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CITY OF FALCON HEIGHTS  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue

AGENDA  
August 28, 2019 at 7:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL: Vacant \_\_\_ LEEHY\_X\_\_ HARRIS\_X\_\_  
MIAZGA\_X\_\_ GUSTAFSON\_X\_\_

STAFF PRESENT: THONGVANH\_X\_\_

C. PRESENTATION

D. APPROVAL OF MINUTES:

1. August 14, 2019 City Council Meeting Minutes
  - Sent two grammatical errors to City Administrator

Approved 4-0

E. PUBLIC HEARINGS:

F. CONSENT AGENDA:

1. General Disbursements through: 8/22/19 \$342,425.79  
Payroll through: 8/15/19 \$22,608.26
2. Adopting Findings of Fact for a Variance Request for 1800 Albert Street

Councilmember Harris Moved, Approved 4-0

G. POLICY ITEMS:

1. Century Link Settlement Agreement

Dana Healy (CTV Executive Director)

CenturyLink announced its intent to exit the cable business in early spring. This means it will no longer provide cable service to our area. The settlement makes a possible clean exit for CenturyLink. In addition, the company will remove any facilities that are used exclusively for cable service and pay for any damage to the rights-of-way to these facilities. They will also provide notice to its subscribers with information on how to replace their cable service.

CenturyLink will also pay for the return of any equipment that they require to be returned or provide instructions for disposal of the equipment. Lastly, it waives all cable franchise renewal rights. This is only for cable service. CenturyLink will continue to provide phone and other services to their subscribers.

The agreement benefits the cities because it avoids an expensive compliance process that ultimately would likely provide little benefit to subscribers in the short or long term.

Councilmember Leehy Moved, Approved 4-0

H. INFORMATION/ANNOUNCEMENTS:

Council Member Miazga

- NYFS' A Taste of Northeast fundraising event is on October 10, 2019, at 5:30 pm. I have five tickets, and it is \$30 per ticket. The funds will go toward a good cause. If you are interested please call me at 651-252-5833.
- Environment Commission's Sustainable Actions Fair on Saturday, September 7, 10am-2pm at Community Park. I want to thank everyone who helped contribute to the event.

Council Member Leehy

- No updates

Council Member Harris

- No updates

Mayor Gustafson

- Community Engagement Commission is hosting a Neighborhood Liaison event on Monday, September 16, 7 pm at City Hall.
- I attended the opening ceremony at State Fair and participated in the Giant Slide race with mayors from different cities.

City Administrator Thongvanh

- Everything is in place for the basketball court and hope to have it ready by September after the State Fair.
- I met with the owners of HueLife, a strategic planning company. The process will bring the program forward after the November election, and elected officials will participate in it.
- Falcon Heights residents should have received the bi-annual newsletter. This year we are doing it differently with the mailing route, design, and printing company. City staff and council will work on a business policy for advertisements in the newsletter.
- The City Council Workshop on September 4, 2019, will be the final workshop to review the budget. City Council will have to approve the preliminary tax levy at the end of September.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 7:24 P.M.



**The City That Soars!**

**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date</b>	September 11, 2019
<b>Agenda Item</b>	Public Hearing E1
<b>Attachment</b>	Ordinance, Summary Ordinance
<b>Submitted By</b>	Justin Markon, Community Development Coordinator

<b>Item</b>	Public Hearing to Consider Fire Inspections for High Density Residential and Businesses
<b>Description</b>	<p>This item was first discussed during the June 5, 2019 City Council Workshop.</p> <p>Currently, the Fire Marshall inspects rental units in single family, duplex, and triplex properties. Typically, units are inspected on the odd years or when a unit is sold and a new license is needed.</p> <p>Staff recommends expanding the fire inspection program to include all high density residential (4+ units) and businesses in the city.</p> <p><i>Purpose</i></p> <p>As currently stated in the City Code in the rental housing section, “the purpose of this article is to protect the public health, safety and welfare of the citizens of the city who have as their place of abode a living unit furnished to them for the payment of a rental charge to another by adopting licensing regulations for all rental dwellings in the city.”</p> <p>This licensing program currently leaves out a large percentage of the city’s population, with all high density rental buildings not currently inspected. Additionally, staff feel that it is important to protect the health of the general public who visit our businesses.</p> <p>City staff believe that the proposed changes will not be onerous for property owners and will bring Falcon Heights in line with what many other communities already practice. In Ramsey County, many cities implement both a rental housing and business fire inspection program. These include Vadnais Heights, North St. Paul, New Brighton, Little Canada, and Lauderdale. Other cities have programs for one or the other.</p>

*High Density Residential*

In 2019, the Fire Marshall inspected 55 rental residences, which include buildings with 1, 2, or 3 dwelling units. There are approximately 30 larger rental buildings in the city, ranging from 5 to 119 units, with a current total of 704 rental units.

High density buildings do not currently require any licensing. Staff recommend a program that would require fire inspections of the common areas of the buildings.

*Businesses*

In a similar vein, commercial properties present potential fire hazards that should be inspected for the welfare of the public. The current business license program requires yearly registration. In 2019, the city issued 40 municipal business licenses. An inspection requirement would also allow the Fire Marshall to check lock box keys on a regular basis.

*Program Structure*

The Fire Marshall currently inspects rental homes every two years. Staff recommend requiring inspections for business and high density properties every two years or when a property is sold.

Staff recommend approving the Ordinance expanding the licensing and inspection programs. Further, staff recommend allowing the city to offer a complementary fire inspection before the end of the year so that businesses and large rentals have an idea of their existing hazards before the program officially begins in January 2020.

*Fees*

The current fee structure is \$50.00 per year for each rental unit and business license. Staff recommend the following fee structure. These fees will cover the time for administration and inspections.

High Density Residential

5-19 units per building	\$150 per year
20-49 units per building	\$200 per year
50-99 units per building	\$250 per year
100+ units per building	\$300 per year

Businesses

Less than 10,000 sq ft	\$100 per year
Over 10,001 sq ft	\$200 per year



	<p><i>Feedback</i></p> <p>City staff mailed an information letter and public hearing notice to all businesses and multifamily property owners. Staff did not receive any feedback prior to the June workshop. As of September 5, staff discussed the proposed program with one business owner, one multifamily owner, and one trade association for multifamily properties.</p>												
<b>Budget Impact</b>	Increased revenues of approximately \$9,500 each year, offset by staff time for administration and inspections.												
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Ordinance 19-06 Amending Chapter 14 and 105</li> <li>• Summary Ordinance 19-05 Amending Chapter 14 and 105</li> </ul>												
<b>Action(s) Requested</b>	<p>Staff recommend approving Ordinance 19-06, establishing licensing and inspection programs for high density residential and business properties beginning in 2020 and including the program fees in the city’s fee schedule. Staff further recommend adopting Summary Ordinance 19-05 for publication and adopting the fee schedule to be included in the Official City Fee Schedule.</p> <p><u>High Density Residential</u></p> <table data-bbox="332 1058 893 1213"> <tr> <td>5-19 units per building</td> <td>\$150 per year</td> </tr> <tr> <td>20-49 units per building</td> <td>\$200 per year</td> </tr> <tr> <td>50-99 units per building</td> <td>\$250 per year</td> </tr> <tr> <td>100+ units per building</td> <td>\$300 per year</td> </tr> </table> <p><u>Businesses</u></p> <table data-bbox="332 1339 893 1413"> <tr> <td>Less than 10,000 sq ft</td> <td>\$100 per year</td> </tr> <tr> <td>Over 10,001 sq ft</td> <td>\$200 per year</td> </tr> </table>	5-19 units per building	\$150 per year	20-49 units per building	\$200 per year	50-99 units per building	\$250 per year	100+ units per building	\$300 per year	Less than 10,000 sq ft	\$100 per year	Over 10,001 sq ft	\$200 per year
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**ORDINANCE NO. 19-06**

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

**AN ORDINANCE AMENDING CHAPTERS 14 AND 105  
OF THE FALCON HEIGHTS CITY CODE**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

**SECTION 1** Section 14-1 is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~striketrough~~.

Sec. 14-1. - Business license requirements and regulations.

(a) *Business licenses* . No person shall operate a business within the city without obtaining and maintaining a business license as provided herein.

(b) *Licensing procedures and regulations* .

(1) *Issuance* . Each owner of a business to be located within the city shall complete an application for a business license on forms provided by the city clerk, containing such information as is requested on the form. Business licenses shall be issued upon receipt of the completed application and appropriate license fee (as established by city council), after review by city staff; provided that the operation of the business at the proposed location complies with this Code and other applicable laws (i.e., Uniform Fire Code and Uniform Building Code, the state fire and building codes), passes an inspection, and approval by the city council.

~~(2) *Revocation* . A business license may be revoked by the city council after a hearing at which the council finds that operation of the business is inconsistent with the information provided on the license application, operation of the business violates any part of this Code or state or federal law, and/or operation of the business has resulted in repeated violations of this Code or state or federal law. At least ten days prior to such a revocation hearing, notice shall be mailed to the owner of the business license, indicating the nature of the hearing. A majority vote of the council shall be sufficient to sustain revocation of a business license.~~

(~~3~~2) *Renewal* . Business licenses granted hereunder may be renewed upon submission to the city clerk of the appropriate license renewal fee and a completed renewal application, indicating any changes from the previous license application. Licenses will be renewed only if the business has been operated in compliance with all applicable laws, including this Code, during the preceding license term. All renewals must be approved by the city council.

(43) *Condition of premises* . Premises used in connection with any licenses business must be kept clean, in good repair, and free and clear of any trash, rubbish or debris.

(4) *Ownership changes*. Changes that result in a 25% change in ownership of a business requires a new license. The new owner(s) must submit an application for a new license

within thirty calendar days of acquiring the property. Businesses that are listed on a stock exchange are exempt from section 14-1(b)(4).

**SECTION 2** Section 14-2 is added as follows. Additions are shown with an underline.

Sec. 14-2 – Inspection requirements

- (a) Inspection required. A satisfactory pass of an inspection is a condition of approval for a business license.
- (b) Inspection scope. The city clerk or designated representative is authorized to inspect all buildings where a business is located. The inspection may include the building or structure, the land upon which it is located and accessory uses or structures. All inspections authorized by this chapter shall be limited to those which are done for the purpose of seeking compliance with applicable safety codes, and shall take place only at reasonable hours or as may otherwise be agreed upon by the owner and the city clerk or designated representative. An inspection is required every 24 months.
- (c) Notice of violations. The city clerk or designated representative shall give written notice to the owner, or any known interested parties, of any violations of the applicable safety codes which are discovered during any inspection. The violations must be remedied and pass a reinspection as a condition of license approval.
- (d) Access and warrant. The city clerk or designated representative may enter, examine and survey at all reasonable times all businesses and premises after obtaining consent from an occupant of the premises. The city may also, upon receipt of a creditable third party complaint or a complaint by residents with reasonable concerns, require an inspection of a business. In the event that an occupant of the premises does not consent to entry by the city clerk or designate representative, and if there is probable cause to believe that an inspection is warranted, then application may be made to the court for an administrative or other search warrant for the purpose of inspecting the premises.
- (e) Inspection fees. The city council shall establish the fee for inspections and reinspection related to issuing business licenses.

**SECTION 3** Section 14-3 is added as follows. Additions are shown with an underline.

Sec. 14-3. - Revocation, suspension, and civil fines.

- (a) Violations. The following actions by property owners or license holders are misdemeanors and are subject to civil penalties, may constitute the basis for revocation of licenses and/or may result in injunctive action by the city. The property owner shall be responsible for the conduct of its agents or employees while engaged in normal business activities on the licensed premises. Any violation of this chapter shall be considered an act of the property owner or license holder for purposes of imposing a civil penalty or license revocation. If a license is revoked it is unlawful for the owner to permit new occupancy of any vacant unit, or any units that become vacant during license injunction.
- (b) Basis for sanctions. The city council may revoke, suspend, deny or decline to renew any license issued under this chapter for part or all of a property upon any of the following grounds:

- (1) Leasing without a license. Leasing business units without a license is subject to license suspension or revocation;
  - (2) Violation of codes. Violation of the city maintenance code, building code, fire code, or state or federal law;
  - (3) Hazardous or uninhabitable units. Leasing units that are deemed hazardous or uninhabitable or units within a building that are deemed hazardous or uninhabitable;
  - (4) Commission of a felony. Commission of a felony related to the licensed activity by the property owner or business owner;
  - (5) Consideration of suspension or revocation. At any time during a license period, if a property does not meet or exceed the criteria established for the current license, the license may be brought forth to the city council for consideration of license suspension or revocation;
  - (6) Updated application requirement. Failure to provide an updated application with current information within 30 days of application renewal request from the city;
  - (7) False statements. False statements on any application or other information or report required by this chapter to be given by the applicant or licensee;
  - (8) Fees. Failure to pay any application, inspection, penalty, reinspection or reinstatement fee required either by this section or city council resolution. Fee amounts are subjected to change through the city fee schedule;
  - (9) Correction of deficiencies. Failure to correct dwelling deficiencies in the time specified in a compliance order;
  - (10) Inspection. Failure to schedule an inspection within 90 days of application filed and/or allow an authorized inspection;
  - (11) Delinquent taxes or fines. Real estate or personal property taxes or municipal utilities have become delinquent or have unpaid fines.
- (c) Penalties.
- (1) Revocation. Any violation of this chapter may be grounds to revoke a license. Any civil penalty, revocation or combination thereof under this section does not preclude criminal prosecution under this chapter or Minnesota statutes. All fines are cumulative and revocation periods will run consecutively.
  - (2) Violation. Any person that maintains a business without having a property registered or after the registration for the property has been revoked or suspended or who permits new occupancy in violation is guilty of a misdemeanor and upon conviction is subject to a fine and imprisonment as prescribed by state law.
    - a. First violation: City clerk will give notice to the licensee of the violation, request fine payment and direct the licensee to take steps to prevent further violations.

b. Second violation: If a second violation occurs within 60 days of a first violation the city clerk will give notice to the licensee of the violation, request fine payment and direct the licensee to take steps to prevent further violations.

c. Third or more violation: If another instance of violations occurs within 60 days of the calendar year the city clerk will give notice to the licensee of the violation, request fine payment and direct the licensee to take steps to prevent further violations. If a fourth or subsequent violation occurs, suspension of the license will be pending until a hearing.

(3) Suspension. The city council may temporarily suspend a license pending a hearing on the suspension or revocation when, in its judgment, the public health, safety, and welfare is endangered by the continuance of the licensed activity.

(4) Civil fines. The city council may impose civil fines in addition to revocation or suspension for violations of any provision of this chapter as follows:

<u>Within One Calendar Year</u>	<u>Fine Per Unit/Common Building</u>
<u>First Violation</u>	<u>\$300.00</u>
<u>Second Violation</u>	<u>600.00</u>
<u>Third or more within a 12-month period</u>	<u>900.00</u>
<u>Operating a business without a license after 30 days' notice shall be subject to \$1,000.00 fine per unit and also be a misdemeanor offense.</u>	

**SECTION 4** Section 14-4 is added as follows. Additions are shown with an underline.

Sec. 14-4. - Hearing on penalties, revocation, violation, suspension and civil fines.

(a) Hearing. Following receipt of a notice of denial or nonrenewal or a notice of a violation and penalty issued under section 14-3 of this chapter, an applicant or license holder may request a hearing before the city council. A request for a hearing shall be made by the applicant or license holder in writing and filed with the city clerk within ten days of the mailing of the notice of denial or alleged violation. Following receipt of a written request for hearing, the applicant or license holder shall be afforded an opportunity for a hearing before the city council. A hearing will be conducted before the city council at a public meeting, or the city council may retain an administrative hearing officer or other impartial third party to conduct the public hearing. The licensee shall have the right to be represented by counsel, the right to respond to the charged violations, and the right to present evidence through witnesses. The rules of evidence do not apply to the hearing and the city council may rely on all evidence it determines to be reasonably credible. The determination to suspend or revoke the license shall be made upon a preponderance of the evidence. It is not necessary that criminal charges be brought in order to support a suspension or revocation of a license violation nor does the dismissal or acquittal of such a criminal charge operate as a bar to suspension or revocation.

(b) *Decision basis.* The council shall give due regard to the frequency and seriousness of violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to deny, not renew, suspend or revoke a license only upon written findings.

(c) *Findings.* If after the hearing the applicant or license holder is found ineligible for a license, or in violation of this chapter, the council may affirm the denial, impose a civil penalty, suspend, or revoke a license or impose any combination thereof.

(d) *Default.* If the applicant or license holder has been provided written notice of the denial, nonrenewal, or violation and if no request for a hearing is filed within the ten-day period, then the denial or revocation take immediate effect by default. The city clerk shall mail notice of the denial, fine, suspension, or revocation to the applicant or license holder. The city clerk shall investigate compliance with the denial or revocation.

(e) *Penalties for default.* Failure to comply with all terms of this section during the term of revocation, suspension or nonrenewal is a misdemeanor and grounds for extension of the term of revocation, suspension or continuation of nonrenewal of the license.

(f) *Affected facility.* The council may suspend or revoke a license or not renew a license for part or all of a facility.

(g) *Suspension.* Licenses may be suspended for up to 90 days and may, after the period of suspension, be reinstated subject to compliance with this chapter and any conditions imposed by the city council at the time of suspension including, but not limited to, receivership or city obtaining control to manage the property temporarily.

(h) *Written decision, compliance.* A written decision to revoke, suspend, deny, or not renew a license or application shall specify the part or parts of the facility to which it applies. Thereafter, and until a license is reissued or reinstated, no units becoming vacant in such part or parts of the facility may be relet or occupied.

(i) *Continuing obligations, penalty.* Revocation, suspension or nonrenewal of a license shall not excuse the owner/licensee from compliance with all terms of this chapter, this Code, and state or federal laws for as long as any units in the facility are occupied. Failure to comply with all terms of this chapter during the term of revocation, suspension or nonrenewal is a misdemeanor and grounds for extension of the term of such revocation or suspension or continuation of nonrenewal, or for a decision not to reinstate the license, notwithstanding any limitations on the period of suspension, revocation or nonrenewal specified in the city council's written decision.

(j) *New licenses prohibited.* A person who has a business license revoked may not receive a business license for another property within the city for a period of one year from the date of revocation. The person may continue to operate other currently licensed properties if the properties are maintained in compliance with city codes and other applicable regulations.

**SECTION 5** Section 14-5 is added as follows. Additions are shown with an underline.

Sec. 14-5. - Summary action.

(a) When the condition of the property of any license holder or their agent, representative, employee or lessee is detrimental to the public health, safety and general welfare as to constitute a nuisance, fire hazard or other unsafe or dangerous condition and thus give rise to an emergency, the city clerk shall have the authority to summarily condemn or close off such area of the property.

(b) Any person aggrieved by a decision of the city clerk to cease business or revoke or suspend the license or permit shall be entitled to appeal to the city council immediately, by filing a notice of appeal. The city clerk shall schedule a date for hearing before the city council and notify the aggrieved person of the date.

(c) The hearing shall be conducted in the same manner as if the aggrieved person had not received summary action.

(d) The decision of the city clerk shall not be voided by the filing of such appeal. Only after the city council has held its hearing will the decision of the compliance official be affected.

**SECTION 6** Section 14-6 is added as follows. Additions are shown with an underline.

Sec. 14-6. - Applicable laws.

Licenses shall be subject to all of the ordinances of the city and the State of Minnesota relating to businesses; and this chapter shall not be construed or interpreted to supersede or limit any other such applicable ordinance or law.

**SECTION 7** Section 14-7 is added as follows. Additions are shown with an underline.

Sec. 14-7. - Multiple suspensions.

If the license of more than one unit in a licensed premises is suspended within 12 months, the period of suspension for the second and subsequent dwelling units licensed that are suspended may be doubled for the suspension period specified in this chapter.

**SECTION 8** Sec. 14-2 - Contractors license requirements and regulations is renumbered to 14-8.

**SECTION 9** Sec. 105-86 is amended as follows. Additions are shown with an underline.

Sec. 105-86. - Purpose.

It is the purpose of this article to protect the public health, safety and welfare of citizens of the city who have as their place of abode a living unit furnished to them for the payment of a rental charge to another by adopting licensing regulations for all rental dwellings and multifamily rental dwellings in the city.

**SECTION 10** Sec. 105-87 is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~strikethrough~~.

Sec. 105-87. - Definitions.

For the purposes of this article, the terms defined in this section shall have the meanings given them as follows:



*Compliance official* means the city administrator or his or her designee.

*Operate* means to charge a rental charge or other form of compensation for the use of a unit in a rental dwelling/multifamily rental dwelling.

*Rental dwelling* means any single-family dwelling, duplex dwelling or triplex dwelling, which is rented for more than four months in any calendar year. ~~"Rental dwelling" does not include hotels, motels, hospitals, or homes for the aged.~~ Rental dwelling does not include Minnesota Department of Health–licensed rest homes, convalescent care facilities, nursing homes, hotels, motels, managed home-owner associations, cooperatives, or on-campus college housing.

Multifamily rental dwelling means any building or portion thereof, including the real property upon which it is located and which surrounds it, that contains four or more dwelling units that may be attached side-by-side, stacked floor-to-ceiling, and/or have a common entrance and have a common owner that are being rented out. Multifamily rental dwelling does not include Minnesota Department of Health–licensed rest homes, convalescent care facilities, nursing homes, hotels, motels, managed home-owner associations, cooperatives, or on-campus college housing.

**SECTION 11** Section 105-88 is amended as follows. Additions are shown with an underline.

Sec. 105-88. - License required.

No person, firm, partnership, corporation or other legal entity shall operate a rental dwelling or multifamily rental dwelling in the city without first obtaining a license. The license is issued annually and is valid until the date of expiration. Changes that result in a 25% change in ownership of a property requires a new license. The new owner(s) must submit an application for a new license within thirty calendar days of acquiring the property. Property owners that are listed on a stock exchange are exempt from section 105-88.

**SECTION 12** Section 105-89 is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~strikethrough~~.

Sec. 105-89. - Application for licenses.

Applications for licenses shall be made in writing on forms provided by the city and accompanied by the fee amounts as established ~~in the City Code by the City Council~~. Such application shall be submitted at least 60 days prior to the expiration date of the license, and shall specify the following:

- (1) Name and address of the owner of the rental dwelling/multifamily rental dwelling.
- (2) Name and address of any agent actively managing the rental dwelling/multifamily rental dwelling. The agent must live within the Seven County Metropolitan area and must have a background check conducted by the police department.
- (3) Name and address of all partners if the registrant is a partnership.
- (4) Name and address of all officers of the corporation if the registrant is a corporation.

- (5) Name and address of the vendee if the rental dwelling/multifamily rental dwelling is owned or being sold on a contract for deed.
- (6) Legal address of the rental dwelling/multifamily rental dwelling.
- (7) Number and kind of units within the rental dwelling/multifamily rental dwelling classified as dwelling units, tenement units, or rooming units or other.
- (8) Name and address of on-site operating manager, if any.

**SECTION 13** Section 105-91 is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~strikethrough~~.

Sec. 105-91. - License renewal.

Notwithstanding the application signature requirements, renewals of the license as required annually by this Code may be made by filling out the required renewal form ~~furnished~~ provided by the ~~compliance official~~ city to the owner, operator or agent of a rental dwelling/multifamily rental dwelling and mailing said form together with the required registration fee to the compliance official. Failure to file the completed application with the city at least 60 days prior to the expiration of the license is a violation of this article.

**SECTION 14** Section 105-92 is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~strikethrough~~.

Sec. 105-92. - License fees.

The license fees shall be in the amount established ~~in this Code~~ by the City Council. Failure to pay the license fee for renewal of a license is a violation of this article.

**SECTION 15** Section 105-93 is amended as follows. Additions are shown with an underline.

Sec. 105-93. - Furnish license.

Every registrant of a rental dwelling/multifamily rental dwelling shall be given a copy of the license. The license shall contain a statement that the tenant or tenants may contact the attorney general for information regarding the rights and obligations of owners and tenants under state law. The statement shall include the telephone number and address of the attorney general.

**SECTION 16** Section 105-94 is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~strikethrough~~.

Sec. 105-94. - City inspections.

- (a) Rental ~~units-dwellings~~ shall be inspected by the compliance official or designated representative in their entirety every 24 months. An application and payment is required annually on a continuous basis. Rental ~~units-dwellings~~ that fail their first inspection will be subjected to additional inspections until an inspection certificate is given by the compliance official. Rental ~~units-dwellings~~ that fail their first inspection will be subjected to an inspection the subsequent year.

(b) Multifamily rental dwellings shall be inspected by the compliance official or designated representative every 24 months. An inspection will be made of the common areas of the property. An application and payment is required annually on a continuous basis. Multifamily rental dwellings that fail their first inspection will be subjected to additional inspections until an inspection certificate is given by the compliance official. Multifamily rental dwellings that fail their first inspection will be subjected to an inspection the subsequent year.

(bc) Pursuant to this section, the compliance official shall make inspections to determine the condition of rental dwellings/multifamily rental dwellings located within the city for the purpose of enforcing the rental licensing standards. The compliance official or designated representative may enter, examine and survey at all reasonable times all rental dwellings/multifamily rental dwellings and premises after obtaining consent from an occupant of the premises. In the event that an occupant of the premises does not consent to entry by the compliance official or designate representative, and if there is probable cause to believe that an inspection is warranted, then application may be made to the court for an administrative or other search warrant for the purpose of inspecting the premises.

(d) The city may, upon receipt of a creditable third party complaint or a complaint by residents with reasonable concerns, require an inspection of rental dwellings/multifamily rental dwellings. A complaint-based inspection may require individual dwelling units to be inspected.

(de) The owner's rental housing license may be suspended, revoked or denied renewal for failing to maintain the licensed building in compliance with the property maintenance code as set forth in chapter 105, article III of this Code or otherwise failing to comply with the requirements of the City Code or applicable state or federal law.

**SECTION 17** Section 105-95 is amended as follows. Additions are shown with an underline.

Sec. 105-95. - Maintenance standards.

(a) Every rental dwelling/multifamily rental dwelling shall maintain the standards in chapter 105, article III, housing code, and chapter 22, blight, in addition to any other requirement of the ordinance of the city or special permits issued by the city, or the laws of the State of Minnesota.

(b) Any code violation noted by the city must be remedied in a timely fashion by the property owner and reinspected for compliance by the city.

**SECTION 18** Section 105-97 is amended as follows. Additions are shown with an underline.

Sec. 105-97. - Revocation, suspension, and civil fines.

(a) *Violations.* The following actions by property owners or license holders are misdemeanors and are subject to civil penalties, may constitute the basis for revocation of licenses and/or may result in injunctive action by the city. The property owner shall be responsible for the

conduct of its agents or employees while engaged in normal business activities on the licensed premises. Any violation of this article shall be considered an act of the property owner or license holder for purposes of imposing a civil penalty or license revocation. If a license is revoked it is unlawful for the owner to permit new occupancy of any vacant rental unit, or any units that become vacant during license injunction.

- (b) *Basis for sanctions.* The compliance official may revoke, suspend, deny or decline to renew any license issued under this article for part or all of a rental dwelling/multifamily rental dwelling upon any of the following grounds:
- (1) *Leasing without a license.* Leasing residential units without a license is subject to license suspension or revocation;
  - (2) *Violation of codes.* Violation of the city maintenance code, building code, or fire code;
  - (3) *Hazardous or uninhabitable units.* Leasing units that are deemed hazardous or uninhabitable or units within a building that are deemed hazardous or uninhabitable;
  - (4) *Commission of a felony.* Commission of a felony related to the licensed activity by the property owner or manager;
  - (5) *Consideration of suspension or revocation.* At any time during a license period, if a rental property does not meet or exceed the criteria established for the current license, the license may be brought forth to the city council for consideration of license suspension or revocation;
  - (6) *Updated application requirement.* Failure to provide an updated application with current information within 30 days of application renewal request from the city;
  - (7) *False statements.* False statements on any application or other information or report required by this article to be given by the applicant or licensee;
  - (8) *Fees.* Failure to pay any application, inspection, penalty, reinspection or reinstatement fee required either by this section or city council resolution. Fee amounts are subjected to change through the city fee schedule;
  - (9) *Correction of deficiencies.* Failure to correct dwelling deficiencies in the time specified in a compliance order;
  - (10) *Inspection.* Failure to schedule an inspection within 90 days of application filed and/or allow an authorized inspection of a rental dwelling/multifamily rental dwelling;
  - (11) *Violation of statute.* Violation of an owner's duties under Minn. Stats. §§ 299C.66 to 299C.71 ("Kari Koskinen Manager Background Check Act");
  - (12) *Delinquent taxes or fines.* Real estate or personal property taxes or municipal utilities have become delinquent or have unpaid fines.
- (c) *Penalties.*

- (1) *Revocation.* Any violation of this article may be grounds to revoke a license. Any civil penalty, revocation or combination thereof under this section does not preclude criminal prosecution under this article or Minnesota statutes. All fines are cumulative and revocation periods will run consecutively.
- (2) *Violation.* Any person that maintains a rental dwelling/multifamily rental dwelling without having a property registered or after the registration for the property has been revoked or suspended or who permits new occupancy in violation is guilty of a misdemeanor and upon conviction is subject to a fine and imprisonment as prescribed by state law.
- a. *First violation:* Compliance official will give notice to the licensee of the violation, request fine payment and direct the licensee to take steps to prevent further violations.
  - b. *Second violation:* If a second violation occurs within 60 days of a first violation the compliance official will give notice to the licensee of the violation, request fine payment and direct the licensee to take steps to prevent further violations.
  - c. *Third or more violation:* If another instance of violations occurs within 60 days of the calendar year compliance official will give notice to the licensee of the violation, request fine payment and direct the licensee to take steps to prevent further violations. If a fourth or subsequent violation occurs, suspension of the license will be pending until a hearing.
- (3) *Suspension.* The city council may temporarily suspend a license pending a hearing on the suspension or revocation when, in its judgment, the public health, safety, and welfare is endangered by the continuance of the licensed activity.
- (4) *Civil fines.* The city council may impose civil fines in addition to revocation or suspension for violations of any provision of this article as follows:

Within One Calendar Year	Fine Per Unit/Common Building
First Violation	\$300.00
Second Violation	600.00
Third or more within a 12-month period	900.00
Renting without a license after 30 days' notice shall be subject to \$1,000.00 fine per unit and also be a misdemeanor offense	

**SECTION 19** Section 105-99 is amended as follows. Additions are shown with an underline.

Sec. 105-99. - Summary action.



SUMMARY ORDINANCE NO. 19-05

CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA

**AN ORDINANCE AMENDING CHAPTERS 14 AND 105  
OF THE FALCON HEIGHTS CITY CODE  
CONCERNING BUSINESS LICENSE REQUIREMENTS  
AND RENTAL LICENSING**

This ordinance amends Chapters 14 and 105 of the Falcon Heights City Code concerning business license requirements and rental licensing. The amendments to Chapter 14 include license inspection requirements, revocation, suspension and penalties. The amendments to Chapter 105 include license procedure, requirements, inspections, revocation, suspension and penalties.

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

APPROVED for publication by the City Council of the City of Falcon Heights, Minnesota this 11<sup>th</sup> day of September, 2019.

CITY OF FALCON HEIGHTS

BY: \_\_\_\_\_  
Randall Gustafson, Mayor

ATTEST:

\_\_\_\_\_  
Sack Thongvanh, City Administrator

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*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 11, 2019
<b>Agenda Item</b>	Consent F1
<b>Attachment</b>	General Disbursements and Payroll
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	General Disbursements and Payroll
<b>Description</b>	General Disbursements through: 9/05/19 \$34,648.36 Payroll through: 8/31/19 \$20,210.08
<b>Budget Impact</b>	The general disbursements and payroll are consistent with the budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• General Disbursements and Payroll</li> </ul>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

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PACKET: 02010 AUG 27 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
ST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME----- DISTRIBUTION

01-00897 BARTON SAND AND GRAVEL CO

I-190815		CONCRETE DISPOSAL	75.00		
8/27/2019	APBNK	DUE: 8/27/2019 DISC: 8/27/2019		1099: N	
		CONCRETE DISPOSAL		101 4132-87010-000	BOULEVARD MAINTENANCE 75.00
=== VENDOR TOTALS ===			75.00		

01-00900 BEISSWENGER'S

I-212748		OIL AND BLADE FOR MOWERS	97.90		
8/27/2019	APBNK	DUE: 8/27/2019 DISC: 8/27/2019		1099: N	
		OIL AND BLADE FOR MOWERS		101 4141-87120-000	FACILITIES & GROUND MAIN 97.90
I-216830		V BELT FOR MOWER	239.98		
8/27/2019	APBNK	DUE: 8/27/2019 DISC: 8/27/2019		1099: N	
		V BELT FOR MOWER		101 4141-87120-000	FACILITIES & GROUND MAIN 239.98
=== VENDOR TOTALS ===			337.88		

01-05726 BOUND TREE MEDICAL

I-3313715		GRANT SUPPORTED MED SUPPLIES	1,908.90		
8/27/2019	APBNK	DUE: 8/27/2019 DISC: 8/27/2019		1099: N	
		GRANT SUPPORTED MED SUPPLIES		101 4124-70100-000	SUPPLIES 1,908.90
=== VENDOR TOTALS ===			1,908.90		

01-05166 GRAINGER, W. W., INC.

I-9255810286		MARKING FLAG	28.59		
8/27/2019	APBNK	DUE: 8/27/2019 DISC: 8/27/2019		1099: N	
		MARKING FLAG		101 4132-70120-000	SUPPLIES 28.59
=== VENDOR TOTALS ===			28.59		

01-07272 LILLIE SUBURBAN NEWSPAPER

I-201908277273		LEGAL NOTICES	17.25		
8/27/2019	APBNK	DUE: 8/27/2019 DISC: 8/27/2019		1099: N	
		LEGAL NOTICES		101 4111-70410-000	LEGAL NOTICES 17.25
=== VENDOR TOTALS ===			17.25		

PACKET: 02010 AUG 27 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-07263 NEXTEL COMMUNICATIONS, INC

I-610189225-194		CELL PHONE TO QAUG 14	101.67		
8/27/2019	APBNK	DUE: 8/27/2019 DISC: 8/27/2019		1099: N	
		CELL PHONE TO QAUG 14		101 4131-85015-000	CELL PHONE 101.67
		=== VENDOR TOTALS ===	101.67		

01-05994 NORTHEAST YOUTH & FAMILY

I-201908277271		REISSUE CK 88225 COOPRATIV SV	9,399.00		
8/27/2019	APBNK	DUE: 8/27/2019 DISC: 8/27/2019		1099: N	
		REISSUE CK 88225 COOPRATIV SVC		101 4111-86500-000	COOPERATIVE SERVICE 9,399.00
		=== VENDOR TOTALS ===	9,399.00		

01-06185 RAMSEY COUNTY

I-PRRRV001190		3RD QTR ELECTION CONTRACT	3,893.00		
8/27/2019	APBNK	DUE: 8/27/2019 DISC: 8/27/2019		1099: N	
		3RD QTR ELECTION CONTRACT		101 4115-80300-000	ELECTION CONTRACT 3,893.00
		=== VENDOR TOTALS ===	3,893.00		

01-00935 ST PAUL REGIONAL WATER SERVICE

I-201908277270		WATER AND SS	182.08		
8/27/2019	APBNK	DUE: 8/27/2019 DISC: 8/27/2019		1099: N	
		WATER AND SS		101 4131-85040-000	WATER 68.10
		WATER AND SS		101 4131-85070-000	SEWER 20.24
		WATER AND SS		101 4141-85040-000	WATER 62.37
		WATER AND SS		101 4141-85070-000	SEWER 31.37
		=== VENDOR TOTALS ===	182.08		

01-06525 SUBURBAN ACE HARDWARE

I-201908277272		GARDEN HOSE AND SPRAYER	126.89		
8/27/2019	APBNK	DUE: 8/27/2019 DISC: 8/27/2019		1099: N	
		GARDEN HOSE AND SPRAYER		101 4141-70100-000	SUPPLIES 126.89
		=== VENDOR TOTALS ===	126.89		

PACKET: 02010 AUG 27 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-06581	TRI-STATE BOBCAT INC				

I-A61051	SEAL KIT FOR PUMP	77.74			
8/27/2019	APBNK DUE: 8/27/2019 DISC: 8/27/2019		1099: N		
	SEAL KIT FOR PUMP		101 4132-70120-000	SUPPLIES	77.74
=== VENDOR TOTALS ===		77.74			

=====

01-06901 ULTIMATE SAFETY CONCEPTS

I-84023	CARBON MONO DETECTORS	1,957.44			
8/27/2019	APBNK DUE: 8/27/2019 DISC: 8/27/2019		1099: N		
	CARBON MONO DETECTORS		101 4124-70100-000	SUPPLIES	1,957.44
=== VENDOR TOTALS ===		1,957.44			
=== PACKET TOTALS ===		18,105.44			

PACKET: 02012 SEPT 3 PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	-----ID-----	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-05422	BP						
I-201909037274			FUEL	891.11			
9/03/2019	APBNK		DUE: 9/03/2019 DISC: 9/03/2019		1099: N		
			FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	652.82
			FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	129.95
			FUEL		602 4602-74000-000	FUEL & LUBRICANTS	72.40
			FUEL		101 4116-89010-000	SPECIAL EVENTS	35.94
			=== VENDOR TOTALS ===	891.11			
=====							
01-03089	CASH						
I-201909037275			REFUND/COMPUTER MOUSE/LICENSE	106.22			
9/03/2019	APBNK		DUE: 9/03/2019 DISC: 9/03/2019		1099: N		
			REFUND REC SPORTS		201 34310-000	RECREATION FEES	6.00
			MOUSE FOR COM,PUER		101 4112-70100-000	SUPPLIES	16.99
			SHEET PROTECTORS FOR SIGNS		101 4132-87010-000	BOULEVARD MAINTENANCE	22.41
			SHEET PROTECTORS FOR SIGNS		101 4132-87010-000	BOULEVARD MAINTENANCE	42.73
			CERTIFIED MAIL		101 4112-70500-000	POSTAGE	6.85
			ENVELOPES		101 4112-70100-000	SUPPLIES	11.24
			=== VENDOR TOTALS ===	106.22			
=====							
01-05153	HOME DEPOT CRC/GECF						
I-201909037277			PARK BLDG SUPPLIES	300.79			
9/03/2019	APBNK		DUE: 9/03/2019 DISC: 9/03/2019		1099: N		
			PARK BLDG SUPPLIES		101 4141-70100-000	SUPPLIES	300.79
			=== VENDOR TOTALS ===	300.79			
=====							
01-05509	LEAGUE OF MN CITIES						
I-295697			LMC CONFERENCE	70.00			
9/03/2019	APBNK		DUE: 9/03/2019 DISC: 9/03/2019		1099: N		
			LMC CONFERENCE		101 4111-86130-000	MEETINGS	70.00
			=== VENDOR TOTALS ===	70.00			
=====							
01-00935	ST PAUL REGIONAL WATER SERVICE						
I-201909037276			WATER AND SS	173.17			
9/03/2019	APBNK		DUE: 9/03/2019 DISC: 9/03/2019		1099: N		
			WATER		101 4131-85040-000	WATER	68.10
			SS		101 4131-85070-000	SEWER	20.24
			WATER		101 4141-85040-000	WATER	55.69
			SS		101 4141-85070-000	SEWER	29.14
			=== VENDOR TOTALS ===	173.17			

PACKET: 02012 SEPT 3 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06581		TRI-STATE BOBCAT INC				
I-A61235		BELT	130.00			
9/03/2019	APBNK	DUE: 9/03/2019 DISC: 9/03/2019		1099: N		
		BELT		101 4132-70120-000	SUPPLIES	130.00
=====						
I-A61444		AIR FILTER AND PARTS	93.43			
9/03/2019	APBNK	DUE: 9/03/2019 DISC: 9/03/2019		1099: N		
		AIR FILTER AND PARTS		101 4132-70120-000	SUPPLIES	93.43
=====						
I-A61469		FILTERS ANBD FUEL PUMP	166.65			
9/03/2019	APBNK	DUE: 9/03/2019 DISC: 9/03/2019		1099: N		
		FILTERS ANBD FUEL PUMP		101 4132-70120-000	SUPPLIES	166.65
=====						
I-A61470		V BELT	41.79			
9/03/2019	APBNK	DUE: 9/03/2019 DISC: 9/03/2019		1099: N		
		V BELT		101 4132-70120-000	SUPPLIES	41.79
		=== VENDOR TOTALS ===	431.87			
		=== PACKET TOTALS ===	1,973.16			

PACKET: 02014 SEPT D4 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-00228 ALLEGRA DOWNTOWN ST PAUL

I-82167		SWEATSHIRTS AND T SHIRTS	128.49		
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N	
		SWEATSHIRTS AND T SHIRTS		101 4132-77000-000 CLOTHING	128.49
=== VENDOR TOTALS ===			128.49		

01-00087 AMANDA LOR

I-201909057285		MILEAGE AND PHONE REIMB	21.62		
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N	
		MILEAGE REIMB		101 4112-86010-000 MILEAGE & PARKING	1.62
		MILEAGE REIMB		101 4116-85010-000 TELEPHONE	20.00
=== VENDOR TOTALS ===			21.62		

01-00875 BHE COMMUNITY SOLAR, LLC

I-9855327		JULY CITY HALL SOLAR ELECT	1,267.24		
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N	
		JULY CITY HALL SOLAR ELECT		101 4131-85025-000 SOLAR ELECTRIC	1,267.24
=== VENDOR TOTALS ===			1,267.24		

01-01034 BRAKE AND EQUIPMENT WAREHOUSE

I-011W0385		LAWN MOWER BATTERY	35.61		
9/04/2019	APBNK	DUE: 9/04/2019 DISC: 9/04/2019		1099: N	
		LAWN MOWER BATTERY		101 4132-87000-000 REPAIR EQUIPMENT	35.61
=== VENDOR TOTALS ===			35.61		

01-03001 CAMPBELL KNUTSON

I-201909057284		AUG GENERAL LEGALS	904.54		
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: Y	
		AUG GENERAL LEGALS		101 4114-80200-000 LEGAL FEES	904.54
=== VENDOR TOTALS ===			904.54		

01-03089 CASH

I-201909057283		REC SPORTS CLASS SUPPLIES	31.22		
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N	
		REC SPORTS CLASS SUPPLIES		201 4201-70100-000 SUPPLIES	31.22
=== VENDOR TOTALS ===			31.22		



PACKET: 02014 SEPT D4 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	-----ID----- DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-06290 CITY OF ROSEVILLE

I-226560		JULY ENGINEERING	790.60			
9/04/2019	APBNK	DUE: 9/04/2019 DISC: 9/04/2019		1099: N		
		JULY ENGINEERING		101 4133-80100-000	ENGINEERING SERVICES	790.60
I-226567		PHONE SVCS	340.00			
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N		
		PHONE SVCS		101 4116-85010-000	TELEPHONE	340.00
I-226602		IT SUPPORT	2,510.00			
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N		
		IT SUPPORT		101 4116-85070-000	TECHNICAL SUPPORT	2,510.00
=== VENDOR TOTALS ===			3,640.60			

01-03122 CITY OF ST PAUL

I-IN366662		DAMAGE CLAIM TO ST PAUL TRK	594.24			
9/04/2019	APBNK	DUE: 9/04/2019 DISC: 9/04/2019		1099: N		
		DAMAGE CLAIM TO ST PAUL TRK		101 4132-87012-000	REPAIR TRUCK	594.24
=== VENDOR TOTALS ===			594.24			

01-05175 CONTINENTAL RESEARCH CORPORATI

I-480966-CRC		WASP SPRAY	207.00			
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N		
		WASP SPRAY		101 4141-70100-000	SUPPLIES	207.00
=== VENDOR TOTALS ===			207.00			

01-05115 GOPHER STATE ONE CALL

I-9080383		AUG LOCATES	95.85			
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N		
		AUG LOCATES		601 4601-88030-000	LOCATES	95.85
=== VENDOR TOTALS ===			95.85			

01-02113 HPA US1LLC

I-201909047278		REFUND	51.86			
9/04/2019	APBNK	DUE: 9/04/2019 DISC: 9/04/2019		1099: N		
		REFUND		101 32140-000	MISC BUSINESS LICENSE	51.86
=== VENDOR TOTALS ===			51.86			

PACKET: 02014 SEPT D4 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----  
 POST DATE BANK CODE -----DESCRIPTION----- GROSS P.O. #  
 DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION  
 =====

01-05235 JAN-PRO CLEANING SYSTEMS

I-87472 SEPT CLEANING 205.00  
 9/04/2019 APBNK DUE: 9/04/2019 DISC: 9/04/2019 1099: N  
 SEPT CLEANING 101 4131-87010-000 CITY HALL MAINTENANCE 205.00  
 === VENDOR TOTALS === 205.00

01-07272 LILLIE SUBURBAN NEWSPAPER

I-201909047281 LEGALS/TIF AND ANNUAL FINANCI 511.75  
 9/04/2019 APBNK DUE: 9/04/2019 DISC: 9/04/2019 1099: N  
 LEGALS/TIF AND ANNUAL FINANCI 101 4111-70410-000 LEGAL NOTICES 511.75  
 === VENDOR TOTALS === 511.75

01-05418 JUSTIN MARKON

I-201909057282 MILEAGE AND PHONE REIMB 67.56  
 9/05/2019 APBNK DUE: 9/05/2019 DISC: 9/05/2019 1099: N  
 PHONE REIMB 101 4117-85015-000 CELL PHONE 20.00  
 MILEAGE REIMB 101 4117-86010-000 MILEAGE 47.56  
 === VENDOR TOTALS === 67.56

01-05263 MID CITY SERVICES- INDUSTRIAL

I-1180D56 FLOOR MAT SVC 41.32  
 9/05/2019 APBNK DUE: 9/05/2019 DISC: 9/05/2019 1099: N  
 FLOOR MAT SVC 101 4131-70110-000 SUPPLIES 41.32  
 === VENDOR TOTALS === 41.32

01-05427 NANDKUMAR, NALISHA

I-201909047280 PHONE REIMB/MILEAGE 49.00  
 9/04/2019 APBNK DUE: 9/04/2019 DISC: 9/04/2019 1099: N  
 PHIONE REIMB 101 4116-85010-000 TELEPHONE 20.00  
 MILEAGE 101 4116-86010-000 MILEAGE 29.00  
 === VENDOR TOTALS === 49.00

01-07263 NEXTEL COMMUNICATIONS, INC

I-172868921-174 CELLPHONE 17.25  
 9/04/2019 APBNK DUE: 9/04/2019 DISC: 9/04/2019 1099: N  
 CELLPHONE 101 4124-85015-000 CELL PHONE 17.25  
 === VENDOR TOTALS === 17.25

PACKET: 02014 SEPT D4 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05374		TENNIS SANITATION LLC				
I-2457860		AUG RECYCLING	6,249.75			
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N		
		AUG RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	6,249.75
=====						
I-2457861		AUG RECYCLING SWMT AND CEC	66.50			
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N		
		AUG RECYCLING SWMT AND CEC		101 4131-87010-000	CITY HALL MAINTENANCE	66.50
		=== VENDOR TOTALS ===	6,316.25			
=====						
01-06581		TRI-STATE BOBCAT INC				
I-A61591		TRI-STATE BOBCAT INC	185.61			
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N		
		TRI-STATE BOBCAT INC		101 4132-70120-000	SUPPLIES	185.61
		=== VENDOR TOTALS ===	185.61			
=====						
01-05737		VERIZON WIRELESS				
I-36780172		CELL PHONE	60.28			
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N		
		CELL PHONE		101 4131-85015-000	CELL PHONE	60.28
=====						
I-9836917408		CELL PHONE TO 8/26	80.02			
9/05/2019	APBNK	DUE: 9/05/2019 DISC: 9/05/2019		1099: N		
		CELL PHONE TO 8/26		101 4124-85015-000	CELL PHONE	80.02
		=== VENDOR TOTALS ===	140.30			
=====						
01-05870		XCEL ENERGY				
I-201909047279		ELECT	57.43			
9/04/2019	APBNK	DUE: 9/04/2019 DISC: 9/04/2019		1099: N		
		ELECT		101 4141-85020-000	ELECTRIC/GAS	27.79
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	14.82
		ELECT		209 4209-85020-000	STREET LIGHTING POWER	14.82
		=== VENDOR TOTALS ===	57.43			
		=== PACKET TOTALS ===	14,569.74			

MP #	NAME	AMOUNT
016	PAMELA M HARRIS	277.05
J022	RANDALL C GUSTAFSON	393.07
1-0023	MELANIE M LEEHY	262.05
1-0024	MARK J MIAZGA	262.05
1-1005	SACK THONGVANH	3,428.76
1-1020	AMANDA P LOR	1,360.28
1-1022	NALISHA NANDKUMAR	1,402.69
1-1136	ROLAND O OLSON	2,649.53
1-1021	JUSTIN M MARKON	1,581.55
1-0095	MICHAEL J POESCHL	422.65
1-0097	PATRICK GAFFNEY	128.61
1-0105	ANTON M FEHRENBACH	358.44
1-0123	BRYAN R SULLIVAN	92.35
1-0124	MICHAEL D KRUSE	126.51
1-1030	TIMOTHY J PITTMAN	2,094.07
1-1033	DAVE TRETSEVEN	1,681.32
1-1143	COLIN B CALLAHAN	1,672.27
1-2257	BENJAMIN T STEINER	842.43

TOTAL PRINTED: 18 19,035.68

8-26-2019 12:41 PM

PAYROLL CHECK REGISTER

PAGE: 1

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 8/26/2019

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
2200	TWOHY, MICHAEL K	R	8/26/2019	1,174.40	088873

8-26-2019 12:41 PM

PAYROLL CHECK REGISTER

PAGE: 2

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 8/26/2019

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	1	1,174.40
DIRECT DEPOSIT REGULAR CHECKS:	18	19,035.68
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	19	20,210.08

\*\*\* NO ERRORS FOUND \*\*\*



***The City That Soars!***

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 11, 2019
<b>Agenda Item</b>	Consent F2
<b>Attachment</b>	N/A
<b>Submitted By</b>	Amanda Lor, Administrative Coordinator

<b>Item</b>	Approval of City License(s)
<b>Description</b>	The following individuals have applied for a <u>General Contractor License</u> for 2019. Staff has received the necessary documents for licensure. 1. Tim Anderson Brick and Stone
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve the 2019 City License Applications contingent on background checks as required by each permit.

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**The City That Soars!**

**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date</b>	September 11, 2019
<b>Agenda Item</b>	Consent F3
<b>Attachment</b>	Resolution
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Promotion of Colin Callahan to Senior Public Works Worker
<b>Description</b>	<p>Colin has been with the City since 2001 and has dedicated over 18 years of excellent service to the City and Falcon Heights community. His knowledge of the city and its facilities has been invaluable to the city’s resident, employees, and business owners. Colin has shown excellent judgement, a strong work ethic, and a willingness to take on new duties and responsibilities as needed.</p> <p>Colin deserves the recognition and has the support of Tim Pittman, Public Works Director.</p>
<b>Budget Impact</b>	Funds are available for 2019 and has been allocated for the Proposed 2020 Budget.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>Resolution 19-30 Promoting Colin Callahan from Maintenance Worker to Senior Public Works Worker</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approval of promoting Colin Callahan from Maintenance Worker to Senior Public Works Worker effective September 11, 2019 with a rate of \$32.06, an increase of \$.30 per hour to be in line with the position title of Senior Public Works Worker or Lead Maintenance Worker.

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**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

September 11, 2019

No. 19-30

-----  
**RESOLUTION PROMOTING COLIN CALLAHAN FROM MAINTENANCE WORKER TO  
SENIOR PUBLIC WORKS WORKER**

**WHEREAS**, Colin Callahan accepted the position of Public Worker in 2001;

**WHEREAS**, Colin has dedicated over 18 years of excellent service to the city and residents of the City of Falcon Heights. .

**WHEREAS**, Colin has shown excellent judgement, a strong work ethic, and a willingness to take on new duties and responsibilities as needed.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota:

1. Promote Colin Callahan from Maintenance Worker to Senior Public Works Worker.
2. Pay increase to \$32.06 per hour.

Moved by:

Approved by: \_\_\_\_\_

Randy Gustafson  
Mayor

VACANT  
GUSTAFSON  
HARRIS  
LEEHY  
MIAZGA

\_\_\_\_\_ In Favor  
\_\_\_\_\_ Against

Attested by: \_\_\_\_\_

Sack Thongvanh  
City Administrator

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**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	September 11, 2019
<b>Agenda Item</b>	Consent F4
<b>Attachment</b>	Resolution
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Appointment of Jeffrey Guertin to the Falcon Heights Volunteer Fire Department
<b>Description</b>	<p>Jeffrey Guertin submitted an application to the Fire Department because of his interest in public safety. Fire Department personnel have reviewed his application and interviewed Mr. Guertin. The Department would recommend the appointment of Jeffrey Guertin.</p> <p>Mr. Guertin will have two years to complete the necessary training and education before he will be an official volunteer firefighter.</p> <p><b><u>Bio</u></b>          I joined the Army when I was 19 years old. During my time in the military I learned many new skills, most of them I was seeing for the first time. Despite the high stress environment that the military teaches In I was able to excel. I have found over the years that I learn and function very well in high tempo high stress environments. The military taught me much about teamwork and how important each team member is. I believe that the individuals are any originations biggest asset and understand that each member must be able to trust and relay on the one next to them. I just completed the EMT program at Century College. I took and passed the National Registry board written test in May of this year. My wife and I love our community and try to give back any time we can. In our free time we volunteer at Feed My Starving Children and the Dorthey Day Center. I work fulltime for the Army Corps of Engineers as a lock and dam operator. I also work part time at Health east as an Emergency Medical Technician.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Resolution 19-31 Appointing Jeffrey Guertin to the Falcon Heights Volunteer Fire Department</li> </ul>

<b>Action(s) Requested</b>	Staff would recommend approval of resolution and appoint Jeffrey Guertin to the Falcon Heights Volunteer Fire Department.
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**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

September 11, 2019

No. 19-31

-----  
**RESOLUTION APPOINTING JEFF GUERTIN TO THE FALCON HEIGHTS VOLUNTEER  
FIRE DEPARTMENT**

**WHEREAS**, the City of Falcon Heights has a Volunteer Fire Department and continues to advertise for people interested in serving the City of Falcon Heights ; and

**WHEREAS**, the City received an application from Jeff Guertin regarding his interest to serve on the Fire Department; and

**WHEREAS**, the Fire Department conducted an interview and would recommend the appoint Jeff Guertin to the Falcon Heights Volunteer Fire Department; and

**WHEREAS**, the City Administrator and Mayor conducted a final interview and would recommend Council approval.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Falcon Heights, Minnesota:

1. Jeff Guertin will have two years from the approval of the resolution to complete the necessary training and education before he will be an official volunteer firefighter.
2. That the appointment is approved and adopted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: \_\_\_\_\_

Randall Gustafson  
Mayor

VACANT \_\_\_\_\_ In Favor  
LEEHY \_\_\_\_\_  
HARRIS \_\_\_\_\_ Against  
MIAZGA \_\_\_\_\_  
GUSTAFSON \_\_\_\_\_

Attested by: \_\_\_\_\_

Sack Thongvanh  
City Administrator

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*The City That Soars!*

## REQUEST FOR CITY COUNCIL ACTION

<b>Meeting Date</b>	September 11, 2019
<b>Agenda Item</b>	Policy G1
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Strategic Planning Proposal
<b>Description</b>	This is the first step to starting the long-range financial plan process for the City. My hope for HueLife is to develop an initial plan to guide staff and the City Council for the next two to five years that will be integrated into the Long-Range Financial Plan.
<b>Budget Impact</b>	The cost will be \$6,500
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Proposal</li> <li>• Example - City of Victoria Strategic Planning Process</li> </ul>
<b>Action(s) Requested</b>	Staff recommends approval of \$6,500 for Strategic Planning and authorize the City Administrator to execute all necessary agreements with HueLife.

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# FALCON HEIGHTS STRATEGIC PLANNING PROPOSAL

August 27, 2019



Human  
Understanding &  
Engagement

**Sack Thongvanh**  
City Administrator  
City of Falcon Heights  
2077 West Larpentour Avenue  
Falcon Heights, MN 55113

# HueLife Values

## INTEGRITY

1

Be worthy of trust. Take responsibility. Keep principles and values present.

## COURAGE

2

Be open. Take smart risks. Be a change agent.

## RELATIONSHIPS

3

Build strong ties. Develop and maintain caring support systems.

## HUMILITY

4

Be a servant leader. Always be learning.



## Thank you for the opportunity

Dear Sack,

We so appreciate the opportunity to submit a proposal for long-range strategic planning and creating work objectives (goals) for the upcoming year.

Working with organizations to create a compelling vision with realistic, achievable and actionable plans is at the heart of what we do.

We are truly looking forward to an opportunity to work with you!

Dr. Richard Fursman  
HueLife Co-Founder, Facilitator, Consultant

HueLife  
Richard.fursman@hue.life  
(651)338.2533

# Proposal Overview

## Strategic Planning/Goal Setting

### EXECUTIVE SUMMARY

We are pleased to submit a proposal to begin an engagement with the City of Falcon Heights for the purpose of assisting the City's leadership in strategic planning efforts. This project entails the development of a strategic plan built upon involvement and guidance from the City Council, staff and other contributing members of the community. The purpose of the project is to set in place a practical vision for the community and identify in clear language, the steps the City will take to achieve the vision. The City of Falcon Heights is seeking to set a clear and compelling vision for 2025 with accompanying priorities for 2019/20 through a focused look at goals and work priorities.

HueLife specializes in working with organizations to engage, collaborate, innovate and change for the greater good. We have a team of certified facilitators experienced in designing and facilitating strategic planning sessions that engage and empower participants.

### POPOSED PROCESS

Our approach to strategic planning/goal setting, provides a structured, participatory process for articulating the priorities of an organization based on a long-term common vision and definition of strategic directions. This is typically a 12 hour process.

The abbreviated planning process consists of:

- Collecting ENVIRONMENTAL **SCAN DATA** – Identifying relevant factual data such as organizational history, accomplishments, trends, and other data: I will be reviewing this material ahead of the retreat.
- Mapping out the **PRACTICAL VISION** – Identifying a vision that is a practical picture of the desired future.
- Setting the **STRATEGIC DIRECTIONS** – Identifying strategies that can address obstacles and move towards the vision
- Drawing up the **IMPLEMENTATION TIMELINE** – Determine substantial actions that can be accomplished to carry out the strategy areas, create a realistic timeline as well as detailed implementation steps to move forward.

### Retreat

HueLife will use the ToP Participatory Strategic Planning methodology to provide a structured, participatory process for articulating the priorities of an organization based on a long-term common vision and definition of strategic directions.

### Intended Outcomes:

- Shared Vision for 2025
  - ***“What needs to happen in five years for FH to be an inclusive, financially stable city that soars?”***
- Focused intention for the next 3-5 years
- Shared awareness around current reality
- Strategic areas of focus and priorities over the next two years
- Commitment for action
- Identify key priority goals and objectives to accomplish in year one
- Develop supporting action plans to accomplish key priorities
- Create a work plan and timeline for the implementation
- Coordinate work plan across all strategy areas and individuals
- Identify measurable outcomes for all tasks and actions
- Celebrate final planning results

**Deliverables:** Facilitate strategic planning session to develop areas of focus, strategies and priorities over the next several years, identify initiatives and activities that will support strategies and develop work plans and teams for each key strategy area. Draft report.

**Responsibility of the HueLife Team:** Develop participant packets/guides for the planning retreat; prepare all the materials necessary for the retreat; create an inspiring space for visioning, creative problem solving and strategic thinking; facilitate a planning process per the agreed upon plan; set up the room for sessions and summarize the results for inclusion into reports for sharing with the implementation teams.

**Date:** TBD: November/December

**Fee: \$6,500**

Pricing includes: design, preparation and materials, 2-day strategic plan facilitation session with up to 25 participants and documentation.

## Facilitation Team

### Irina Fursman TCF

Irina Fursman is a lead consultant, trainer and facilitator, as well as HueLife's co-founder and Chief Executive Officer. She is a Certified ToP Facilitator and Mentor Trainer specializing in Organisation development, adult learning and development, conflict resolution and strategic planning. She trains individuals and groups in the art and science of human engagement and facilitation.

Irina earned her Bachelor of Science degree in Education from Taurida 'V. I. Vernadskiy' National University, and Master of Science degree in Mathematics and Computer Science from Simferopol State University, both in Ukraine. She is currently completing her doctorate in organization development at the University of St. Thomas in Minneapolis, Minnesota, focusing her research on leadership and change. She develops curriculum for leadership and engagement needs.

### Dr. Richard Fursman Ed.D.

Richard is a co-founder and owner of HueLife. Richard specializes in the dynamics of human behavior and change. He helps teams create a shared purpose, strategic plans, and implementation paths. He advises government entities in the US and Ukraine, and co-created and facilitated the Kiev PEACE Summit during the Ukraine-Russian conflict in 2014.

Richard often presents and consults on system-wide transformation. He is well versed and utilizes a variety of approaches and methods in his facilitation, including Technology of Participation, Appreciative Inquiry, Action Research, Process Consultation, and more. He has 25 years of senior management experience in local government, most recently as City Manager of Maplewood, Minnesota.

Richard earned his Doctorate in Organization Development as well as his Bachelor of Arts in Economics from the University of St. Thomas and his Master of Arts degree in Urban and Regional Affairs from Mankato State University.



Company Name :  
HueLife

Company Address  
5775 Wayzata Blvd. #700  
Minneapolis, MN 55416  
United States

Website :  
[www.hue.life](http://www.hue.life)



A leading cause of delays, overspending, wasted time, rework, disengagement and confusion is not having a clear strategic plan. If City leadership has little or no established consensus on where the community and organization is headed, it will wander aimlessly with fits and starts. City Hall focus will be changing constantly with employees confused about work priorities.



## A Strategic Plan



**Sets direction and establishes priorities:** Stop chasing shiny objects without clear, long-term intent. The plan will set an inspirational vision for the community, define success and prioritize the activities that will make this view a reality.



**Provides focus and direction to move to action:** Most organizations have hard-working employees who put their best efforts into areas that have no effect on strategic success or accomplishing important goals and objectives. The strategic plan will help staff, volunteers, and council prioritize what should be worked on and what should be shelved.



**Drives organizational alignment:** A strategic plan isn't just a document to keep everyone on track. Having everyone participate in the strategic planning process fosters collegiality and creates an opportunity for discussion on the direction of the organization, often resulting in cultural transformation.



**Communicates your message:** City leaders want to inspire confidence and engage with residents. Sharing in the creation of the plan and making intentions easy to understand and track will result in higher trust and sense of community.

**HUELIFE planning process gets all stakeholders quickly on board and results in a long range vision, effective strategies and action plans that everyone feels empowered to implement. Each community and organization is in a unique place with different needs. The following table provides varied intensity of time and outcomes.**

Product	1 or 2-year Goal Setting	Complete Strategic Plan	Community Aided Complete Strategic Plan
<b>Time</b> 	<ul style="list-style-type: none"> <li>1 day prep time</li> <li>Review community trends and artifacts</li> <li>4-8 hours on Site Retreat</li> </ul>	<ul style="list-style-type: none"> <li>1-3days prep time</li> <li>Review Financials and other artifacts</li> <li>Interview participants</li> <li>Assess the health of the organization</li> <li>2-day retreat</li> </ul>	<ul style="list-style-type: none"> <li>1 Week – 2 Months Prep</li> <li>Meet with Citizens</li> <li>Hold community forums</li> <li>Online community survey</li> <li>Interview Council/Staff</li> <li>Review organization</li> <li>Preliminary Findings Report to the Elected</li> <li>2-Day Capstone Retreat</li> </ul>
<b>Who</b> 	<ul style="list-style-type: none"> <li>Elected Officials/ Key Staff</li> </ul>	<ul style="list-style-type: none"> <li>Elected Officials/Key Staff + Commissions</li> </ul>	<ul style="list-style-type: none"> <li>Elected Officials/Key Staff / commissions + Community members/ Students/ Civic Organizations /businesses/ etc.</li> </ul>
<b>What</b> 	<p>One-day retreat designed to evaluate immediate needs of the organization and community and develop a work plan.</p>	<p>2-Day retreat designed to identify the Mission, Vision, and direction of the organization and community. Create action plan for implementation.</p>	<p>Community-wide planning event designed to assess the current state of the City, Services, and direction. Vision together the desired community and the plan to achieve it.</p>
<b>Outcomes</b> 	<ul style="list-style-type: none"> <li>1-2 year goals identified and prioritized</li> <li>Tasks and Assignments</li> </ul>	<ul style="list-style-type: none"> <li>Mission of Organization/</li> <li>Community</li> <li>Vision of the Future</li> <li>Goals and Tasks</li> <li>Assignments/ Milestones</li> <li>Calendar of Events</li> <li>Success Criteria</li> </ul>	<ul style="list-style-type: none"> <li>Active and Engaged Citizens</li> <li>Mission</li> <li>Vision of the Future</li> <li>Goals to reaching Vision</li> <li>Tasks</li> <li>Assignments/ Milestones</li> <li>Calendar of Events</li> <li>Performance Review/realign</li> <li>Success Criteria</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>\$1,500 -\$3,500</li> </ul>	<ul style="list-style-type: none"> <li>\$4,500 -\$6,500</li> </ul>	<ul style="list-style-type: none"> <li>\$10,000-\$50,000</li> </ul>

HUELIFE Strategic Planning focuses on the most critical issues of government and communities to identify high leverage directions that lead to renewal and vitality. Collaborative strategic planning provides all participants a way of thinking about long-term responses to the effects of internal and external issues such as changes in products and services, social trends, politics, community needs, and technology.

**Why this approach works**

- \* Looks at existing data with a fresh perspective
- \* It builds authentic consensus, building positive relationships
- \* Invigorates the whole group with "team" spirit
- \* Allows to start implementation right away

**A Sampling of Organizations where the HUELIFE Process is used**



**Where is your Community and Organization headed?**  
**STRATEGIC PLANNING THAT WORKS**

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**City of Victoria**

# **STRATEGIC PLAN 2019**

## **SUMMARY OF STRATEGIC OBJECTIVES**

**The City of Victoria has identified six visionary outcome areas for 2019-2025. These visionary outcomes are expanded into strategic directions, 2-year successes and one-year goals.**

# VISION FOR 2025



**In 2025 Victoria is a year-round recreation destination**



**In 2025 Victoria has an expanded and unique downtown**



**In 2025 Victoria is attracting jobs to the community**



**In 2025 Victoria has lifecycle housing opportunities**



**In 2025 Victoria is a well-planned, financially sound community with high-quality services**



**In 2025 Victoria is a safe, connected pedestrian-friendly community**



## STRATEGIC DIRECTION ONE

### Expand and enhance our local economy

#### INITIATIVES

- DEVELOP 13.5 ACRES
- UPDATE DOWNTOWN PLAN
- INCREASE ECONOMIC ACTIVITY
- INCREASE JOBS AND DIVERSITY OF TAX BASE



First Year Imperatives	2-Year Results
------------------------	----------------

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Hire developer for 13.5 (P)</li> <li>2. Review and update DT plan (P)</li> <li>3. DT design (P) guidelines</li> <li>4. Small area plan (P)</li> <li>5. Talk to underdeveloped property owners</li> <li>6. Complete parking signs (P)</li> <li>7. Develop a packet to promote further investment in Victoria</li> <li>8. Contact neighboring attractions (winery, bike course)</li> <li>9. Engage the public (advertise, social media)</li> <li>10. Create joint events</li> </ol> | <ol style="list-style-type: none"> <li>1. 13.5 acres underway with streets built and one building</li> <li>2. Downtown plan is updated and being implemented</li> <li>3. Improved parking</li> <li>4. Small area plan is complete and being implemented</li> <li>5. Make decision to hire a contractor or partner with others</li> </ol> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



## STRATEGIC DIRECTION TWO

### Adopt Guiding Principles

#### INITIATIVES

- **DEVELOP L-T FINANCIAL PLAN/STRATEGY**
- **INCREASE PUBLIC ENGAGEMENT**
- **DEVELOP AND APPLY NEW WORK FLOW TO STRATEGICALLY EVAL OPPS**



#### First Year Imperatives

1. Reformat staff reports and templates
2. Tie all decisions, actions, projects back to vision (staff reports)
3. Develop policies related to reporting
4. "Deep dive" workshops on individual topics to set direction and est. policy

#### 2-Year Results

1. Policies updated
2. Consistent reaction (answer) from anyone one the tame
3. Clear protocols
4. Public is aware of what city is doing (of what is going on)



## STRATEGIC DIRECTION THREE

### BUILDING INFRASTRUCTURE

#### INITIATIVES

- ESTABLISH PARTNERSHIP WITH SCHOOL DISTRICTS
- DEVELOP 5-YR PARK/TRAIL PLAN AND COMPLETE WASSERMAN PARK AND 1-2 TRAIL CONNECTIONS
- DEVELOP CITY OPERATIONS/FACILITY PLAN



#### First Year Imperatives

1. Plans, specs, bids done
2. Financing plan determined
3. Write grant requests
4. Determine alignment and costs for trails
5. Space needs assessment done
6. Plan and financing for cold storage
7. Finalize design analyze costs
8. Coordinate with School Districts
9. Staff Create initial map "Big Victoria" with infrastructure
10. Council review and provide direction on "Big Victoria" (workshop)
11. Staff implements vision, monitors and reports on progress

#### 2-Year Results

1. Wasserman Park built
2. 1 trail connection is built
3. 2 controlled intersections built (county)
4. Master facilities plan is developed (short (5)- mid (10)- Long term (>20) include finance
5. Marsh Lake Rd complete



WELCOME

What do we want to see in place in VICTORIA in 5 years as a result of our actions today?

April 25 and 27, 2019



QUALITY OF LIFE  
EXPANDED,  
UNIQUE and  
VIBRANT Downtown