

CITY OF FALCON HEIGHTS
City Council Workshop
City Hall
2077 West Larpenteur Avenue

AGENDA
February 2, 2022
6:30 P.M.

NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE*

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS ___ GUSTAFSON ___ LEEHY ___
MEYER ___ WEHYEE ___

STAFF PRESENT: THONGVANH ___
- C. PRESENTATIONS:
- D. POLICY ITEMS:
 - 1. Review City Administrator Hiring and Selection Process
 - 2. Declaring Climate Change an Emergency
- E. INFORMATION/ANNOUNCEMENTS:
- F. ADJOURNMENT:

*You can view the meeting by clicking the following Zoom link:
<https://us02web.zoom.us/j/86741209264>

Toll Free Number 1-888-788-0099 or 1-877-853-5247

Webinar ID: 867 4120 9264

DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to mail@falconheights.org prior to the meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.

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REQUEST FOR COUNCIL ACTION

Meeting Date	February 2, 2022
Agenda Item	Policy D1
Attachment	Documents
Submitted By	Sack Thongvanh, City Administrator

Item	Review City Administrator Hiring and Selection Process
Description	<p>The Staff Panel (included select City Staff) and Community Panel (included five community members, Mayor and one City Council Member) has completed the first round of interviews. Each panel interviewed seven candidates and received direction to choose their three top candidates to recommend to the City Council. The Community Panel selected Candidate 10, Candidate 2 and Candidate 4. The Staff Panel selected Candidate 10, Candidate 1 and Candidate 12.</p> <p>There are five candidates recommended to Council for review. They are:</p> <p>Candidate 1 Candidate 2 Candidate 4 Candidate 10 Candidate 12</p> <p>Next Steps:</p> <ol style="list-style-type: none"> 1. Decide how many candidates to bring back for final interviews. 2. Conduct Assessments 3. Request Writing Sample - The Council will need to develop questions. 4. Final Interviews scheduled for February 16th, 2022 at 6:30p.m. <p>City Council Interview Question(s) Modifications:</p> <ol style="list-style-type: none"> 1. How/or has the last several years shifted your perspective on policing? Describe the ideal police department for your city. 2. How would you handle limited staff and capacity compared to urban demands of residents and community members?
Budget Impact	TBD

Attachment(s)	<ul style="list-style-type: none">• City Council Interview Questions• Community Panel Interview Questions 2022• Staff Panel Interview Questions 2022
Action(s) Requested	Staff is looking for direction on how to proceed.

CITY OF FALCON HEIGHTS POSITION DESCRIPTION

POSITION CLASSIFICATION TITLE: City Administrator

DEPARTMENT: Administration

ACCOUNTABLE TO: City Council

SUPERVISES: All City Employees

JOB SUMMARY

Plan and direct the administration of City functions as delegated by the City Council under the Plan A form of government to ensure efficient municipal services and development in line with Council objectives.

Operates with considerable discretion in administrative functions and in implementing policies of the Council. Responsible for effective recommendations in areas of policies, staffing, budgeting, etc. where Council action is required.

ESSENTIAL JOB FUNCTIONS

1. Assist Department Heads in planning and coordinating their Department activities. Follow-up to ensure effective service to the public and efficient conducting of all municipal affairs.
2. Ensure the development of an effective municipal organization. Includes recommending changes in organization structure as appropriate, working with Department Heads to ensure effective job design and utilization of employees.
3. Ensure effective management and use of City assets and resources.
4. Ensure effective management of financial assets through work with the Finance Director.
5. Provide professional support to the City Council. Attend meetings to report on City affairs and problems, present recommendations concerning policies and objectives, as well as specific actions, participate in discussions as appropriate, and implement Council decisions. Keep the Council fully advised of all significant matters and effectively present all items which require Council action or approval. Provide a high level of communication to the City Council at all times.

6. Ensure proper public relations. Follow-up with all departments to make sure that public services are efficiently provided and that all complaints and public contacts are effectively handled. Identify appropriate service levels to meet customers' needs. Participate in local affairs as appropriate. Consistently provide a high level of customer service.
7. Stay abreast of developments in both the public administration and organizational development fields and cooperate with other governmental units and municipalities on matters of mutual interest and benefit.
8. Administer the affairs of the City effectively and in accordance with Minnesota law.
9. Maintain effective relationships with community and governmental organizations, and other cities. Represent the City of Falcon Heights in a positive manner.
10. Stay abreast of legislative issues; specifically those affecting local government.
11. Enforce and recommend changes to ordinances and resolutions.
12. Complete employee performance evaluations in conformity with City guidelines and timelines.
13. Guide the City Council and staff through the annual budget process, and communicate the City Council's levy decisions.
14. Manage and oversee the City's contractual relationships.
15. Anticipate and address current and future City challenges creatively, and encourage "out of the box" thinking by City employees
16. Advise the Council on consultant hiring, and effectively manage the services consultants provide to the City.
17. Willing and able to work collaboratively with public officials of other jurisdictions and a broad range of community leaders to address challenges and make improvements.

QUALIFICATIONS

Education: Bachelors degree, preferably in business or public administration or equivalent education. Additional training in municipal government functions desirable at the graduate level. Masters degree in Public Administration or equivalent field preferred.

Experience: Must possess at least three years progressive public administration experience holding responsible professional local management positions. Municipal experience preferred.

PROFESSIONAL & PERSONAL TRAITS

- Honest with a high degree of personal integrity.
- Able to work with others to get things done.
- Familiar with the role, responsibility and functions of local government.
- Instrumental in establishing an organization and community vision. Able to communicate the vision throughout the organization.
- Ability to problem-solve and be results-oriented.
- Able to maintain composure during tense situations.
- Subscribe to a team-building approach to solving public management issues.
- Innovative and flexible leader.
- Highly motivated and collaborative.
- Firm, fair and compassionate.
- Ability to work effectively with the City Council.
- Possess the ability to speak before and represent the City to a variety of groups.
- A servant/leader who clearly understands the difference between leading and managing people to accomplish results.
- Maintains respect for the public process.
- Fosters a sense of transparency and openness.
- Willing to share knowledge freely.
- Encourages a strong sense of collaboration.
- Is articulate in verbal and written communication.
- Commitment to building relationships with neighboring jurisdictions and institutional entities such as the University of Minnesota and the Minnesota State Fair.

City Administrator Interview Questions – Community Panel

	<p>1. Please tell us about yourself, including your experience and educational background that would make you the best candidate for the City Administrator position?</p>
	<p>2. What diversity, inclusion and or cultural competence training have you received and how have you applied what you learned on the job?</p>
	<p>3. Falcon Heights has a very giving and educated community. It’s not enough to just ask for community input online, at a meeting or in a newsletter. The community wants to be heard, involved and part of the solution.</p> <p>What would be your approach to draw out community input and involvement? Give an example with a selected issue in one community neighborhood or several that could involve stakeholders in residential houses, apartment rental, senior apartments or commercial.</p> <p>How would you attempt to ensure that community members experienced a sense of trust, transparency and accountability with city staff and elected officials? This isn’t a task that you can do alone so, explain how and what resources you would include.</p>

	<p>4. What kinds of experiences or ideas do you have about seeking and hearing the diverse perspectives of those residents who don't traditionally self-select to participate in city discussion or voice their thoughts or concerns with the City -- administration or Council?</p>
	<p>5. In consideration of our Safety Value Statement and the recent challenges securing fire and police services for our city, what unique insight or perspective will you bring that will foster long-term and trusting relationships with these departments?</p>
	<p>6. If you are aware of, or made aware of, an action by a contracted service that does not align or is in obvious conflict with the values of the City of Falcon Heights what steps would you take to address it?</p>
	<p>7. Are there any particular ways you would look to develop the city staff and their skills with the intent to retain them as long as possible?</p>
	<p>8. That concludes the interview, do you have any questions for the Community Panel?</p>

City Administrator Interview Questions - Staff Panel

(Jon)	1. Please tell us about yourself, including your experience and educational background and why you are interested in this position.
(Vandara)	2. We are very proud of our City. Would you tell the panel what you know about Falcon Heights?
(Paul)	3. We are a small city with a small number of employees. There are times that you will have to answer the phones and questions at the front counter, issue building permits, and other clerical-type tasks. Please tell us the reasons why you are interested in working for a small city and how your management style would be a good fit to our organization?
(Tim)	4. How many employees do you currently supervise and how do you motivate employees to do their best and consistently improve their performance?

(Steph)	5. The City of Falcon Heights greatly values our relationships with various cities that we have contractual relationships with. Please explain how you will keep these relationships positive and productive.
(Paul/Megan)	6. What innovative projects have you implemented that improved your city?
(Roland)	7. What will your first steps be in assuming responsibility as City Administrator?
(Tim)	8. How do you know you are successful in the City Administrator position?
(Sack)	9. That concludes the interview, do you have any questions for us?

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REQUEST FOR COUNCIL ACTION

Meeting Date	February 2, 2022
Agenda Item	Policy D2
Attachment	Documents
Submitted By	Sack Thongvanh, City Administrator

Item	Declaring Climate Change an Emergency
Description	<p>Request received by Council Member Wehyee with the support of Council Member Meyer to discuss passing a resolution declaring climate change an emergency.</p> <p>Council Member Wehyee has the hope that we will be in synch with other communities taking similar action.</p> <p>From Council Wehyee: As the supplemental documents will show, this is part of a larger campaign involving many communities around the state intended to raise awareness of the importance of climate change to pressure state and national level government units to take greater measures in addressing climate change.</p> <p>The policy is also intended to recommit our sustainability efforts by identifying a few action steps for our community to take to contribute to helping address climate change. As this is just a suggested draft, it is open for discussion and amendments from the council.</p> <p>The following link lists other potential action steps that we might consider including in the resolution.</p>
Budget Impact	TBD
Attachment(s)	<ul style="list-style-type: none"> • Resolution Template • Climate Change Declaration • Climate Change Webinar Presentation
Action(s) Requested	Staff is looking for direction on how to proceed with the request.

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Climate Emergency Declarations/Resolutions

Minnesota Coordinated Effort

“The time is now to come together as a united force, to insure a livable future for us, for your children, for your grandchildren, and for the generations to come. The time is now to create a sustainable future.” - From then high school junior Sophia Skinner before St. Louis Park City Council

What we're doing:

- Local governments of all sizes, and in all regions of Minnesota will join in [declaring a Climate Emergency](#) on January 24th or 25th, calling for immediate action at all levels of government to address the climate crisis. By acting simultaneously, these state-wide localities expect to amplify their impact, speaking together to urge local, state and federal action.

Why declare a Climate Emergency?

- **The dramatically evident shift in our climate IS an emergency!** It's here now; it's going to get worse; and it's impacting all regions of our state, country, and world.
 - The United Nations Intergovernmental Panel on Climate Change recently declared (August 21) that world leaders at all levels must take immediate action to reduce greenhouse emissions to prevent catastrophic impacts.
- **It's impacting Minnesota now!** Unanticipated occurrences of drought, higher annual temperatures and sustained heat waves, dangerous air quality, repeated incidences of “hundred year” floods, and forest fires of unprecedented size - are all happening now in Minnesota.
- **Opportunity to mobilize and magnify:** Declaring an emergency will call attention to the issue and can mobilize people to action. Working together we can magnify our impacts on our own communities and on Minnesota.
 - Acting together will increase our visibility and leverage for *state and federal assistance*
 - This conspicuous action will provide bold local leadership in a way that connects to a larger statewide effort. People are empowered when they feel what they do matters and when they are part of something larger than themselves.

The **Climate Emergency declaration** [customizable template](#) includes local, state, and global impacts, a commitment to local action, and a call for state and federal support.

Background on “Climate Emergency”

- Started in U.S. by The Climate Mobilization organization - calling for a mobilization of government and society to make significant progress on climate change by 2030
- 2000+ jurisdictions in 34 countries have declared a Climate Emergency, including three leaders in MN ([Crystal Bay Township](#) and [Minneapolis](#) in 2019, [Duluth](#) earlier this year).

There are 15-25 **MN jurisdictions** actively considering participating with three already having declared a climate emergency (Duluth, Minneapolis, Crystal Bay.)

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Climate Emergency Declaration

A Minnesota Collaboration Climate Group

Background

- MN's bipartisan Next Generation Energy Act signed by Governor Pawlenty in 2007 setting goals for the state
- Climate Emergency Declarations
 - Call to make significant progress on climate change by 2030
 - 2,012 jurisdictions in 34 countries have declared a Climate Emergency

MN Leaders include
[Crystal Bay Township](#),
[Minneapolis](#), and
[Duluth](#)

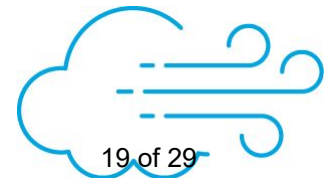


This is of Global Importance

- **The dramatically evident shift in our climate IS an emergency!** It's here now; it's going to get worse; and it's impacting all regions of our state, country, and world.
 - The United Nations Intergovernmental Panel on Climate Change recently declared (August 21) that **world leaders at all levels must take immediate action** to reduce greenhouse emissions to prevent catastrophic impacts.

“It is *unequivocal* that human influence has warmed the atmosphere, ocean, and land.”

-United Nations IPCC Climate Change 2021 Report



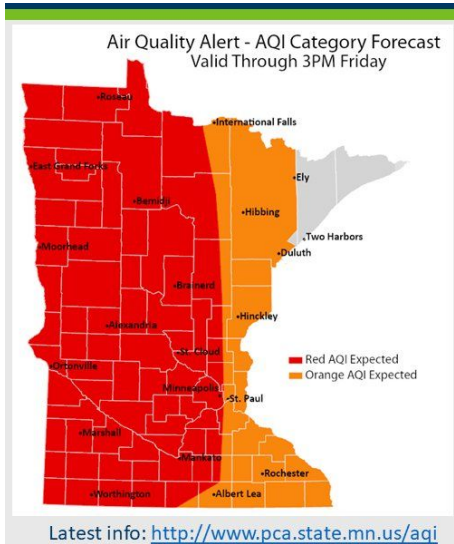
It's impacting Minnesota now!



2012 Flooding damage, Vermilion Road, Duluth, MN. Photo Credit: John Goodge



Delta Fire in Superior National Forest, east of Ely, MN 2021. Photo Credit: Timo Rova, USDA Forest Service



MPCA Air Quality Alert, July 29, 2021

USDM Week of 2021-09-07

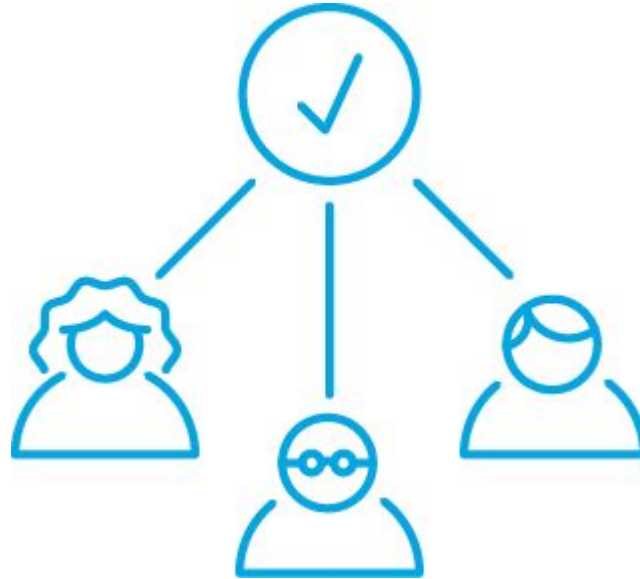
<p>D0 - Abnormally Dry</p> <ul style="list-style-type: none"> Soil moisture is low; pasture and row crops are stressed Fire danger increases Lake and river levels decline; water temperatures rise 	<p>94.71% of MN (D0-D4)</p>
<p>D1 - Moderate Drought</p> <ul style="list-style-type: none"> Winter snow events are canceled River and lake levels are lower than normal 	<p>85.62% of MN (D1-D4)</p>
<p>D2 - Severe Drought</p> <ul style="list-style-type: none"> Ground is hard; seed corn is short; feed is expensive; crop yields are low Fire danger is high; burn permits are required River flow is very low; snowpack is significantly lower; well levels decrease 	<p>58.95% of MN (D2-D4)</p>
<p>D3 - Extreme Drought</p> <ul style="list-style-type: none"> Corn is harvested early; emergency haying and grazing are authorized Wildfires are widespread Surface waters are near record lows 	<p>36.70% of MN (D3-D4)</p>
<p>D4 - Exceptional Drought</p> <ul style="list-style-type: none"> Minnesota has experienced little or no exceptional (D4) drought, so there are no D4-level drought impacts recorded in the Drought Impact Reporter. 	<p>5.82% of MN (D4)</p>

State Select:
 County Select:

20 of 29

Opportunity to Lead

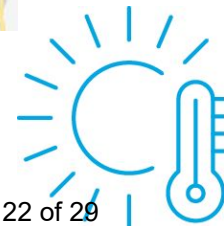
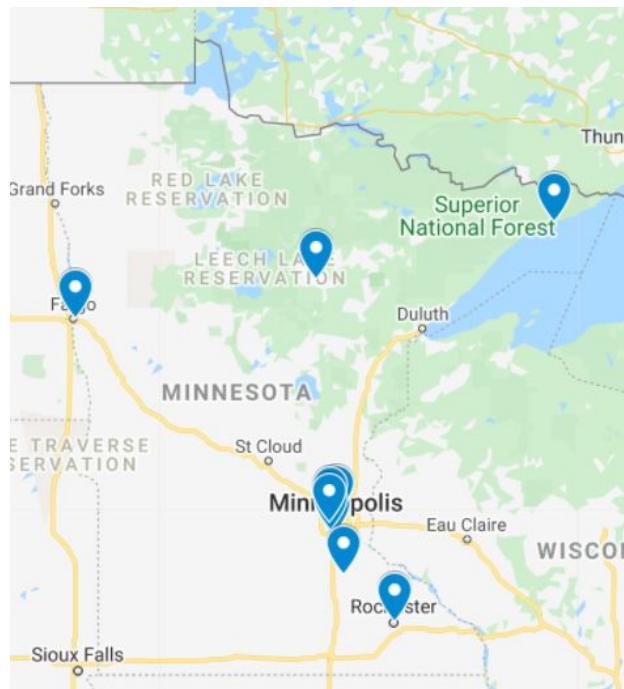
- Mobilize
- Amplify
- Leverage



Acting together will
increase our visibility
and leverage *state*
and federal
assistance

What are we doing?

- Local governments of all sizes, and in all regions of Minnesota are joining to simultaneously take action by [declaring a Climate Emergency](#)
- Multiple communities are considering taking this action

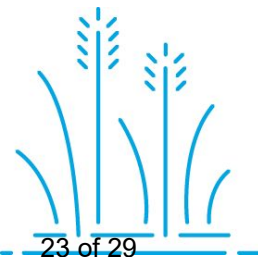


Moving Forward

- Tools Overview
 - [One-pager](#)
 - [Declaration/Resolution Template](#)
- January 24-25th, 2022
- Communications Plan in progress

“The time is now to come together as a united force, to ensure a livable future for ourselves, for our children, our grandchildren, and generations to come. The time is now to create a sustainable future.” -

From then high school junior Sophia Skinner before St. Louis Park City Council

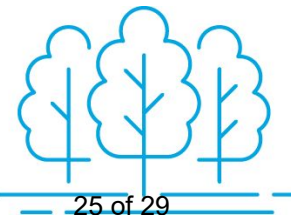


Questions/Discussion



Next Steps and Follow-up

- Plan your community's climate emergency resolution (with existing templates)
 - Generate interest in your community
- Join other elected officials for further discussion and planning
 - November 3rd 4:00-5:15 pm, reach out to Emma Pierson (epierson@gpisd.net) for the Zoom information
 - Share the sample resolution, webinar recording, and resolution template with others
- Keep us informed
 - Fill out [this form](#) when you have updates or email us with questions
 - Emma Pierson (epierson@gpisd.net)
 - Larry Kraft (lkraft@stlouispark.org)



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**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

February XX, 2022

No. 22-XX

**A RESOLUTION JOINING CITIES AND COUNTIES ACROSS MINNESOTA
DECLARING A CLIMATE EMERGENCY AND ASKING THE STATE AND
FEDERAL GOVERNMENTS TO HELP ADDRESS IT AND PROVIDE VALUABLE
RESOURCES)**

WHEREAS Falcon Heights has just this past year experienced numerous climate change related impacts including a record June heat wave, dangerous air quality from drought-fueled forest fires where even healthy people were encouraged to remain inside, and water restrictions from the same drought, making it clear that the climate crisis is not only a future issue – it is affecting us here and now;

WHEREAS extreme weather will create new challenges for [the City of Falcon Height's infrastructure and finances and will pose a threat to the economic vitality of our residents and businesses;

WHEREAS the greatest burden from an inadequate response to the climate crisis will be felt by historically marginalized or underserved communities as well as the youngest generation, including the children and grandchildren of Falcon Heights;

WHEREAS in Minnesota, the ten warmest and wettest years ever recorded have all occurred since 1998, warming surface waters are leading to a significant loss of fish habitat for many prominent species as well as increasing the risk of harmful algae blooms, forests are changing as native northern species are strained by warming temperatures, crops are stressed by cycles of drought and floods, home insurance rates are rising far faster than the national average from an average of \$368 in 1998 to \$1348 in 2015, and faster warming winters are leading to new pests as well as shorter winter recreation seasons;

WHEREAS, the bi-partisan Next Generation Energy Act, passed by the Minnesota State Legislature and signed by then Governor Tim Pawlenty in 2007, committed our State to achieving to an 80% reduction in greenhouse gas (GHG) emissions by 2050 and with interim goals of 15% and 30% below 2005 GHG emissions levels by 2015 and 2025, respectively, with cities being key drivers of achieving these goals;

WHEREAS, our State did not meet its 2015 goal, and is not yet on track to reach our future targets;

WHEREAS, in April 2016 world leaders from 175 countries, including the United States, recognized the threat of climate change and the urgent need to combat it by signing the Paris Agreement, agreeing to “pursue efforts to limit the temperature increase to 1.5 degrees Celsius”;

WHEREAS, we have already reached a temperature increase of nearly 1.1 degrees Celsius (nearly 2 degrees Fahrenheit) as compared to pre-industrial times and the death and destruction already wrought by this level of global warming demonstrate that the Earth is already too hot for safety and justice, as attested by increased and intensifying wildfires, floods, rising seas, diseases, droughts, and extreme weather;

WHEREAS, in August 2021 the Intergovernmental Panel on Climate Change (IPCC), the United Nations body responsible for assessing the science related to climate change, released a report that stated “It is unequivocal that human influence has warmed the atmosphere and land,” and that “Human influence has warmed the climate at a rate that is unprecedented in at least the last 2000 years,” and “with every additional increment of global warming, changes in extremes continue to become larger”;

WHEREAS, recent scientific research indicates that to achieve the goal of limiting temperature increase to 1.5 degrees Celsius, carbon emissions must be halved by 2030 and reach net zero global emissions by 2050;

WHEREAS, a transition to a clean energy economy, if not carefully planned, would have a disruptive effect on impact on the livelihoods of many in our community while a well-planned transition may provide expanded job opportunities for local residents;

WHEREAS, 2,012 jurisdictions in 34 countries including Minnesota leaders Duluth, Minneapolis, and Crystal Bay Township, have already declared climate emergencies in order to focus attention on the need for rapid action to address climate change;

NOW, THEREFORE, BE IT RESOLVED, that the City of Falcon Heights declares that a climate emergency threatens our city, region, state, nation, humanity and the natural world.

BE IT FURTHER RESOLVED, the City of Falcon Heights commits to working for a just transition and climate emergency mobilization effort and will [pick or create what works for your city]:

- Create/Implement a Climate Action Plan
- Improve the efficiency and quality of street lighting, traffic signals and outdoor public lighting.
- Replace the city's **existing street lighting** with Dark Sky-compliant LEDs, modifying any city franchise/utility agreement and adding smart grid attributes.
- Position city with shovel-ready (or identified) projects to take advantage of state and federal climate action funding opportunities

BE IT FURTHER RESOLVED, the City of Falcon Heights calls on the Minnesota legislature and executive branch to immediately and aggressively support cities of all sizes around Minnesota to both mitigate and adapt to the effects of climate change including providing funding and resources for the development and implementation of climate action plans.

BE IT FURTHER RESOLVED, the City of Falcon Heights calls on the federal government to immediately commit resources to support the climate mitigation and adaptation efforts of cities large and small, to invest in the infrastructure needed for a sustainable future, to ensure that investment is at the scale needed, and to provide the necessary global lea

Moved by:

Approved by: _____
Randall C. Gustafson
Mayor

GUSTAFSON
LEEHY
MEYER
WEHYEE
ANDREWS

___ In Favor
___ Against

Attested by: _____
Sack Thongvanh
City Administrator