

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

AGENDA
August 2, 2023
6:30 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: GUSTAFSON___ LEEHY___
MEYER ___ WASSENBERG ___ WEHYEE___
- STAFF PRESENT: LINEHAN___ VAN DER WERFF___
- C. POLICY ITEMS:
1. Law Enforcement Contract Update
 2. Budget Calendar
 3. Sister City Program
- D. ADJOURNMENT:

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	August 2, 2023
Agenda Item	Policy C1
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Law Enforcement Contract Discussion
Description	The City Council will hear an update on the search for a new law enforcement partner and discuss the proposed model.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the City Council discuss the 2024 law enforcement contract timeline and provide feedback on the current proposal.

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REQUEST FOR COUNCIL ACTION

Meeting Date	August 2, 2023
Agenda Item	Policy C2
Submitted By	Jack Linehan, City Administrator

The City That Soars!

Item	Proposed 2024 Budget Schedule
Description	<p>The 2024 preliminary levy must be approved and certified on or before September 30th, 2023, and the City Budget must be approved and certified on or before December 28th, 2023. However, there are a few key dates prior to that that must be met to remain on schedule. To break up the discussion and keep us on track for approval, I am proposing additional city workshops on the following regular meeting dates.</p> <ul style="list-style-type: none"> • Wednesday, August 9th – 7:30 p.m. • Wednesday, August 23rd – 7:30 p.m. • Wednesday, September 13th – 7:30 p.m. <p>I also suggest that we reserve the following date as a special workshop date. If it is not needed, it can be cancelled:</p> <ul style="list-style-type: none"> • Wednesday, September 20th – 6:30 p.m. <p>The full proposed budget schedule is as follows (bold indicates council meeting/ action):</p> <ul style="list-style-type: none"> • <u>June</u> <ul style="list-style-type: none"> ○ <i>Staff prepare budget worksheets</i> • <u>July</u> <ul style="list-style-type: none"> ○ <i>Departments submit budget requests to City Administrator and Finance Director</i> ○ <i>2nd Quarter Financial Report performed, used to guide year-end estimates for 2023 Budget</i> • <u>August</u> <ul style="list-style-type: none"> ○ <i>Year-end estimates finalized</i> ○ <i>Staff draft of budget finalized</i> ○ Wednesday, August 9th <ul style="list-style-type: none"> ▪ Budget Workshop #1 (Special Revenue Funds, Debt Service Funds) ○ Wednesday, August 23rd

	<ul style="list-style-type: none"> ▪ Budget Workshop #2 (Enterprise Funds) • <u>September</u> <ul style="list-style-type: none"> ○ Wednesday, September 6th <ul style="list-style-type: none"> ▪ Budget Workshop #3 (General Fund, Proposed Levy) ○ Wednesday, September 13th <ul style="list-style-type: none"> ▪ Budget Workshop #3 (Proposed 2023 Levy and Budget) ○ Wednesday, September 20th <ul style="list-style-type: none"> ▪ Budget Workshop #4 (If needed) ○ Wednesday, September 27th <ul style="list-style-type: none"> ▪ Adopt and Certify the 2024 Preliminary Levy ▪ Set date/time for Truth in Taxation Meeting ○ Saturday, September 30th <ul style="list-style-type: none"> ▪ Certified Preliminary Levy Due to Ramsey County Auditor • <u>October</u> <ul style="list-style-type: none"> ○ <i>County auditor collects and reports on tax body levies</i> ○ <i>Staff refine 2023 year-end estimates and 2024 proposed budget</i> • <u>November</u> <ul style="list-style-type: none"> ○ <i>County auditor sends out parcel specific notices for proposed levy and Truth in Taxation Date</i> • <u>December</u> <ul style="list-style-type: none"> ○ Wednesday, December 13, 2023 <ul style="list-style-type: none"> ▪ Truth in Taxation Hearing and Budget Presentation ▪ Adoption of 2024 Levy ▪ Adoption of 2024 Budget ○ Thursday, December 28, 2023 <ul style="list-style-type: none"> ▪ Final 2024 Levy and Budget Due
Budget Impact	Unknown
Attachment(s)	N/A
Action(s) Requested	Discuss the proposed budget workshop schedule.

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REQUEST FOR COUNCIL ACTION

Meeting Date	August 2, 2023
Agenda Item	C3
Attachment	Benefits of Membership Guide to Establishing Program Sister Cities Commission History - City of Red Wing
Submitted By	Jack Linehan, City Administrator

Item	Sister City Discussion
Description	<p>Sister Cities International was created by President Eisenhower in 1956 with the purpose of championing peace and prosperity, forming bonds between communities from around the world. 13 Minnesota cities are part of SCI. The Sister Cities of the 13 include cities in Poland, Germany, Chile, Japan, Kenya, Norway, Iraq, France, and many more.</p> <p>Participation in SCI starts with community-wide support and understanding of Sister Cities. Sometimes organizations are formed by the community that can include residents, local government, and schools. The organizations are specifically dedicated to SCI.</p> <p>Next, research begins for what cities could be a match to start a relationship with. A Sister City is usually one that shares cultural and historical bonds, similar landscapes, programs offered, and much more. After communicating and going through a correspondence phase, a partnership agreement is made where formal documents are signed by the highest elected or appointed official of each respective city. Once this ceremonial event occurs and documents are given to SCI, programs can begin to be implemented and exchanges can be planned.</p> <p>Other cities participating in SCI have had long lasting relationships that have been going on for decades. Students of different ages have benefited from a Sister Cities relationship by being exchange students in other countries and learning about other cultures and languages. Attached are examples of how to join SCI and the history a Minnesota city has with SCI going back to the 1980s.</p>
Budget Impact	Annual fee of \$310 for population between 5,000-10,000.
Attachment(s)	<ul style="list-style-type: none"> • Benefits of Membership • Guide to Establishing a Sister City Program • Sister Cities Commission History - City of Red Wing
Action(s) Requested	Discuss the possibility of Falcon Heights participating in Sister Cities International.

BENEFITS OF MEMBERSHIP

Joining the sister cities network

Membership in the SCI network benefits your local sister city program in several ways. SCI is the clearinghouse for local programs nationwide, providing services to its members, compiling statistics, promoting the SCI mission, publicizing the efforts of sister city programs, projects and volunteers, recognizing young artists and international scholars and offering various grant programs to its members each year.

Dues-paying members receive:

- Access to the SCI affiliations database and SCI guidance and support during the affiliation process
- Technical assistance on building, funding and managing a local sister city program
- International training, cross-cultural expertise, protocol advice and development materials
- Participation in virtual global roundtables linking cities around the world, including networking with Ambassadors and other diplomats
- Participation in virtual Global Conversations regarding issues pertinent to citizen diplomats
- Access to municipal professionals and political leaders throughout the world
- Up-to-date information on leading NGOs, foundations and government initiatives that support sister city activities
- SCI publications, including SCI News, Report to the Membership, the SCI directory, and the annual convention and awards programs
- Guides and brochures for program development, practical training, teacher and youth exchange, fundraising and proposal writing
- Reduced registration and exhibit fees for regional, national and international conferences
- Voice and vote for SCI leadership and association policies
- Eligibility for innovative grant programs, from youth exchange to municipal training
- Eligibility for the annual awards program
- Discounted group and incentive travel programs
- Eligibility for the Young Artist and Authors competition
- Opportunity to identify and send young adults to the SCI Youth Leadership Conference
- Access to J-1 Visas for practical training and various insurance policies
- Invaluable networking opportunities through state, regional, bilateral and international SCI conferences and meetings
- Hands-on assistance from your SCI State Representative
- Networking with other world leaders in the Sister Cities International network

Sister city programs tap SCI's resources to find contacts, to network globally and to glean ideas about how to develop projects that benefit U.S. communities and their affiliations.

Although one person may serve as the driving force to start a program, all successful sister city programs have many people involved in the planning process. These citizens guide the sister city

program while it is being structured and organized. It is not necessary to have a sister city to establish a sister city program and become a member of SCI.

SCI Membership Programs and Benefits

For more member benefits, please visit our website at www.sistercities.org/membership

Global Networking

- Peer-to-peer networking with sister cities programs
- Connect with foreign communities
- Support from foreign and domestic Diplomatic Corps

Telling Your Story

- Marketing & communications assistance
- Recognition through Annual Awards
- Crisis communications

Resources That Matter

- Governance & policy services
- Discounted affinity benefits
- Toolkits & templates

City Connection Marketplace

Sister Cities International has helped dozens of communities develop partnerships in countries around the world. Let us help you find your next sister city.

"Concord might never have paired with Freeport, Bahamas has it not been for the assistance of this program."

High School Homestay

As a J-1 Visa sponsor, Sister Cities International can help you provide the experience of a lifetime to an international youth. Host students for a semester or year-long stay in your sister city.

"I improved my English, I made a lot of friends, I developed a good relationship with my host family, and I learned to understand American culture better. Now I feel more like a citizen of the world."





QUICK GUIDE TO ESTABLISHING A SISTER CITY TOOLKIT

Overview

A sister or friendship city relationship is formally created when the mayors or highest elected or appointed officials from two communities sign an Agreement or Memorandum of Understanding (MOU) establishing the partnership. However, this is usually the result of a long process that involves the local sister city organization along with the municipality and other local institutions. While the process can also be very different for each community and can vary from culture to culture, this guide can serve as a point of reference in guiding communities through the process.

The steps

- **Planning process:** The first step in developing a new sister city relationship is to ensure everyone is in agreement.* This would include the local sister city organization and the highest elected/ranking official, provided this individual approves and formalizes the partnership. The contact information for local sister city organizations may be found by visiting the Sister Cities International website at [http:// www.sistercities.org/](http://www.sistercities.org/).
- **Research phase:** Sister city relationships are strategic, long-term partnerships that should be mutually beneficial. Identifying potential partners is the foundation to developing a successful relationship. If you don't already have a potential sister city in mind, below is a list of data points that communities should look for similarities when identifying potential partners:
 - **Population size:** Some variance in city sizes is natural, but choosing a sister city of a similar size usually ensures good symmetry between municipal governments, community groups, private organizations, as well as similar challenges/opportunities
 - **Geography:** Similar geographic qualities, whether it's ports, deserts, lakes, mountains, climate, etc. often means that cities will be able to share valuable knowledge related to the respective challenge or opportunity associated with each quality
 - **Industries:** Potential commerce and trade partnerships
 - **Academic institutions:** High school and university exchanges, which are often a part of any relationship, require similar counterpart institutions that should be identified early in the process
 - **Cultural institutions:** This may include museums, music venues, community centers
 - **Preexisting Relationships:** This may include, but is not limited to: mayoral relationships, trade relationships, expatriate/diaspora communities, faith-based groups, and personal experiences ranging from study/work abroad to marriages
 - **Historical or ancestral connections:** Ethnic and/or cultural links

*Many communities have developed criteria or policies to guide their research or to evaluate inbound inquiries, whether from cities abroad or local residents, in order to manage the volume of requests as well as ensure that potential relationships are both appropriate and sustainable. If you are interested in developing such a policy please email membership@sistercities.org for more assistance as part of our Governance and Policy Services.

- Develop lines of communication:** The next step in the process is to develop a line of communication with the prospective sister city community may start by sending a letter of introduction from one mayor to the other. This letter should introduce your community, identify why you are interested in developing a sister city relationship, identify potential program/exchange opportunities, and identify a point of contact for this initiative. This is when international protocol should be followed in order to ensure a positive experience. Provided symmetry is a key aspect of international protocol, if your local sister cities organization operates through the work of community volunteers it is good practice to identify a volunteer contact as well as a contact within the mayor's office. If you need assistance in targeting appropriate contacts within the international community, please contact info@sistercities.org.
- Correspondence phase:** Once the letter has been received by the perspective sister city and a line of communication has been established, the next several months should be focused on learning more about the each other's communities, identifying program/exchange opportunities, discussing local involvement, and developing a work plan that establishes short and long term goals for the partnership. Many cultures will recommend a physical exchange during this phase, but often various means of technology is used to effectively communicate. This period is also a great opportunity to implement a program to "test the waters." This program could include a youth pen pal exchange, municipal/professional best practice, or other knowledge-sharing exchange, among many other opportunities. Many communities may send non-mayoral delegations during the correspondence and planning stages-whether that be the city manager, council members, local business professionals, or volunteers.
- Develop partnership agreement:** Both communities have decided to move forward and formalize the relationship. In order for a sister city, county, or state partnership to be recognized by Sister Cities International, the two communities must sign formal documents which clearly endorse the link. The partnership agreement can range from the ceremonial, with language focusing on each city's commitment to fostering understanding, cooperation, and mutual benefit to the precise, with particular areas of interest, specific programs/activities, or more concrete goals related to anything from numbers of exchanges to economic development. Sister Cities International has developed a toolkit and template that will assist in creating this document and can be found under the toolkits and templates section of the SCI Member Area.
- Signing ceremony:** Once the partnership agreement has been developed and both communities have approved the document, the two highest ranking officials will sign the document, which is often done during a formal signing ceremony. This ceremony is usually an in-person event, but can be virtual. While it is important to tailor these ceremonies to fit your specific communities, Sister Cities International has developed a guide to this process and can be found under the toolkits and templates section of the SCI Member Area. Once the agreement has been signed, please send an electronic copy of that agreement to Sister Cities International at membership@sistercities.org.
- Implementation and evaluation:** It is time to implement programs and plan exchanges outlined in the cooperative plan developed during the early months of this process. It is a good practice to set a date, whether within the next six months to two years, to evaluate the partnership and make adjustments if needed. If you ever come across any issues, concerns, or are looking for program ideas, please do not hesitate to contact Sister Cities International.

Sister Cities Commission

The Sister Cities was founded in 1992, to promote cultural exchange between cities of different nations to foster strengthened economics, world peace, and a greater understanding of the world issues. The City of Red Wing has two official sister cities – Ikata, Japan and Quzhou, China. The commission also has had an informal relationship with Drammen, Norway.

Interest in a sister city started in the late 1980s. The idea did not take off until 1992. In March 1992 there was a reuniting of World War II Doolittle Raider Commanders who crash landed in China after a raid on Japan, and the Chinese farmers who had rescued them from Japanese soldiers. This event was brought to Red Wing by Wacouta artist and explorer, Bryan Moon. At a luncheon address during this event, Mayor Romeo Cyr suggested the possibility of a friendship connection with a city in the area of China that the rescue had occurred.

At the August 10, 1992 city council meeting Mayor Romeo Cyr requested that the City Join Sister Cities International. At that point two delegates had contacted him from China and Norway to establish a relationship. The Council approved joining Sister Cities International and forming a Sister Cities Commission. Sister Cities International was formed in 1956 by President Dwight D. Eisenhower. The first reading of the ordinance creating the Sister Cities Commission was at the October 13, 1992 City Council meeting.

Ordinance No. 137 was approved at the October 26, 1992 City Council Meeting. In December, fifteen community members were chosen by Mayor Romeo Cyr to be the first Commissioners of the Sister Cities Commission. The current Commission is also made up of fifteen members. The first meeting of the Commission was held in 1993. Red Wings two sister Cities Ikata, Japan and Quzhou, China. The Partnership with Quzhou was formed in 1993 and the partnership with Ikata was formed in 1995.

Mayor Nakamota from Ikata, Japan had been to Red Wing in order to assess Red Wing as a city in which his community wanted to establish an international connection. The reason that Mayor Nakamota was interested in Red Wing was that Ikata had a nuclear power plant that already had an exchange program in place with Prairie Island Nuclear Power Plant in Red Wing. Mayor Nakamota liked Red Wing so along with NSP approached the Sister City Commission and asked to be considered as a Sister City. Official agreements between the two cities were signed in Red Wing on August 8, 1995.