment of Plan

Any substantial changes in the Final Development Plan, including but not limited to changes in land use, increases in development density or intensity or changes in the provisions for common open spaces shall require ~~{an}~~ [a PUD] amendment ~~{of the Final Development Plan}~~. The amendment process for Planned Unit Developments shall be the same as that for all other amendments to the Zoning Code. (See 0-15.05)

~~{9-16.13 Effect of Approval of PUD~~

~~Subdivision 1. Nonconformity.~~

~~a. No building permit shall be issued for any building on land for which a plan for a Planned Unit Development has been approved which does not conform to the approved Final Development Plan.~~

~~b. Development of land, for which a Planned Unit Development has been approved, which does not conform to the Final Development Plan shall only be allowed after one of the following:~~

~~1. Amendment to the approved Final Development Plan as provided for in this Part 16.~~

~~2. Vacation of the Planned Unit Development by the City Council after a public hearing in the same manner as required for approval of a Planned Unit Development. The Council may condition its approval of the vacation of a Planned Unit Development in order to better protect the public health, safety and welfare.~~

~~Subdivision 2. Severability. Each provision of this ordinance is separable and a declaration of invalidity of any one provision thereof shall not invalidate the remainder.~~

~~Subdivision 3. Full Force and Effect. This ordinance shall have full force and effect from and upon its adoption and publication.}~~

SECTION 2. This ordinance shall be effective upon its passage and publication.

ADOPTED this _____ day of _____, 1999, by the City Council of Falcon Heights.

CITY OF FALCON HEIGHTS

BY: _____
Sue Gehrz, Mayor

ATTEST:

Susan Hoyt, City Clerk

POLICY 4
Date: 8/25/99

ITEM: Participation in the Great City Hall Tune-In

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to direct the staff on the desirability of participating in the Great City Hall Tune-In opportunity being provided through the North Suburban Cable Commission. The Tune-In provides cities with materials and three advertising opportunities to promote watching the city cable channel. The Commission will pay the \$250 fee if the city chooses to participate. With limited staff to develop these ideas, the city might not be able to use all recommendations, but could put some materials on the web site, in the newsletter and arrange to get an ad.

Meets goal 4. To provide a responsive and effective city government.

ATTACHMENTS:

- 1 Information from North Suburban Cable Commission

ACTION REQUESTED:

Direct staff on whether or not to participate.

THE GREAT CITY HALL TUNE-IN and THE GREAT COUNTY CENTER TUNE-IN

An Awareness Week to Promote Viewership
of City Council/County Board of Supervisors Meetings

PARTICIPANT INVESTMENT AND BENEFITS

PARTICIPANTS

Investment: \$250 - CTV will pick up this!

General Benefits:

- ◆ **Idea Sampler Booklet** on disk and in hard copy containing promotional materials to be personalized or adapted.
- ◆ **License to use campaign logo and slogan** on non-campaign materials (letterheads, promotional materials, folders, web sites, posters, on-air programs, envelopes, etc.).
- ◆ **Four campaign on-air television spots**, produced by award-winning stations, personalized for your channel. Three promos can be used year-round and one will specifically target the Tune-In Awareness Week.

Specialized Benefits:

- ◆ **Name of channel or system** incorporated in list of campaign participants as "PARTICIPANT" with channel number/air dates.
- ◆ **License to use official campaign "PARTICIPANT" language** on non-campaign materials.
- ◆ **Tune-In Web Page template**, included on disk, to be personalized with local information and attached to your city or Channel's official Web Site.

THE GREAT CITY HALL TUNE-IN and THE GREAT COUNTY CENTER TUNE-IN

An Awareness Week to Promote Viewership
of City Council/County Board of Supervisors Meetings

The Southern California & Nevada Chapter of the National Association of Telecommunications Officers and Advisors (SCAN/NATOA) is coordinating a national marketing campaign to promote the benefits of watching local City Council and County meetings on Government Access Channels. The purpose is to increase general awareness of and viewing audiences for Government Access.

WHEN: The Great City Hall Tune-In and The Great County Center Tune-In awareness week will be October 17 - 23, 1999.

WHY: Government Access Channels traditionally are low on staff and budgetary resources. Therefore, the primary business of production and programming take priority over marketing and publicity for the channels. In addition, our individual channels have difficulty competing for media attention due to fragmented media markets.

Given the financial constraints, it is essential to promote these benefits by parlaying resources from multiple agencies to provide a Campaign with a value greater than any one source could afford to provide--in essence, a "promotional co-op" that cuts through the media clutter.

WHO: Individual cities and NATOA Chapters interested in participating in a marketing campaign to increase awareness and viewership of their Government Access Channels.

WHAT: SCAN/NATOA will pool its own resources with those of participating NATOA Chapters and individual cities and channels to develop a cost-effective and professional media campaign and provide it as a resource to participating channels through a three step initiative comprised of:

- ❖ **Development of a Campaign,** the Great City Hall Tune-In and Great County Center Tune-In, to promote watching City Council and County Board of Supervisors Meetings on local Government Access Channels through an annual Awareness Week.
- ❖ **Dissemination of "turn-key" Campaign materials** to participating channels to be tailored and personalized for their local use, including news releases, promo spots, and print ads. These materials will allow cities to present a public image of their local Government Access Channel as part of a larger public information network.

- ❖ **Coordination of a marketing effort**, culminating in the Awareness Week, using the Campaign and materials to cost-effectively promote Government Access as a vital asset to communities throughout the nation.

HOW: Marketing campaign materials will be provided to participating cities in the form of hard copy prints and on computer disk for ease of local use personalization.

1. **Awareness Week.** The Great City Hall Tune-In and Great County Center Tune-In will be held October 17 - 23, 1999.
2. **Campaign Logo and Slogan.** A visual icon and written tag line will be developed for the Campaign, tied to promoting the Awareness Week. Both will be provided on Logo Sheets.
3. **Idea Sampler.** An Information Kit with sample materials that can be photocopied as is and/or tailored for attribution and use by participants, including:
 - **Introduction.** Explains the purpose of the Idea Sampler and Campaign.
 - **"How to..."**. Explains how to use sample materials and carry out promotional activities through events, web sites, bill stuffers, school activities, and tie-ins with local radio, print publications, cable systems, and on-screen program guides.
 - **Campaign Fact Sheet.** Can be personalized with local I.D. and Facts.
 - **Sample News Release.** Can be personalized with local I.D. and Facts.
 - **Sample Resolution.** Can be personalized and issued by local governments.
 - **Print Ads/Flyers.** Can be personalized for local use; lists association web site.
 - **Sample Editorial.** Guest Column can be personalized with local by-line.
 - **Decal Sheet.** Can be printed out on label sheets for use on kit folders, etc.
4. **Promotional Spots.** Four promotional PSAs for television, all personalized with local Government Access information. Three can be used year-round and one will specifically target the Tune-In Awareness Week. The four promo spots are produced by nationally recognized, award-winning stations: New York, Plano, Denver and Los Angeles.

18 August 1999
City of Falcon Heights
Information on Emergency Medical Services (EMS)

City philosophy on emergency medical service delivery

For over twenty years the Falcon Heights community was well served by one ambulance service, the Falcon Heights basic life ambulance service provided by committed fire department volunteers*, who were trained as emergency medical technicians and first responders. In June, 1996 the city's emergency medical director at Regions EMS services said that the Falcon Heights basic life/EMT ambulance was no longer adequate for the Falcon Heights community. He directed Falcon Heights to find an advanced life/paramedic ambulance service to be available to respond to emergency medical calls from the 911 call.

The city council continues to believe that residents, visitors and workers in Falcon Heights need a highly trained, quick and consistent response to medical emergencies from an ambulance service with advanced life/paramedic capabilities staffed 24 hours a day as the minimum EMS service delivery model in the community. Since 1997, this service has been and continues to be available from St. Paul at a cost to the patient not the city. (St. Paul is required to provide this service to Falcon Heights through its advanced life license.)

The city council also believes that the Falcon Heights basic life ambulance service, provided by committed volunteer* firefighters trained as emergency medical technicians (EMTs) and first responders, provides a desirable alternate response to medical emergencies where the patients clearly do not require the training and skills of paramedics on the scene. However, the city council believes that the Falcon Heights basic life service continues to be desirable only if the basic life ambulance service is self-supporting and complements the advanced life/paramedic as a distinctly alternate response to the scene of a medical emergency.

(*volunteers are actually paid \$8.75 per hour for responding to a call)

What has changed for the Falcon Heights basic life ambulance since 1997?

The addition of the St. Paul advanced life/paramedic response to medical emergencies in Falcon Heights and Lauderdale has reduced the number of calls for the Falcon Heights basic life ambulance service from about 200 a year to 80 a year or 2 ½ times fewer. ~~In turn, the fewer calls create fewer transports for revenue from that the.~~ This reduction in calls reduced the ambulance transports, which are billed to the patient's insurance company,

medicare or medicaid. For example, the operating revenue charged in 1995 was \$69,537 whereas it was \$ 29,779 in 1998; 58% less than was billed out in 1995. With these significantly reduced revenues continuing into the future, the Falcon Heights basic life service cannot support itself as a quality emergency medical service provider.

The decision facing the city council

Should Falcon Heights continue to provide a basic life/EMT ambulance in addition to the St. Paul advanced life/paramedic ambulance at the risk of the Falcon Heights service losing more money and potentially requiring financial support from city's tax dollars to subsidize the patients' health insurance, medicare or medicaid that pay for ambulance service?

OR should Falcon Heights rely on the St. Paul advanced life/paramedic ambulance to respond to all emergency medical calls in Falcon Heights at a cost to the patients rather than to the city as is done in other communities?

Information related to this decision

Types of calls. . .

- ***Falcon Heights EMTs respond to 911 calls. . like 'flu-like' symptoms, vomiting, minor injuries from traffic accidents, fall, and possible ankle fracture.*** These do not require paramedic skills or administering drugs on the scene of the medical emergency. (see attached calls for 1999).
- ***St. Paul paramedics respond to 911 medical emergencies like strokes, possible serious injury from falls, traffic accidents with injuries, heart incidents, asthma, diabetes.*** Paramedics can administer drugs on the scene and in the ambulance on the way to the hospital.

Dispatching after the 911 medical emergency call . . .

- ***1st, the St. Anthony police are dispatched to the scene; One or two officers arrive within one or two minutes.***
- ***2ND, since two ambulances are not desirable on the scene of a medical emergency unless it involves multiple patients, the emergency medical dispatch model makes sure that an advanced life/paramedic ambulance (not a basic life/EMT ambulance) is dispatched to the scene whenever it might be needed. This requires transferring the 911 medical emergencies in Falcon from Ramsey dispatch to St. Paul medical dispatchers. (This happens by a button very quickly). The St. Paul medical dispatchers determine whether an advanced life/ paramedic***

ambulance is needed at the scene or a basic life ambulance/EMT is needed.

- **3rd, if an advanced life/paramedic ambulance is needed, the St. Paul medical dispatcher dispatches a St. Paul ambulance/paramedic to the scene.**
- **Or 3rd, if an advanced life/paramedic ambulance is not needed, the call goes back to the Ramsey dispatcher to page out Falcon Heights basic life ambulance.** Since Falcon Heights basic life is not supposed to be dispatched for any threatening medical emergencies, this delay in dispatch should not create a problem for the patient. The police are also already on the scene.
- **Despite this dispatch plan, which is designed to avoid sending two ambulances to the scene of a medical emergency, both a Falcon Heights and a St. Paul ambulance were on the emergency medical scene for 30% (7 out of 27 calls) in Falcon Heights in the last six months.** This was in addition to one or two police officers being on the scene. (Source: Falcon Heights ambulance reports)

Response times. . .

- **Falcon Heights EMTs and first responders respond to medical emergencies typically within 4 to 8 minutes from the dispatch.** The dispatch is not done directly from the first call to Ramsey County 911, but is transferred to the St. Paul medical dispatchers and then back to Ramsey dispatch to page out Falcon Heights.
- **St. Paul paramedics respond to medical emergencies in 4 to 8 minutes after the 911 call with an average response time of 6 minutes for Falcon Heights.** The national standard requirement for average response time is 8 minutes. (See attached Regions medical direction team letter)

Training. . .

- **Falcon Heights firefighters are trained as EMTs, which requires 110 hours of school for a basic EMT, or first responders and firefighters. Over 90% of the Falcon Heights firefighters are EMTs.** Training meets requirements and is renewed regularly. The city pays for the training.
- **St. Paul firefighters are trained as paramedics, with a minimum of 1,250 hours of training, or EMTs and firefighters.**

Staffing . . .

- **Falcon Heights 'volunteer' firefighters are paid \$8.75 an hour for an emergency medical call or a fire call and \$12 for a two hour training session each week.** The city pays for training but doesn't pay a wage for attending training. Many firefighters spend time in the station, in training and in the community for which they are not paid. These volunteers have other jobs to support themselves and their families.
- **Falcon Heights EMTs/first responders respond to 911 dispatch pages from their place of business, home or where they are at the time of the page. One EMT spends the night in the station. Any firefighter can respond. City policy allows no more than 4 Falcon Heights responders on the scene.** There are circumstances where more than four firefighters respond to the page. (varies from 3 with instances of 9, 10 or 13 firefighters responding). City policy requires that all responders beyond the 4 stay at the station if the ambulance is already out of the station to minimize confusion on the EMS scene. (Source: ambulance reports for 1999).
- **Falcon Heights volunteer firefighters vary a great deal in how often they each individually respond to the 911 dispatch page for a medical emergency. This wide range of responses is probably due to various personal and job reasons as well as the number of persons who may have already responded to the page. The majority of firefighters (65%) responded to under 25% of the calls for service in the past six months; in other words 65% responded to between 1 and 9 emergency medical calls over the last six months.** Job and family commitments as well as seasonal demands on job responsibilities affect the ability for individual volunteer firefighters to respond to calls for service. (Source: 1999 ambulance reports)

Response to 37 calls in last six months (1.4 calls per week)

23 total firefighters:

4 or	17% of the firefighters responded to	50%	(19 of calls)
4 or	17% of the firefighters responded to	30% to 40%	(11 to 16 calls)
15 or	65% of the firefighters responded to	24% or less	(1 to 9 calls)

- **St. Paul staffs its ambulances 24 hours a day with a minimum of 2 paramedics and 2 EMTs (per ambulance). They are paid as professional firefighters as their regular job.** Two paramedics minimum per ambulance exceeds the state statute that one paramedic be on each ambulance (see Regions medical direction team letter).

Location . . .

- **Falcon Heights serves Falcon Heights and Lauderdale from its station on Larpenteur Avenue.**
- **St. Paul primarily serves Falcon Heights from its station 23 on Como Avenue on the Falcon Heights southern border.** St. Paul has ~~five~~ ¹¹ stations with ambulances staffed 24 hours a day serving St. Paul, the U of M, the State Fair, Falcon Heights and Lauderdale. *ambulance*

Charges for service. . .

- **Like all ambulance services, both Falcon Heights and St. Paul charge the patient's insurer for the cost of an ambulance trip to the hospital.**
- **Falcon Heights charges the insurer of the patient from \$475 to \$595 for an EMT transport depending on the supplies used.**
- **St. Paul charges the insurer of the patient \$750 for an advanced life/paramedic transport.**
- **Falcon Heights, like most ambulance services, has charged medicare patients the full cost of a transport (\$475 to \$595) and gets paid from medicare and a second insurer.** In 2000 all ambulance services will be required to accept the \$180 medicare cap.
- **St. Paul has not charged medicare patients the full cost for several years; it accepts the \$180 medicare cap.** Until 2000 a patient insured by medicare was charged less by St. Paul than other metropolitan area ambulance services because its accepts the medicare cap on the payment of \$180.

Financial status of Falcon Heights. . .

- **Falcon Heights basic life service, which is run as a business, has been losing money over the past years. It has lost \$38,000 in the past four years.** The basic life/EMT service has not been self-supporting and may eventually cost Falcon Heights taxpayers' money. The council must determine if it is useful to continue this service into the future because St. Paul provides an advanced life/paramedic service at a charge to the user, not the city.
- **Falcon Heights basic life/EMTs serves more NON-Falcon Heights residents than Falcon Heights residents.** In 1998 and 1999 35% (28) of the patients were Falcon Heights residents and taxpayers. In other words 1 ½

Falcon Heights residents a month (30 days) were served by the basic life /EMT transports.

18 month Falcon Heights basic life transport history:

28 patients Falcon Heights residents (35%)
7 patients Lauderdale residents (9%)
56 patients non-residents of either city (56%)

- ***St. Paul has the license to provide advanced life/paramedic service in Falcon Heights and must do so under state statute.*** St. Paul provides the service by charging the patient. If St. Paul chose to vacate the advanced life/paramedic license for Falcon Heights, a neighboring private provider would be available to take the license over and charge the patients accordingly.

Emergency medical service models in other cities. . .

- ***If you have a medical emergency in another city in the metropolitan area such as Roseville, Arden Hills or New Brighton, you will typically have a police officer respond and an advanced life/paramedic ambulance arrive on the scene to administer aid. These services charge the patient.*** St. Paul advanced life/paramedic service is typically faster to respond to the scene than the neighboring private advanced life/paramedic providers. Only 17% of the 341 volunteer fire departments throughout the state provide a basic life ambulance service.

Ambulance

* St. Paul Fire on scene

Falcon Heights BLS /EMS calls for 1999 (through July 11, 1999)

7-4	1	soft tissue injury to face - mutual aid for St. Paul ^{transport}	
7-11	2	flu like symptoms transported	RESIDENT FH
6-29	3	woman locked in bathroom	RESIDENT
6-18	4	possible heart attack - transport by Healthspan - mutual aid for Roseville	
6-5	5	acute abdominal pain - patient declined transport (one with ? from our guys)	RESIDENT FH
6-5	6	multiple motor vehicle accident, no service needed, cancelled by police	
5-15	7	patient fell with right pelvic pain - transported	RESIDENT - FH
* 5-7	8	febrile seizure for infant, St. Paul arrived and transported	RESIDENT
4-17	9	general weakness transport	RESIDENT - FH
* 4-10	10	Motor vehicle accident with possible injuries - St. Paul on scene and transported	
3-30	11	Acute abdominal pain - transported	RESIDENT - FH
* 3-29	12	medical emergency - St. Paul transported	RESIDENT
* 3-28	13	medical emergency - St. Paul transported	RESIDENT
3-23	14	possible leg dislocation - transported	RESIDENT
* 3-18	15	motor vehicle incident with injuries - St. Paul evaluated - no injuries	
3-15	16	bike accident fell off and hit face rule out closed head injury - transported -	RESIDENT FH
3-14	17	motor vehicle incident rule out cause of cervical pain - transported	
3-10	18	motor vehicle incident no service required	
2-27	19	^{rule out} possible stroke - transported	RESIDENT FH
* 2-15	20	motor vehicle incident multiple vehicles - transport	RESIDENT FH
* 2-11	21	possible heart attack - st. paul transported	RESIDENT
2-9	22	motor vehicle injury evaluation - no transport necessary	
2-6	23	fell on right ankle, rule out fracture - transport	RESIDENT FH
2-3	24	lifeline activated no one home	RESIDENT
* 1-23	25	rule out right pelvic injury - st. paul evaluated - fh transport	RESIDENT. FH
1-23	26	fall possible injury to right hip, knee, ankle - transport for Roseville mutual aid	
1-17	27	motor vehicle accident - transport	

BLS 27 calls for service
response 16 residents of FH
 (4 residents transported by St. Paul
 10 residents transported by FH
 (3 no transport
 2 calls evaluated by St. Paul
 1 m.

do here to 7 calls here

 **Regions Hospital**SM
Emergency Medical Services

640 Jackson Street
St. Paul, MN 55101-2595
(651) 778-0398 (Office)
(651) 778-3778 (Fax)

JUN 29 1999

June 24, 1999
Susan Hoyt
City Administrator
City of Falcon Heights

Dear Susan,

In an effort to clarify and compliment the information I provided to you the other day, I am writing to you with some more specific comments.

As I stated in my previous letter, there are no state or national standards that measure the quality of an EMS system. Our office created performance standards based on our knowledge of EMS and other bodies of work from national associations.

You asked us to assess St. Paul Fire Department's ability to provide a level of service that is equal to or better than the service provided to other metropolitan communities. St. Paul Fire Department has provided excellent ALS ambulance service to the citizens of St. Paul since 1974. The fire department has exceeded many of the minimum requirements for Advanced Ambulance Services as set forth by the state in statute.

Based on the current industry literature from the American Heart Association, Journal of the American Medical Association, and others as referenced in our Standards of Performance, response times have been formulated. The accepted standard currently recognizes that an ALS response should occur within eight minutes from the time of the 911 call. St. Paul Fire provides itself on quick response for both fire and medical emergencies. Their average response (time of call to on scene) for an ALS ambulance is 4.0 minutes, a full 4.0 minutes faster than what is considered the national standard.

The city of St. Paul also has its own Public Safety Answering Point (911) with trained Telecommunicators who are nationally certified to provide Emergency Medical Dispatch. Again, this meets one of our performance standards and is an expectation of groups such as the American Society for Testing and Materials and the Committee for Accreditation of Ambulance Services.

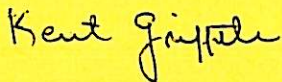
Staffing of an ALS ambulance has minimum requirements set by statute. The statute states (1) paramedic on every ambulance. St. Paul Fire Department exceeds this requirement and maintains a minimum of (2) paramedics on every ambulance.

All of the ambulances meet state and local requirements for equipment and operational specifications. The paramedics on the fire department meet the minimum requirement for continuing medical education, and the department mandates that all medics maintain a National Registry status, which requires additional hours of education on a biannual basis.

As medical directors for St. Paul, we maintain active, ongoing involvement through our quality assurance program. We believe, without reservation, that St. Paul Fire Department serves the citizens of St. Paul and Falcon Heights with excellent, progressive patient care. If St. Paul Fire chooses to expand services in your community, we are confident that they will continue to provide the quality response and patient care that you have experienced over the past two years.

Again, if you have questions, please don't hesitate to call.

Sincerely,

A handwritten signature in cursive script that reads "Kent Griffith".

Kent Griffith, R.N., EMT-P

Medical Direction Coordinator

The following information are responses to questions from City Administration and the Rescue Services Fund Representatives:

Questions –

Why does the city use an enterprise fund to account for the rescue service?

What are the requirements of an enterprise fund?

What assumptions are used in accounting in the enterprise fund?

Are there requirements for the City to continue to regard the Rescue Services Fund as an Enterprise Fund?

What are the other options for accounting for the Rescue Services Fund?

The Governmental Accounting Standards Board (GASB) was established to provide accounting and financial reporting guidance for state and local governments. GASB has the authority to issue statements and interpretations relating generally accepted accounting principles, or GAAP. The accounting profession developed “GAAP” specifically to help the readers of financial statements. “GAAP set the minimum requirements for a fair presentation of financial data in external financial reports. They also help to assure a degree of comparability in financial reporting... GAAP do not attempt to meet all of the information needs of each of the various user [reader] groups.”¹ The State of Minnesota, Statute 471.697, requires that cities with a population of greater than 2,500 prepare an annual financial report in accordance with GAAP.

An enterprise fund is a term used in governmental accounting. This type of fund usually is operated like a private business. GAAP uses the following definition for an enterprise fund: “Enterprise funds may be used to account for operations (a) that are financed and operated in a manner similar to private business enterprises-where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body had decided that periodic determination of revenues earned, expenses incurred, and /or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.”²

There are many reasons cities choose to establish enterprise funds for certain facets of their government’s operations. The City of Falcon Heights chose in 1990 to separate the rescue service operations from the City’s general fund. The general fund of a government accounts for the daily operations and those activities not accounted for in other funds. Because the primary revenue flow of the general fund is from property taxes and state aids, the question that must be asked, “Should the City use these types of revenues to finance the rescue fund operations?” Many cities use the general fund to account for necessary city functions, such as police, public works and administration. It was the decision of the City Council to not finance the rescue services operations from general fund sources, that it should be “self-sustaining.”

An option the Council has is to move the operations into a special revenue fund. These funds are often used by cities to account for certain “special revenues” that are restricted, or dedicated for specific purposes. The city’s solid waste fund is an example of this type of fund; user fees and the county recycling grant are dedicated toward the costs associated with the operation and maintenance of the City’s recycling program. Only these “special revenues” are used for this operation.

The City uses an enterprise fund to account for the Rescue Services because it was the intention for the fund to collect enough in fees to cover all the costs of providing the services.

Similar to a private business, GAAP does require management to make certain decisions that affect the way the financial statements are presented. For the City's rescue services fund, investment income, depreciation expense and bad debt expense are items that are affected by specific accounting policy decisions. The accounting policy decisions relating to these items follows:

- Investment income – Cash and investments for all funds are “pooled”; the city does not invest the rescue service money separate from the city's general fund or solid waste special revenue fund. Rather, all the funds of the city is combined and invested in order to obtain better rates for a larger sum of money. Because the City uses fund accounting to track the cash or investments each fund “owns,” no separate accounting is required. On a quarterly basis, investment income is then allocated to each fund based on their average cash balance. With this method each fund earns the same rate, which in theory, is higher than if each fund invested on its own.
- Depreciation expense – Furniture and equipment items that have a benefit of more than one year should be “capitalized” and “depreciated” over the estimated useful life of the assets. Capitalizing an asset refers to when management acknowledges the item will have a benefit not only to the current year, but also in the future. The cost of the property is recorded as an “asset” rather than an expense. Depreciation is a tool of allocating the “capitalized” cost of the asset over its life; or showing a component of its cost as an expense on each income statement it provides a benefit to. The net amount of the item (asset less accumulated depreciation, or the total of the depreciation expense shown on current and previous operating statements) on the balance sheet represents the cost of the asset that has not yet been depreciated, or an estimate of the future benefit. The estimated useful lives of the assets for the rescue service fund are depreciated using the straight-line method (equal amount of depreciation for each year) and based on estimated useful lives of five to ten years. Most governmental entities use the straight-line method.
- Bad debt expense – There are two methods commonly used to handle the accounting for bad debts: the allowance method and the direct write-off method. The allowance method allows for management to determine, when the revenues are earned, how much is expected to be uncollectible. If the City expects \$5,000 of a \$20,000 receivable will be uncollectible, an “allowance” is set up. The net amount, \$15,000 is shown as an asset, and \$5,000 is considered to be a bad debt and shown as an expense on the income statement. The second method, direct write-off, allows management to wait until it is determined the account is uncollectible to “write off”. Using the example above, the \$20,000 receivable is recorded as an asset and the bad debt is not shown until it is determined the account is uncollectible. Only at that time is the \$5,000 shown as a bad debt on the income statement. The direct write-off method is only GAAP when not materially different from the allowance method. The City uses the direct write-off method, or the second example, for the rescue services receivables.

What do the terms used in the enterprise fund mean?

Cash and Cash Equivalents -

Retained Earnings –

“Cash equivalents” is a term used in financial statement reporting for all enterprise funds in a governmental entity and also in the private sector. The definition of a cash equivalents are “short-term, highly liquid investments that are both (a) readily convertible to known amounts of cash, and; (b) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates.”³

Because the City “pools” its funds, the rescue service funds’ ownership of this pool is represented as “cash and cash equivalents”.

Retained earnings – For the rescue service enterprise fund there are two components of fund equity: retained earnings and contributed capital. Contributed capital represents the book value (asset cost less accumulated depreciation) of property and equipment that are owed by the rescue services fund that were contributed, or they were not purchased using funds generated from the rescue service operations. Examples include equipment purchased from the City’s fire and rescue capital improvement fund. The funds accumulating in the City’s fire and rescue capital improvement fund used to purchase this equipment were not generated from rescue service operations, but investment income and transfers from the City’s general fund. The amount of contributed capital is equal to the net amount of furniture and equipment presented in the asset section.

The retained earnings portion of equity represents the amount remaining: assets less the contributed capital, less liabilities. If the rescue service fund was liquidated as of the date of the balance sheet, the City would have left the amount in retained earnings, IF (1) all receivables presented on the balance sheet were collected; (2) all assets (except those contributed) were sold at an amount equal to the book value amount presented on the balance sheet; and, (3) all payables were paid at an amount equal to the balance sheet and there are no other claims outstanding. The retained earnings amount is an estimate of equity, at one point in time.

In the past four years, how much tax or General Fund money has been used to supplement the Rescue Fund?

In the next four years, how much tax or General Fund money is anticipated to supplement the Rescue Fund?

At what point would we be able to anticipate requiring tax money or General Fund support for the Rescue Services Fund?

In the past four years, there has not been any tax or general fund money used to supplement the Rescue Services Fund. Based on the forecast, in the next four years there would not be any tax money required for the Rescue Services Fund daily operations. This does not take into consideration the capital concerns. Currently, all equipment purchases greater than \$1,000 are capitalized. The cost of the smaller equipment is expensed, or reflected on the operating statements.

In the past, the larger rescue service equipment items, such as the ambulance, have been purchased through contributions, either through the City’s fire and rescue capital improvement fund or donations from private sources. The forecast does not include plans for capital equipment acquisitions. If there are plans for purchasing equipment, this would have an impact on the fund’s cash flow. Depleting the fund’s cash for equipment purchases would then impact the operating statement; i.e. instead of earning interest, the fund may be paying interest expense if the fund has negative cash balance.

¹Governmental Accounting, Auditing and Financial Reporting, 1994, pg. 4

²Governmental Accounting and Financial Reporting Standards, 1998, Section 1300.104

³Governmental Accounting and Financial Reporting Standards, 1998, Section 2450.106

**City of Falcon Heights
City Council**

Meeting Notice

DATE: Wednesday, August 18, 1999

TIME: 7:30 P.M.

PLACE: City Hall
2077 West Larpenteur Avenue
Falcon Heights

PURPOSE:

The city council is hosting a workshop to discuss how the city delivers emergency medical services to the city and to review the auditor's report on the future finances of the rescue (EMS) fund.

Representatives from the city's public safety community including St. Paul EMS Chief Dave Huisenga, St. Paul Communications Chief Butler, Police Chief Dick Engstrom and Fire Chief Clem Kurhajetz will be attending.

City of Falcon Heights
City Council
Meeting Notice

DATE: Wednesday, 18 August 1999

TIME: 6:00 PM

PLACE: City Hall
2077 West Larpenteur Avenue

PURPOSE:

A budget workshop for the city council to review the preliminary general fund and special revenue funds for 2000.