

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
April 8, 2020 at 7:00 P.M.

NOTE: THIS MEETING WILL BE HELD BY PHONE CONFERENCE

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS ___ GUSTAFSON___ LEEHY___
MIAZGA ___ WEHYEE___

STAFF PRESENT: THONGVANH___
- C. PRESENTATION
- D. APPROVAL OF MINUTES:
 - 1. March 23, 2020 Emergency/Special City Council Meeting (held by phone conference)
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through: 3/31/20 \$5,255.18
Payroll through: 3/31/20 \$18,704.76
 - 2. Approve Good Neighbor Fund
 - 3. Resignation of Julie Stegman from the Community Engagement Commission
- G: POLICY ITEMS:
 - 1. Resignation of Administrative Coordinator Amanda Lor
 - 2. Job Description and Title Change from Administrative Coordinator to
Administrative and Communications Coordinator
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
*Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items. **A PROCESS TO RECEIVE PUBLIC FEEDBACK IS BEING CONSIDERED.***
- J. ADJOURNMENT:

BLANK PAGE

CITY OF FALCON HEIGHTS
Emergency Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
March 23, 2020 at 3:00 P.M.

NOTE: This meeting was held by phone conference.

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

 STAFF PRESENT: THONGVANH LOR

City Administrator Thongvanh

City Staff Amanda Lor is present and will take the meeting minutes. In addition, staff will do a roll call when council members vote on an action.

- C. PRESENTATION
- D. APPROVAL OF MINUTES:
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through: 3/19/20 \$222,602.65
Payroll through: 3/15/20 \$18,464.67
 - 2. Approval of City License(s)
 - 3. Approval of Grant Application for Good Neighbor Fund

Council Member Andrews, 5-0

- G: POLICY ITEMS:
 - 1. Extend Declaration of Local Emergency

City Administrator Thongvanh

Declaring a local emergency will allow the city to hold remote meetings. The emergency does not change government policy; however, it only changes for roll call votes. The city will continue to research how to handle public hearings and will reach out to surrounding cities.

Amended item in Resolution:

“The local emergency is recognized as continuing until April 30, 2020” changed to “The local emergency is recognized as continuing until May 30, 2020”. This will help the city with the local emergency process, operations, and expenses and recoup the costs.

Council Member Leehy, 5-0

H. INFORMATION/ANNOUNCEMENTS:

Council Member Andrews

- No updates.

Council Member Miazga

- Request City Administrator Thongvanh to publish a press release on public program resources.
- I am seeing many neighbors helping each other out during this crisis such as the shamrock scavenger hunt, positive sidewalk chalks messages, and sharing resources.

Council Member Leehy

- No updates.

Council Member Wehyee

- I have been working with city staff Justin Markon, Barbara Barany from the League of Women Voters Roseville, and CTC board to promote the census to the CTC residents.
- The CTC board and I also discussed COVID-19 and addressed the hate crime against Asian Americans. We are also brainstorming on how to do a balcony meet up and get the community to engage during this pandemic.

Mayor Gustafson

- No updates.

City Administrator Thongvanh

- City Staff Amanda Lor submitted her resignation letter. She received an offer from Minnesota Housing.
- City Commission meetings are still cancelled until further notice.
- Roseville IT department is researching different kinds of resources for conference calls. I will have city staff research Zoom.
- Discussed Ramsey County Sheriff's Office services and will provide details in the upcoming months.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 3:55 P.M.

Randy Gustafson, Mayor

Dated this 23rd day of March, 2020

Sack Thongvanh, City Administrator

DRAFT

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|-----------------------------------|
| Meeting Date | April 8, 2020 |
| Agenda Item | Consent F1 |
| Attachment | General Disbursements and Payroll |
| Submitted By | Roland Olson, Finance Director |

| | |
|----------------------------|--|
| Item | General Disbursements and Payroll |
| Description | General Disbursements through: 3/31/20 \$5,255.18 Payroll through: 3/31/20 \$18,704.76 |
| Budget Impact | The general disbursements and payroll are consistent with the budget. |
| Attachment(s) | <ul style="list-style-type: none"> • General Disbursements and Payroll |
| Action(s) Requested | Staff recommends that the Falcon Heights City Council approve general disbursements and payroll. |

BLANK PAGE

PACKET: 02122 MARCH 26TH

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 |

01-00250 AMERIPRIDE SERVICES

| | | | | | |
|-----------------------|-------|--------------------------------|-------|-----------------------------------|-------|
| I-1004747295 | | LAUNDRY SVC | 76.13 | | |
| 3/26/2020 | APBNK | DUE: 3/26/2020 DISC: 3/26/2020 | | 1099: N | |
| | | LAUNDRY SVC | | 101 4124-82011-000 LINEN CLEANING | 76.13 |
| === VENDOR TOTALS === | | | 76.13 | | |

01-03103 CANON FINANCIAL SERVICES

| | | | | | |
|-----------------------|-------|--------------------------------|--------|--|--------|
| I-21235404 | | COPIER CONTRCT CHRGS MAR | 122.39 | | |
| 3/26/2020 | APBNK | DUE: 3/26/2020 DISC: 3/26/2020 | | 1099: N | |
| | | COPIER CONTRCT CHRGS MAR | | 101 4131-87010-000 CITY HALL MAINTENANCE | 122.39 |
| === VENDOR TOTALS === | | | 122.39 | | |

01-04027 EMERGENCY APPARATUS MAINT

| | | | | | |
|-----------|-------|--------------------------------|--------|---|--------|
| I-1111161 | | 753 AUTO TRANS MAINT | 529.24 | | |
| 3/26/2020 | APBNK | DUE: 3/26/2020 DISC: 3/26/2020 | | 1099: N | |
| | | 753 AUTO TRANS MAINT | | 101 4124-87029-000 REPAIR OTHER EQUIPMENT | 529.24 |

| | | | | | |
|-----------|-------|--------------------------------|--------|---|--------|
| I-1111160 | | 752 AUTO TRANSMISSION MAINT | 529.24 | | |
| 3/26/2020 | APBNK | DUE: 3/26/2020 DISC: 3/26/2020 | | 1099: N | |
| | | 752 AUTO TRANSMISSION MAINT | | 101 4124-87029-000 REPAIR OTHER EQUIPMENT | 529.24 |

| | | | | | |
|-----------|-------|--------------------------------|--------|---|--------|
| I-111162 | | 757 AUTO TRANS MAINT | 494.14 | | |
| 3/26/2020 | APBNK | DUE: 3/26/2020 DISC: 3/26/2020 | | 1099: N | |
| | | 757 AUTO TRANS MAINT | | 101 4124-87029-000 REPAIR OTHER EQUIPMENT | 494.14 |

| | | | | | |
|-----------|-------|--------------------------------|--------|---|--------|
| I-111193 | | 752 TRANS MAINT | 162.50 | | |
| 3/26/2020 | APBNK | DUE: 3/26/2020 DISC: 3/26/2020 | | 1099: N | |
| | | 752 TRANS MAINT | | 101 4124-87029-000 REPAIR OTHER EQUIPMENT | 162.50 |

=== VENDOR TOTALS === 1,715.12

01-04061 FALCON HEIGHTS FIRE RELIEF

| | | | | | |
|----------------|-------|--------------------------------|----------|------------------------------------|----------|
| I-202003267469 | | SUPPLEMENTAL BENEFIT | 2,000.00 | | |
| 3/26/2020 | APBNK | DUE: 3/26/2020 DISC: 3/26/2020 | | 1099: N | |
| | | SUPPLEMENTAL BENEFIT | | 101 4125-64040-000 FIRE RELIEF AID | 2,000.00 |

=== VENDOR TOTALS === 2,000.00

PACKET: 02122 MARCH 26TH

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 |
| ===== | | | | | | |
| 01-07263 | NEXTEL COMMUNICATIONS, INC | | | | | |
| ----- | | | | | | |
| I-610189225-201 | | CELLPHONE TO MAR 14 | 203.04 | | | |
| 3/26/2020 | APBNK | DUE: 3/26/2020 DISC: 3/26/2020 | | 1099: N | | |
| | | CELLPHONE TO MAR 14 | | 101 4131-85015-000 | CELL PHONE | 203.04 |
| | | === VENDOR TOTALS === | 203.04 | | | |
| ===== | | | | | | |
| 01-07212 | PERFORMANCE PLUS LLC | | | | | |
| ----- | | | | | | |
| I-202003267468 | | MASK FIT | 34.00 | | | |
| 3/26/2020 | APBNK | DUE: 3/26/2020 DISC: 3/26/2020 | | 1099: N | | |
| | | MASK FIT | | 101 4124-86020-000 | TRAINING | 34.00 |
| | | === VENDOR TOTALS === | 34.00 | | | |
| ===== | | | | | | |
| 01-06483 | SENTRY SYSTEMS, INC. | | | | | |
| ----- | | | | | | |
| I-757032 | | 2ND QTR MONITORING | 94.50 | | | |
| 3/26/2020 | APBNK | DUE: 3/26/2020 DISC: 3/26/2020 | | 1099: N | | |
| | | 2ND QTR MONITORING | | 101 4131-87100-000 | PANIC BUTTON SECURITY | 94.50 |
| | | === VENDOR TOTALS === | 94.50 | | | |
| | | === PACKET TOTALS === | 4,245.18 | | | |

PACKET: 02124 MAR 31 PAYABLES
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

| POST DATE | BANK CODE | DESCRIPTION | GROSS DISCOUNT | P.O. # G/L ACCOUNT | ACCOUNT NAME | DISTRIBUTION |
|----------------|-------------------------------|--------------------------------|----------------|--------------------|--------------------------|--------------|
| ===== | | | | | | |
| 01-05422 | BP | | | | | |
| I-202003317472 | | FUEL | 397.70 | | | |
| 3/31/2020 | APBNK | DUE: 3/31/2020 DISC: 3/31/2020 | | 1099: N | | |
| | | FUEL | | 101 4132-74000-000 | MOTOR FUEL & LUBRICANTS | 285.39 |
| | | FUEL | | 101 4124-74000-000 | MOTOR FUEL & LUBRICANTS | 112.31 |
| | | === VENDOR TOTALS === | 397.70 | | | |
| ===== | | | | | | |
| 01-05153 | HOME DEPOT CRC/GECF | | | | | |
| I-202003317470 | | WOOD AND DRAIN CLEANER | 75.51 | | | |
| 3/31/2020 | APBNK | DUE: 3/31/2020 DISC: 3/31/2020 | | 1099: N | | |
| | | WOOD AND DRAIN CLEANER | | 101 4141-70100-000 | SUPPLIES | 75.51 |
| | | === VENDOR TOTALS === | 75.51 | | | |
| ===== | | | | | | |
| 01-05263 | MID CITY SERVICES- INDUSTRIAL | | | | | |
| I-114849 | | FLOOR MATS | 42.15 | | | |
| 3/31/2020 | APBNK | DUE: 3/31/2020 DISC: 3/31/2020 | | 1099: N | | |
| | | FLOOR MATS | | 101 4131-70110-000 | SUPPLIES | 42.15 |
| | | === VENDOR TOTALS === | 42.15 | | | |
| ===== | | | | | | |
| 01-05676 | OFFICE DEPOT | | | | | |
| I-459864787001 | | FLASH DRIVES | 55.10 | | | |
| 3/31/2020 | APBNK | DUE: 3/31/2020 DISC: 3/31/2020 | | 1099: N | | |
| | | FLASH DRIVES | | 101 4112-70100-000 | SUPPLIES | 55.10 |
| I-459864787002 | | SANITAXERS | 7.82 | | | |
| 3/31/2020 | APBNK | DUE: 3/31/2020 DISC: 3/31/2020 | | 1099: N | | |
| | | SANITAXERS | | 101 4112-70100-000 | SUPPLIES | 7.82 |
| | | === VENDOR TOTALS === | 62.92 | | | |
| ===== | | | | | | |
| 01-06030 | OLSON,ROLAND | | | | | |
| I-202003317471 | | FLEX | 160.00 | | | |
| 3/31/2020 | APBNK | DUE: 3/31/2020 DISC: 3/31/2020 | | 1099: N | | |
| | | FLEX | | 101 21712-000 | MEDICAL FLEX SAVINGS PAY | 132.80 |
| | | FLEX | | 601 21712-000 | MEDICAL FLEX SAVINGS PAY | 24.00 |
| | | FLEX | | 602 21712-000 | MEDICAL FLEX SAVINGS PAY | 3.20 |
| | | === VENDOR TOTALS === | 160.00 | | | |

PACKET: 02124 MAR 31 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| POST DATE | BANK CODE | DESCRIPTION | GROSS DISCOUNT | P.O. # G/L ACCOUNT | ACCOUNT NAME | DISTRIBUTION |
|----------------|-----------|--------------------------------|----------------|--------------------|-----------------------|--------------|
| ===== | | | | | | |
| 01-06024 | | ON SITE SANITATION | | | | |
| ----- | | | | | | |
| I-884869 | | PORTABLE TOILETS | 160.00 | | | |
| 3/31/2020 | APBNK | DUE: 3/31/2020 DISC: 3/31/2020 | | 1099: N | | |
| | | PORTABLE TOILETS | | 601 4601-85080-000 | PORTABLE TOILET PARKS | 160.00 |
| ----- | | | | | | |
| I-896868 | | PORTABLE TOILEETS | 75.00 | | | |
| 3/31/2020 | APBNK | DUE: 3/31/2020 DISC: 3/31/2020 | | 1099: N | | |
| | | PORTABLE TOILEETS | | 601 4601-85080-000 | PORTABLE TOILET PARKS | 75.00 |
| | | === VENDOR TOTALS === | 235.00 | | | |
| ===== | | | | | | |
| 01-06115 | | TIMOTHY PITTMAN | | | | |
| ----- | | | | | | |
| I-202003317473 | | MILEAGE REIMB | 36.80 | | | |
| 3/31/2020 | APBNK | DUE: 3/31/2020 DISC: 3/31/2020 | | 1099: N | | |
| | | MILEAGE REIMB | | 101 4132-86101-000 | MILEAGE | 36.80 |
| | | === VENDOR TOTALS === | 36.80 | | | |
| | | === PACKET TOTALS === | 1,010.08 | | | |

| EMP # | NAME | AMOUNT |
|---------|---------------------|----------|
| 03 022 | RANDALL C GUSTAFSON | 393.07 |
| 01-0023 | MELANIE M LEEHY | 262.05 |
| 01-0024 | MARK J MIAZGA | 262.05 |
| 01-0025 | YAKASAH WEHYEE | 262.05 |
| 01-0026 | KAY ANDREWS | 255.30 |
| 01-1005 | SACK THONGVANH | 3,660.81 |
| 01-1020 | AMANDA P LOR | 1,436.13 |
| 01-1022 | NALISHA NANDKUMAR | 1,527.41 |
| 01-1136 | ROLAND O OLSON | 2,783.59 |
| 01-1021 | JUSTIN M MARKON | 1,519.76 |
| 01-0095 | MICHAEL J POESCHL | 128.61 |
| 01-0097 | PATRICK GAFFNEY | 128.61 |
| 01-0124 | MICHAEL D KRUSE | 128.61 |
| 01-1030 | TIMOTHY J PITTMAN | 2,239.40 |
| 01-1033 | DAVE TRETSEVEN | 1,773.45 |
| 01-1143 | COLIN B CALLAHAN | 1,827.50 |

TOTAL PRINTED: 16 18,588.40

3-23-2020 2:01 PM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 3/23/2020

| EMP NO | EMPLOYEE NAME | TYPE | CHECK DATE | CHECK AMOUNT | CHECK NO. |
|--------|---------------|------|------------|--------------|-----------|
| 11. | ZHOU, ZHINING | R | 3/23/2020 | 116.36 | 089417 |

3-23-2020 2:01 PM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 3/23/2020

*** REGISTER TOTALS ***

| | | |
|--------------------------------|----|-----------|
| REGULAR CHECKS: | 1 | 116.36 |
| DIRECT DEPOSIT REGULAR CHECKS: | 16 | 18,588.40 |
| MANUAL CHECKS: | | |
| PRINTED MANUAL CHECKS: | | |
| DIRECT DEPOSIT MANUAL CHECKS: | | |
| VOIDED CHECKS: | | |
| NON CHECKS: | | |
| TOTAL CHECKS: | 17 | 18,704.76 |

*** NO ERRORS FOUND ***

** END OF REPORT **

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|---|
| Meeting Date | April 8, 2020 |
| Agenda Item | Consent F2 |
| Attachment | N/A |
| Submitted By | Nalisha Nandkumar - Assistant to the City Administrator |

| | |
|----------------------------|--|
| Description | Grant Application for University of Minnesota Good Neighbor Fund |
| Background | <p>The City of Falcon Heights regularly explores grant funding opportunities to enhance operations throughout the city. An annual opportunity is the Good Neighbor Fund through the University of Minnesota. The City has received funding through this application before, most recently for expanded park programming in 2019.</p> <p>This application will focus on continuing our Cultivating a Caring Community efforts. To that extent, the 2020 grant application will request funds for the MN Twins Youth Baseball Clinic and free REC on the GO Program.</p> |
| Budget Impact | The total grant request is \$1,400. |
| Attachment(s) | <ul style="list-style-type: none"> • N/A |
| Action(s) Requested | Staff recommends approval of submittal for the 2020 Good Neighbor Fund grant application for Park Programming. |

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|------------------------------------|
| Meeting Date | April 8, 2020 |
| Agenda Item | Consent F3 |
| Attachment | Resolution |
| Submitted By | Sack Thongvanh, City Administrator |

| | |
|----------------------------|--|
| Item | Resignation of Julie Stegman from the Community Engagement Commission |
| Description | <p>Julie Stegman joined Community Engagement Commission on September 12, 2018. On April 2, 2020, Mrs. Stegman submitted a resignation letter (email) to the City.</p> <p><u>Email from Julie Stegman on 4/2/20 to Amanda Lor</u></p> <p><i>Dear Amanda,</i></p> <p><i>I know you only have a few days left at Falcon Heights, but I wanted to let you know that I'm going to be resigning from the Community Engagement Commission. I'm happy to stay on until the next meeting (whenever we can meet again) and finish the work on the New Resident Packet but that will be my last meeting and project. I've really enjoyed my time on the commission and am so thankful for all the work that you and the team have done!</i></p> <p><i>Thanks,</i></p> <p style="text-align: center;">-- <i>Julie Stegman</i></p> |
| Budget Impact | N/A |
| Attachment(s) | <ul style="list-style-type: none"> • Resolution 20-11 Resignation of Julie Stegman from the Community Engagement Commission |
| Action(s) Requested | Staff recommends approval of attached resolution accepting the resignation of Julie Stegman from the Community Engagement Commission and thank his years of service and dedication to the City of Falcon Heights. |

BLANK PAGE

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

April 8, 2020

No. 20-11

**RESOLUTION ACCEPTING THE RESIGNATION OF JULIE STEGMAN FROM THE
FALCON HEIGHTS COMMUNITY ENGAGEMENT COMMISSION**

WHEREAS, the City appointed Julie Stegman in 2018 as a member of the City of Falcon Heights Community Engagement Commission; and

WHEREAS, on April 2, 2020, Julie Stegman submitted her letter of resignation with a last day after the next Community Engagement Commission meeting;

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

1. That the "Letter of Resignation" is accepted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____

Randall Gustafson
Mayor

GUSTAFSON _____ In Favor
MIAZGA
ANDREWS _____ Against
LEEHY
WEYHEE

Attested by: _____

Sack Thongvanh
City Administrator

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|------------------------------------|
| Meeting Date | April 8, 2020 |
| Agenda Item | Policy G1 |
| Attachment | Resolution & Resignation Letter |
| Submitted By | Sack Thongvanh, City Administrator |

| | |
|----------------------------|--|
| Item | Resignation of Amanda Lor, Administrative Coordinator |
| Description | <p>Amanda was hired on March 7, 2018. She has helped with improving our communications via website and social media, redesigned the current e-weekly newsletter and printed newsletter, and designing marketing materials.</p> <p>Amanda has shown dedication to her position and City. Amanda has gone above and beyond the call of duty the last year and half which we will miss greatly. We wish her the best on her future endeavors and the next chapter in her career with the Minnesota Department of Housing as their Communications and Digital Engagement Specialist. It will be a great opportunity for Amanda to gain more experience in government communications.</p> |
| Budget Impact | N/A |
| Attachment(s) | <ul style="list-style-type: none"> • Resolution 20-12 Accepting the Resignation of Administrative Coordinator Amanda Lor • Resignation Letter of Amanda Lor |
| Action(s) Requested | Staff would recommend approve of attached resolution to accept the resignation of Amanda Lor, Administrative Coordinator. |

BLANK PAGE

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

April 8, 2020

No. 20-12

**RESOLUTION ACCEPTING THE RESIGNATION OF ADMINISTRATIVE COORDINATOR
AMANDA LOR FROM THE CITY OF FALCON HEIGHTS**

WHEREAS, the City hired Amanda Lor on May 7, 2018 as the Administrative Coordinator; and

WHEREAS, on March 18, 2020, Amanda Lor submitted her letter of resignation with a last day in the office of April 3, 2020;

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

1. That the “Letter of Resignation” is accepted by the City Council of the City of Falcon Heights.

Moved by:

Approved by: _____
Randall Gustafson
Mayor

GUSTAFSON ___ In Favor
MIAZGA
ANDREWS ___ Against
LEEHY
WEYHEE

Attested by: _____
Sack Thongvanh
City Administrator

BLANK PAGE

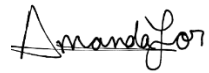
Dear City of Falcon Heights,

Please accept this letter as formal notification that I am resigning from my position as Administrative Coordinator with the City of Falcon Heights. My last day will be Friday, April 3.

Thank you very much for the opportunity you've given to me to learn all about city government, communications, community outreach, and leadership skills. I have genuinely enjoyed my time with the City of Falcon Heights.

I'll do everything possible to wrap up my duties and train other team members over the next two weeks. Please let me know if there's anything else I can do to help during this transition.

Sincerely,

A handwritten signature in black ink that reads "Amanda Lor". The signature is written in a cursive style with a large initial 'A' and a distinct 'L'.

Amanda Lor

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

| | |
|---------------------|------------------------------------|
| Meeting Date | April 8, 2020 |
| Agenda Item | Policy G2 |
| Attachment | Resolution |
| Submitted By | Sack Thongvanh, City Administrator |

| | |
|----------------------------|--|
| Item | Job Description and Title Change from Administrative Coordinator to Administrative and Communications Coordinator |
| Description | <p>We continue to evaluate the needs of the City as we hire new or replacement staff. The main goals for the modification is the needs for the City has changed and future session planning in our administration department. This is a new position and title with a combination of administrative and communications.</p> <p>The job description will change to include additional responsibility in Communications.</p> |
| Budget Impact | N/A |
| Attachment(s) | <ul style="list-style-type: none"> • Job Description |
| Action(s) Requested | Motion to accept the job description and title change from Administrative Coordinator to Administrative and Communications Coordinator. |

BLANK PAGE



City of Falcon Heights

Administrative and Communications Coordinator

Updated March 2020

Supervisor: City Administrator

Type: Hourly, non-exempt; full-time
Additional hours to attend evening meetings and City events maybe be needed.

Salary: \$20.00-\$24.00/hour DOQ

Primary Objective:

This position is responsible for a broad range of administrative and communications duties via social media and website content, promotional designs, answer phone calls, assists the front desk, and write city council meeting minutes. The position will be assign to act as a staff liaison to the Community Engagement Commission or as assigned.

Communications Duties (40%):

- Design promotional materials (fliers and brochures)
- Create marketing campaigns via social media, emails, and print
- Works with other staff members to write a variety of different content to support communications and marketing efforts, including but not limited to: social media, website management, bi-annual newsletter, weekly e-newsletter, listservs, press release etc.
- Monitor analytics on social media and website (Facebook Insights, Google Analytics, and Twitter Analytics)
- Stay up to date on industry trends and make recommendations for adjustments to communications strategies and practices
- Respond to media inquiries and maintain customer relationships
- Perform community outreach
- Edits and update website, and create and design new pages as needed
- Organizes and oversees promotional events

Administrative Duties (60%):

- Acts as first resource to answering telephones and front desk inquiries, greeting and responding to concerns/complaints, and forwarding to appropriate staff person as needed.
- Performs a variety of research and special assignments, often in collaboration with other staff members or departments.
- Issue City licenses and permits, including annual renewal mailing and reporting to the state, and organizes and update internal records.
- Schedules and processes rental requests for City facilities.
- Assists in processing recreation registrations and answering programming inquiries.

- Provides administrative support to City Council, staff and commissions.
- Assists in process invoices for fire response and false security alarms.
- Processes rental licensing applications, maintains a licensing database, researches suspected rentals, and schedules inspections for the Fire Marshal.
- Take and draft meeting minutes for City Council meetings and workshops sessions.
- Attends evening or weekend meetings and city-wide events as directed by the City Administrator.
- Receipts incoming funds, distributes mail and orders supplies.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Strong customer service and interpersonal skills with an outgoing attitude and willingness to take on new challenges.
- Considerable knowledge in Microsoft Office, Outlook, Word, Excel, Publisher, Adobe Photoshop/InDesign, Canva, Facebook Insights and Google Analytics.
- Ability to write and edit with considerable knowledge of spelling, punctuation, and vocabulary.
- Ability to work independently and organize, manage and prioritize a variety of tasks.
- Ability to maintain an organized work environment and record keeping.
- Ability to effectively communicate in-person and via email, phone, and written correspondence.
- Ability to maintain and enhance effective working relationships.
- Willingness to initiate and follow-through on communication with the public.
- Ability to handle and prioritize a multitude of tasks and complete work in a timely manner.
- Ability to organize and understand official city records.

Minimum qualifications:

- A bachelor's degree or equivalent experience.
- Ability to work in a small, informal community and action oriented environment with frequent interaction with other staff members, citizens, business owners, and representatives from other agencies.
- Ability to operate a personal computer, computer programs, phone, copier, fax, etc.
- Knowledge in Microsoft Office, Adobe Photoshop/InDesign, Canva

Desirable qualifications:

- Previous experience in customer service, local government and/or non-profit.
- Knowledge of accounting, payables, receivables, and general finance.
- Knowledge of applicable municipal laws, city policies, and ordinances.
- Current enrollment in a graduate program or completion of a graduate degree in a related field.
- Advance background in Adobe Photoshop/InDesign
- Knowledge of social media management such as Buffer, Facebook Publishing Tools, and TweekDeck
- Knowledge of Facebook Insights, Google Analytics, and Twitter Analytics

Necessary Physical skills:

- Ability to navigate in and around the City and City facilities.
- Ability to lift 30 pounds.