

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

**AGENDA**  
May 6, 2020  
6:30 P.M.

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS \_\_\_ GUSTAFSON\_\_\_ LEEHY\_\_\_  
                  MIAZGA \_\_\_ WEHYEE\_\_\_
- STAFF PRESENT: THONGVANH\_\_\_ NANDKUMAR\_\_\_
- C. PRESENTATIONS:
- D. POLICY ITEMS:
1. Fire Department Audit
    - a. Fire Services to the City of Lauderdale
  2. Pavement Management Program
  3. Advertisement Policy for Newsletter
  4. Community Garden -Interim Ordinance
  5. Dino's Drive-Thru
  6. IT Services Update
  7. Election Notices
  8. Proposed Resolution Outlawing Hate Speech-Acts
  9. Sanctuary City
- E. INFORMATION/ANNOUNCEMENTS
- F. ADJOURNMENT:

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**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 6, 2020
<b>Agenda Item</b>	Policy D1
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Falcon Heights Fire Department Audit
<b>Description</b>	<p>The City of Falcon Heights has explored and pursued different service models to continue to provide fire services for our City and the City of Lauderdale. With the termination of our Fire Chief, the City pursued internal and external candidates without success. All of the individuals that were interested in becoming our Interim Fire Chief reluctantly declined at a later date. During this process we also had individual meetings with each Firefighter and the common theme from almost all the Firefighters was the need to have a Fire Chief. We also received feedback to explore contract services with the City of St. Paul and Roseville.</p> <p>After multiple discussions with the Roseville Fire Department, it was very clear that Roseville wanted to assist the City of Falcon Heights maintain the current local paid on call department model. The hope for the next year is to have Roseville Fire help with the day to day operations, while at the same time assist the City to find its next Fire Chief.</p> <p>On December 11, 2019, the City Council approved a professional services agreement with the City of Roseville for administrative direction and command services for fire service. The services also include the City of Roseville Fire Department conduct an audit of our Fire Department that include but not limited to training (which is now conducted by the City of Roseville), leadership structure, internal communications, equipment, gear, annual performance checks &amp; inspections, SOP &amp; SOG, personnel assessments, and officer development.</p>
<b>Budget Impact</b>	This will have an impact on current 2020 budget and funds.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Presentation Slides</li> <li>• Falcon Heights Fire Department Audit</li> <li>• Approved Professional Service Agreement</li> </ul>
<b>Action(s) Requested</b>	This report will be presented at a regular council meeting. This document will be used during the 2021 Budget discussions.

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# City of Falcon Heights City Council

## Fire Department Review and Discussion

May 6, 2020



# Fire Department Transition

- Administrative Transition
  - Roseville Command Staff
- December 2019
  - Unique situation for our command staff and for the firefighters.
  - Our focus is on building the organization up
  - Address any immediate issues and concerns
  - Develop new expectations
- Operational Back-Stop
  - 24/7 Monitoring and Support



# Fire Department Review

## The Review Process:

- Started Immediately
- Collaborative with staff
- Continuous engagement
- Compare and contrast services and options
- Work to meet the need and expectations of:
  - Firefighters
  - Community
  - City Leadership



# Fire Department Review

## Review Results and Priorities:

- Daytime Emergency Response
  - Focused recruitment effort with creativity and flexibility
- Capital Outlay and Needs
  - Some costly, but critical needs lie ahead
- Industry Standards and Compliance
  - NFPA, OSHA, and State Requirements
- Training
  - Core competencies
  - Engagement for all
- Organizational Culture Shift





# Questions

Thank you!

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# Falcon Heights Fire Department

Internal Review and Audit 2020

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## **Daytime Response**

The Falcon Heights Fire Department has a significant lack of daytime response availability. This, coupled with a firefighter recruitment need, is the most glaring need for the Falcon Heights Fire Department. In the past year, on three instances, the fire department has been unable to provide an emergency response vehicle for an emergency call. With the current administrative contract in place their response has a backstop from the Roseville Fire Department. However, this backstop is not a long-term fix. Assessing daytime availability of existing staff, recruiting daytime specific personnel, and potentially providing an incentive to daytime response are considerations that should be made to fill this gap.

Organizational changes may be necessary to meet the needs of an evolving fire department. An example of this would be to change the training structure (instituting daytime training) and the firefighter response tracking in regards to firefighters that work in the area and can respond during the day, but live outside the response time at night and on weekends.

The lack of daytime staffing and response availability is a long-term issue that should have been addressed in the department's past, and needs to be addressed rapidly going forward. As it takes 1-2 years, at a minimum, to hire and train a fully functional firefighter/emergency medical responder, true efforts to recruit and hire quality employees should have been done within the last 5 years in earnest to as not be in this position.

## **Personnel and Recruitment**

The fire department currently has 16 total firefighters, with one firefighter on an extended leave, one non-active for the past six months, and one with a pending retirement. This total amount of firefighters is down from previous years. In addition, there are several members that are at or near retirement age and have sufficient years of service credit in the Fire Relief Association for retirement. The combination of the total number and the potential for some retirements leads to a high priority for recruitment and refocused retention efforts.

## **Recruitment**

The recruitment of eligible and capable firefighters is a critical function facing the Falcon Heights Fire Department. Some recruitment has been done during the initial phases of the administrative contract; however, it is the goal of fire administration to ramp up recruitment efforts and start a recruitment committee that consists of:

- Fire Administration
- City Administrators
  - Falcon Heights
  - Lauderdale
- Three to four current firefighters

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The goal of this committee will be to brainstorm and discuss several different avenues for active recruitment that does not just meet the immediate approach to personnel levels, but is a long-term sustainable recruitment program that helps get the fire department to personnel levels consistently at the 20-25 firefighter mark going forward.

Any and all possible options to recruit should be assessed and vetted. This could include options and opportunities like:

- Expanding the response time to the fire station, allowing for a larger area to pull recruitment from.
- More focused recruitment at the University of Minnesota as well as local businesses in Falcon Heights and Lauderdale in pursuit of daytime available responders. A focused approach on daytime response and utilizing men and women that work in Falcon Heights or Lauderdale may be a focused recruitment that would be advantageous.

## **Retention**

The retention of firefighters is a vital task for any fire department, especially a paid on call fire department. As there are many different motivations and interests that keep firefighters involved, whether it be a retirement income and incentive, pay (secondary source of income), good training, camaraderie, preparation for a full-time fire service career, or giving back to the community. With this in mind, we have to approach retention as an important piece to our internal customer service.

### **Training**

One of these items has been addressed through training. Training is the bedrock of the organization and the one consistent item that brings firefighters to the fire station on a weekly basis. It is imperative to have focused, active, and engaging training that improves skill sets, increases teamwork, and provides motivation to be involved with the organization.

### **Firefighter Pay**

One area we would like to consider as part of our retention process is to elevate the hourly pay for the firefighters. While we understand this is a paid-on-call position and most firefighters are not with Falcon Heights to make a livable wage, a more suitable rate of pay for their job functions may improve participation and have an improvement in job satisfaction. As part of the 2021 budget process we plan to introduce a pay increase for all personnel to get them to a suitable level of pay that is comparable to their paid-on-call peers in the Twin Cities metro.

### **Strategic Planning**

A clear image of the future and goals is a profound and effective way to retain firefighters. A clear image, or strategic plan, assists firefighters in having a shared understanding of where the organization is currently at and what their goals are over the next 1-5 years. Improved roles and responsibilities, clear goals, and a path by which to take to get their can invigorate and motivate personnel to be a part of that goal and assist in the retention of firefighters.

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## **Effective Leadership**

Consistent and professional leadership is a significant factor when assessing personnel retention. The Fire Department has not had this in recent past. Consistent leadership and a command structure that is flexible to adapt to the needs of the department, coupled with a strategic plan will assist in retaining firefighters. In previous years, communication from Fire Administration down to the entire fire department was not common. It is imperative to develop transparent and effective leadership within the organization that allows the fire department to address operational and administrative goals and benchmarks. The fire department will have to be involved with developing this structure, though it may lead to changes in how the organization has been structured in the past.

## **Response Times and Call Volume**

In 2019 the fire department was dispatched and responded to 121 calls for service. Response times tend to vary depending on the time of day. As to be expected, daytime response times are slightly slower on the average versus night and weekend responses. Their overall response time for a fire suppression apparatus to arrive on scene is averaging around 10:00. A review of the 2019 call volume, call type, and response times are included in Appendix C.

It is important to note that the information provided in the 2012 audit and review of the Falcon Heights Fire Department had inaccurate information regarding response times. The 2012 audit noted the average response time was around six minutes. The six-minute response time that is noted is the arrival of a company or chief officer in their private vehicle responding directly to the scene. This is not the response time of an actual fire suppression and/or rescue apparatus. NFPA response time benchmarks measure and set goals for the response of a fire suppression apparatus as these units are required in order to mitigate an emergency. When looking at response times using proper NFPA guidance, 2012 response times are consistently comparable to what the current response times of Falcon Heights Fire.

## **Training, Certification Renewal, and Compliance**

Our assessment of the training division within the fire department showed gaps in hands-on and practical training for the firefighters to meet expectations of the Minnesota Fire Service Certification Board (MFSCB), Minnesota Board of Fire Training and Education (MBFTE), and Minnesota Emergency Services Regulatory Board (EMSRB). During the initial phase of our audit firefighters made mention they rarely, if ever, practiced actual fire tactics, like stretching hose-lines in an effective manner. We approached the first and second quarters of training in 2020 with an approach that utilized their interests and gaps we knew were present. Training is back on track with a “back to the basics” focus to improve competency and consistency.

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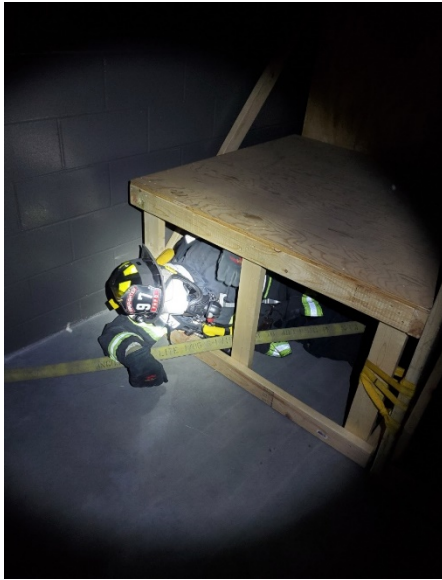
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Within the training we focused on the importance of having a FHFD member be a co-leader of the trainings. This could be the newest firefighter all the way up to the most senior firefighter.

This was established for two primary reasons:

1. To develop leadership and instruction skills for all firefighters and captains.
2. To allow them to be as autonomous as possible. Allow the RFD personnel to facilitate the training, but by leaving the majority of the instruction to the FHFD personnel it would allow for them to work better as a team.

With the first quarter of training complete and into the second quarter we are very pleased



with the progress of the firefighter's skill set as well as the willingness of all members to help teach and take ownership over their training program to assure a quality training experience for the fire department.

The fire department transitioned away from their previous emergency medical services (EMS) education provider and moved to Regions EMS. Regions EMS is a high quality education provider that provides education to more than 15 fire departments in the metro as well as western Wisconsin. They have a very hands-on focus to their fire departments they educate and we believe this will be an improved educational experience for the firefighters at a reduced cost from what the fire department was paying in the past. With the wide breadth of organizations that Regions EMS

provides education to, there is now an increase of opportunities to get in necessary training, as well as additional training opportunities that are multi-jurisdictional that the firefighters can participate in.

As part of a grant opportunity with the MBFTE we have implemented Target Solutions, an online training and tracking program to improve information sharing and training opportunities. This program will likely replace the existing SharePoint site that houses training information, standard operating procedures, calendars, and other departmental information.

All firefighters that were due for their bi-annual EMS certification renewal were recertified without issue.

## **Annual Equipment Testing Compliance**

Equipment testing and compliance is a vital piece to the safety of the firefighters as well as the longevity of the equipment. In the fire service there are several pieces of equipment and apparatus that need to be tested and evaluated on an annual basis:

1. Self-Contained Breathing Apparatus (SCBA)

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2. Apparatus Pump
3. Ground Ladders
4. Aerial Ladder Truck
5. Fire Hose

## Self-Contained Breathing Apparatus (SCBA)

The fire department currently uses a Mine Safety Appliances (MSA) Firehawk brand of SCBA. These SCBAs are seven years old (purchased in 2013). Per NFPA and OSHA regulations they have approximately three to eight years of time left of their adequate and appropriate use before consideration for replacement. This has been included in Appendix A, Capital Outlay. Per our records review and assessment, the SCBAs have received competent and appropriate testing in the last two years, with few repair issues or concerns.

Consideration for this equipment replacement should be a priority. Replacement for the SCBA and associated components should occur 2023-2028.

<b>SCBA</b>	Replacement Cost: <b>\$130,000</b>
SCBA's are a priority to budget for. They are currently sufficient, but per NFPA and OSHA regulations they should be replaced between 10-15 years (2023-2028).	

## Apparatus Pumps

The Fire Departments three large pieces of apparatus have received annual pump testing through Emergency Apparatus Maintenance (EAM). Minor repairs and maintenance needs for the fleet are performed EAM. Pump health and capacity appear to be adequate and appropriate.

The annual pump testing of three apparatus is an on-going annual cost of approximately \$2,000; without consideration of any maintenance work and follow ups on issues discovered during the testing process. Annual operational funds should be in place and considered for this test and maintenance needed.

## Ground Ladders and Aerial Ladder Truck

Through our evaluation and records review we found no results of any recent ground ladder and aerial testing. We believe the fire department may be several years behind with this annual test. Due to this concern, we believe this is a priority test and evaluation that needs to take place.

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The annual testing costs for FHFD's fleet is approximately: \$1,500. This includes 291 feet of ground ladder testing and the aerial ladder test.

<b>Ground Ladders</b>	Testing Cost: \$654.75
This is an annual requirement to test the safety and functionality of ground ladders in the fleet. Forgoing annual testing is a significant risk to personnel and dangerous. It is also a very effective way to discover the age and functionality of the ground ladders to better prepare the department for replacement.	

<b>Aerial Test</b>	Testing Cost: \$805.00
The usage and functionality of an aerial platform is critical for a fire department's fire-ground tactics and the safety of all firefighters working on or around this apparatus. From our records review we could not find any testing results or documentation for the 2014 Pierce Aerial ladder. It is overdue for testing and compliance.	

## **Fire Hose**

We were unable to locate annual hose testing results from our review; firefighters made mention that they have never tested their hose.

We recommend immediate testing of all fire hose this spring or early summer in an effort to assess the health and functionality of all fire hose. There is a potential, due to lack of testing, a significant amount of hose may fail and need to be replaced in an effort to maintain appropriate supply and Insurance Services Office (ISO) requirements and expectations. Once hose testing is completed we will have a better idea of replacement needs, if any.

<b>Fire Hose</b>	Annual Testing: \$2700
The current condition of the fire hose on the apparatus and in the fire station is in fair condition, replacement costs will be dependent on the success of the annual testing.	

## **Radios**

The current portable radio fleet for FHFD consists of 22 radios and the current mobile radio fleet for FHFD consists of 5 radios.

### **Portable Radio Analysis**

Nearly all (21 of 22) radios are from the original 2006 purchase process conducted by Ramsey County. These radios have reached the end of their effective life, and have officially reached end-of-life by Motorola. This means that repair or replacement parts are no longer available for these radios and their use as a life safety system for firefighting should be ended. FHFD currently has enough portable radios for all available riding seats on fire apparatus; NIOSH reports have indicated through post-incident analysis that every firefighter on the fire-ground should have a portable radio and be properly trained in its use as a firefighter safety component. It is our assessment that we should maintain the current number of portable radios at 22.

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We would recommend an aggressive replacement plan for the 21 portable radios over a 1-3 year timeframe. For long-term planning, a 12 year life-span for portable radios is suggested. Current per radio cost is **\$4,600.00**.

In Appendix A we noted to begin a capital investment of \$32,200 per year to begin the replacement of all radios (7 radios per year). This will allow a full replacement over the course of three years, then a process of replacing two radios per year starting in 2028. We believe a set amount annually in this line item will be the most advantageous to maintain a well-functioning radio fleet.

## **Mobile Radio Analysis**

All mobile radios installed in FHFD apparatus are from the original 2006 purchase conducted by Ramsey County. While these radios are important to the operations of the department, they do not share the same life safety concerns that a portable radio being utilized by an individual physically on the fire-ground. We recommend a phase-in replacement plan covering the next three years to replace the current mobile radios with newer models. **The current models utilized in FHFD apparatus no longer are able to be serviced if a failure does occur.**

Current Per Radio Cost: **\$5,000.00**

Installation per-vehicle: **\$775.00**

**Total: \$5,775.00 (x5) = \$28,875.00**

In total we have approximately **\$125,000** of radio costs that need to be addressed as a priority in the 3-4 years.

## **Annual Radio Maintenance**

To properly operate, 800Mhz radios need to be optimized annually and periodically require re-programming due to outside influences. Outlined below are operational costs for annual optimization, and costs associated with periodic programming.

Annual Optimization Costs (full radio fleet): **\$1,485.00**

Radio Programming (4 year cycles full fleet): **\$1,485.00**

These funds should be considered operational costs, not capital.

## **Personal Protective Gear**

A firefighter's personal protective gear is the absolute most important piece of equipment for a fire department to maintain and invest in. Turnout gear review was one of our first priorities under the new contract for administrative services.

As part of the 2020 budget we have funds available for new fire helmets; the current fire helmets are well beyond their useful life and current guidance of NFPA standards. In the first 120 days of this administrative contract new helmets will be purchased and likely already in service.



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In addition to the fire helmets is fire resistant hoods. These specially designed fire resistant hoods provide important heat and carcinogen protection to firefighters operating in a fire or other hazardous environment. The most recent hood replacement we could find were purchased more than 10 years ago and also past their useful and recommended life span. We have since replaced all hoods at a cost of approximately \$550.

Much of the existing turnout gear is near or beyond the NFPA standards and guidelines for firefighters and is an immediate replacement priority. With taking out a helmet and a hood (already replaced) a turnout gear ensemble will cost approximately \$2700 per firefighter. This includes a turnout jacket, pants, boots, and gloves. From our review we found the following immediate replacement needs (at or beyond 10 years):

7 Pants

6 Jackets

15 Boots

With current pricing Falcon Heights is looking at a minimum of \$16,850 to address the immediate gear replacement needs.

<b>Turnout Gear</b>	Replacement Cost: <b>\$16,850</b>
This is for all current boots in service, and any jacket or pant at 10 years of age or older. An additional concern is the fire department has no back-up gear available that is functional.	

Note that the total replacement costs associated with subsequent gear purchases will be an additional \$15,000-\$20,000 over the next 2-4 years (2021-2024). Also note that this replacement is for current staff. If we are to recruit and add an additional 3-6 members, it would increase by approximately \$2600 per firefighter.

## Apparatus

The Falcon Heights Fire Department currently maintains three large pieces of apparatus and one pick-up truck. Overall the apparatus fleet is in fair health. The department has two engines and one ladder truck. The engines are performing adequately however during recent pump testing some repairs were noted. However, Engine-752 is nearing the end of its useful life based on recommendations by NFPA. It is a 2001 Freightliner Custom Pumper. While this apparatus is still functioning appropriately as a back-up engine, a replacement should be considered by 2025 to assure reliable fire apparatus are available for emergency response.

Engine-753 acts as the first out engine for fire-related calls. It is a 2005 Sterling Custom Fire Pumper. It is functioning appropriately as a first-out engine, but will be in a good position to transition to a back-up engine after the replacement of Engine-752 is in place in the next 3-5 years.



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Ladder-757 is a 2014 Pierce Aerial ladder truck. It is utilized for most mutual and auto-aid responses, as well as rescue-related emergencies. This vehicle has passed recent pump tests. It is a well-functioning apparatus and, with proper care and maintenance, should remain in the fleet for another 15-20 years.

<u>Apparatus</u>	<u>Year</u>	<u>Needs/Concerns</u>
Engine-752	2001	Nearing the end of useful life, but likely still a functional apparatus for several more years in a back-up/reserve capacity.
Engine-753	2005	Functions well, but should be transitioned to a back-up apparatus in next 3-5 years.
Ladder-757	2014	In great condition, no significant needs or concerns at this time.
Utility 755		Operational and functional at this time, no immediate replacement needs.

## **Administrative Review**

### **Standard Operating Procedures/Guidelines (SOP/SOG) Review and Committee**

The Falcon Heights Fire Department has many outdated and obsolete SOPs, some are redundant as well as conflicting with each other. The initial review process and the subsequent committee development for review is a necessary step to improve clarity of job roles and responsibilities, response procedures, and department expectations. It is our goal to develop revised standards to meet the needs and expectations of the Falcon Heights Fire Department, the cities of Falcon Heights and Lauderdale, and the firefighters. We anticipate the committee review and development process to take 3-6 months with a goal of fall 2020 for completion.

### **Job Descriptions**

In the first 120 days of the administrative contract we created job descriptions for Firefighter and Captain. The evolution of these job descriptions was a group effort as we sought feedback, edits, and development from the firefighters and captains. These job descriptions are located in Appendix B. We will be working with staff on the development of a Fire Chief job description as well as other chief officer positions once we have a more defined organizational structure for the future.

### **Medical Examinations**

Per OSHA, firefighters are required to receive an annual medical examination that includes an SCBA mask fit testing and a certain list of functions to be tested and reviewed. As part of the leadership transition we have decided to work with a clinical vendor that better meets the needs of the fire service and works with many fire departments in the metro. Health Strategies will assist with the medical examinations for new hires, annual medical examinations, and any fit testing needed by the fire department. They are a reputable organization and have competitive pricing.

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As part of the leadership transition we will work with the firefighters to evaluate and address any additions we would like to add to the annual medical examination process. This is done in an effort to be proactive with health concerns for firefighters, especially as firefighters age.

## **Priority Summary**

1. Daytime (Weekday) Response
  - a. Firefighter Recruitment and Retention Efforts and Working Group
    - i. Immediate attention needs to be focused on recruitment and retention, especially daytime available firefighters.
    - ii. Effort should be placed on getting many into the testing phase and on-board prior to the start of the next Firefighter I program in late fall/winter 2020.
    - iii. Assess and evaluate organizational changes that will need to occur with the recruitment of daytime only responders that live outside of the response area, but can respond and lend aid during the day.
      1. Training times and attendance opportunities.
      2. Response requirements for good standing as an employee and Relief Association credit.
2. Capital Improvement Considerations
  - a. Assess 10-year capital improvement outlay
    - i. Turnout gear in 2021-2023: High Priority
    - ii. Radios in 2021-2023: High Priority
3. Operational Considerations
  - a. Improve and streamline annual testing requirements of hose testing, ground ladder testing, SCBA pack and bottle testing, and pump capacity.
  - b. Organizational development, structure, and leadership development.
  - c. Continue to upgrade training involvement, participation, and practicality to better meet the needs and expectations of the firefighters.

**City of Falcon Heights**

Capital Improvement Plan: **Fire Vehicle & Equipment Fund**

**Appendix A**

**Expenditure Detail**

Key	Description	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
V	Engine 753	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000
V	Engine 752	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
V	Ladder 757	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
V	Utility 755	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	45,000
E	Exercise room-fitness equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
E	Self contained breathing apparatus	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ -	130,000
E	Ventilation fans	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ 800	2,400
E	Power equipment	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	5,000
E	Personal Protective Equipment-gear-boots-helmets	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	45,000
E	Exhaust system equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	4,000
E	Medical bags and O2 bags	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	2,000
E	Training equipment	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,000
E	Camera to assist with rescue/firefighting	\$ 5,500	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ -	16,500
E	Portable radios- 3 per year replacement	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,800	\$ 13,800	117,600
	Mobile radios 1 per year	\$ 5,775	\$ 5,775	\$ 5,775	\$ 5,775	\$ 5,775	\$ -	\$ -	\$ -	\$ -	\$ -	28,875
E	Firefighting Equipment	\$ -	\$ 800	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ 800	\$ -	\$ -	2,400
E	Response to water related emergencies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
E	Apparatus Based IT Infrastructure	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	15,000
E	Air monitoring equipment	\$ -	\$ 800	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ 800	\$ -	\$ -	2,400
E	Rescue equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	35,000
E	Off-site paging equipment	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	8,000
E	Scene lighting	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	800
E	Hose	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	15,000
E	Ladders	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	15,000
E	Nozzles	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	6,000
F	Fire admin- office furniture	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -	1,000
F	Training room tables & chairs	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	1,600
F	Day room furniture / TV	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ -	6,000
F	Kitchen appliances	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	2,000
F	Kitchen table & chairs	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	1,500
F	Computer equipment /printers office / training	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	1,000
F	AV equipment	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	500
F	Washer & dryer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	6,000
F	Station Painting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
F	Concrete repair /replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
F	Bay lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
F	SCBA compressor	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	30,000
F	Carpet	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500	-
F	Overhead door replacement / openers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ 83,575	\$ 78,175	\$ 31,175	\$ 17,475	\$ 730,675	\$ 5,600	\$ 45,100	\$ 54,300	\$ 32,600	\$ 25,400	\$ 1,104,075



# FALCON HEIGHTS FIRE DEPARTMENT

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2077 W. LARPENTEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 792-7635 FAX (651) 792-7610

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## **Job Summary:**

The Captain serves as a mid-level supervisor in the Fire Department. This position is paid on call, and assists the Chief Staff in providing leadership to the Fire Department staff and helps ensure the overall goals and objectives of the Fire Department are met.

The Captain is responsible for several areas within the Fire Department, including, but not limited to, fire apparatus, equipment, and personnel involved in the extinguishment, suppression, and prevention of fires. This position is responsible for the leadership and mentoring of firefighters and the proper maintenance of apparatus and equipment in accordance with standing orders and department standards. The primary duties include supervising firefighters performing fire prevention, fire suppression, training, public education, hazardous materials incident mitigation, rescue and emergency medical services to citizens and is responsible for helping to assure compliance with all legislative, judicial and administrative policy and procedures. At an emergency, unless working under a Chief Officer, the Captain is responsible for incident command and abatement of the emergency, including entering a burning building with the fire crew.

## **Scope of Responsibility:**

The Captain under direction of the Chief Staff is responsible for performing firefighting duties and supervising a variety of staff functions requiring administrative abilities. The Captain is assigned a direct area of administrative responsibility and is responsible for supervising firefighting personnel on the scenes of emergencies. Within an assigned area, a Captain could supervise 6-10 personnel.

The Captain is responsible in coordination with the Chief Staff for conducting training. While subject to the requirements of written orders, standards, and regulations as well as verbal directions of a Chief Officer, the Captain exercises great independence of judgment and action while in command at fires and other emergencies.

## **Essential Duties and Responsibilities:**

1. Using knowledge of the scope of services provided by the fire department and personal leadership skills the Captain communicates with the Chief's Staff to evaluate and report on the effectiveness of priorities and suggests new activities of the fire department.
2. Represents the City in the department's dealings with mutual aid departments and other government agencies in a manner that conveys a positive image of city government and that fosters cooperation and support.
3. Serves as a front-line supervisor in the technical operations of the Fire Department and is responsible for compliance with all legal and financial requirements. Ensures that Fire

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# FALCON HEIGHTS FIRE DEPARTMENT

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- Department staff under their direction follows appropriate procedures and complies with City policies and general government requirements.
4. Oversee the cleaning of quarters, equipment, and apparatus.
  5. Organizes duties and responsibilities including fire and EMS training.
  6. Compile and keep varied records, incident reports, and payroll documents as required.
  7. Perform related work as required.
  8. Directs the enforcement of all City codes and ordinances in a manner that protects and safeguards the welfare of the public and enhances quality of life in the City.

## **Knowledge, Skills, & Abilities:**

- Thorough knowledge of the operation and maintenance of all apparatus, and equipment and methods used in combating, extinguishing and preventing fires, as well emergency medical care.
- Thorough knowledge of rules and regulations governing the fire department, standards, and protocols of the department
- A knowledge of all federal state and local laws related to the activities of the fire department.
- Thorough knowledge of the principles and practices involved in training personnel.
- Ability to react quickly and remain calm under duress and strain.
- Ability to lead firefighters, effectively, maintain discipline, promote harmony, exercise sound judgment and cooperate with other officials.
- Ability to prepare clear and concise reports.
- Possess strong leadership, problem solving and interpersonal relationship skills including the ability to maintain effective working relationships with co-workers, supervisors, contractors, and the public; and can maintain confidentiality regarding investigations and inspections.
- Is able to regularly respond to emergency calls within established departmental time periods.
- Has ability and desire to project a professional image through knowledge of job, positive attitude, and accurate and timely completion of work.

## **Minimum Qualifications:**

Minimum job requirements are specialized training beyond high school of one year or less and at least 4 years of related experience. Meets all of the qualifications for the Firefighter plus meets or exceeds all recommended requirements for NFPA fire officer I (1021) and has some incident command training. *Must maintain a maximum response time to assigned fire station as defined in department policy.*

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# FALCON HEIGHTS FIRE DEPARTMENT

2077 W. LARPELLE AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 792-7635 FAX (651) 792-7610

## **Physical Demands & Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

A small portion of the work performed by the Captain is administrative in nature. Most work requires the Captain to meet and perform the requirements of a firefighter. Thus, the Captain may be required to: spend excessive time outside exposed to the elements; tolerate extreme fluctuations in temperature while performing firefighting duties; perform physically demanding work in hot (up to 400 degree Fahrenheit), humid (up to 100 %) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms; experience frequent transition from hot to cold and from humid to dry atmospheres; work in wet, icy, muddy areas, and uneven terrain; perform a variety of tasks on slippery, hazardous surfaces such as on roof tops or from ladders; work in areas where sustaining traumatic or thermal injuries is possible; face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, corrosives, carbon monoxide, or organic solvents either through inhalation or skin contact; face exposure to infectious biological agents such as hepatitis B or HIV; wear personal protective equipment that weighs approximately 50 pounds while performing firefighting tasks; perform physically demanding work while wearing positive pressure breathing equipment with resistance to exhalation and a flow rate specified by current SCBA manufacture; perform complex tasks during life-threatening emergencies; work for long periods of time, requiring sustained physical activity and intense concentration; make decisions that could have life or death consequences for employees and civilians under difficult and stressful conditions with limited information during emergency conditions; be exposed to grotesque sights and smells associated with major trauma and burn victims; make rapid transitions from rest to near maximal exertion without warm-up periods; operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces; use manual and power tools in the performance of duties; rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment through-out the duration of operation; encounter smoke filled environments, and a variety of physical hazards, damaged structures, moving mechanical equipment, electrical equipment, radiant energy, and possible exposure to explosives; meet the physical requirements outlined in NFPA 1582 (Medical requirements for fire fighters); and perform the tasks outlined in NFPA 1001 (Fire fighter professional qualifications).

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# FALCON HEIGHTS FIRE DEPARTMENT

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2077 W. LARPENTEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 792-7635 FAX (651) 792-7610

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## **Job Summary:**

To protect life and property by performing fire suppression, hazardous materials incident mitigation, and rescue services. Maintains fire equipment, apparatus and facilities, participates in training, and carries out other duties as required. Works independently under readily available supervision to ensure the overall goals and objectives of the Fire Department are met. Carries a pager and responds to emergency calls as required by department policy.

## **Scope of Responsibility:**

The Firefighter's primary scope is the performance of fire suppression and rescue. A Firefighter may, on occasion, be assigned limited administrative responsibility and, on a limited basis, may mentor and assist in training less experienced firefighting personnel. Performs basic troubleshooting and decision making within established parameters that has limited financial impact, while working under direct supervision.

## **Essential Duties and Responsibilities:**

1. Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire suppression, containment, ventilation and extinguishing tasks.
2. May take a limited leadership role during calls for service, as assigned by a supervisor.
3. Serves as a representative of the City, performing duties in a courteous and professional manner that conveys a positive image of city government and that fosters cooperation and support with peers, superiors, citizens and other agencies.
4. Makes suggestions and participates in Fire Department training, operations, and initiatives as assigned.
5. Perform other related duties as apparent or assigned.





# FALCON HEIGHTS FIRE DEPARTMENT

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## **Minimum Qualifications:**

Minimum job requirements include specialized training beyond high school that can be obtained in one year or less and six months or less of related experience, or equivalent. Key characteristics are knowledge of government and fire/rescue services, leadership, problem solving and interpersonal relationship skills. Must successfully pass City administered initial and periodic tests, which may include: physical agility test, physical examination, stress test, drug screen, pulmonary function test, and psychological evaluation. Must possess minimum certification equal to the State of Minnesota's equivalent for:

1. Firefighter I
2. Firefighter II
3. Hazardous Materials Operations
4. Emergency Medical Responder (EMR)

Must possess valid Minnesota driver's license and be insurable. *Must maintain a maximum response time to assigned fire station as defined in department policy.*

## **Physical Demands & Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places or confined spaces, and is occasionally exposed to blood borne pathogens, wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. . Exposure to multiple disagreeable elements of at least three or more of which are intense occurs up to 15% of the time.

The noise level in the work environment is usually moderate, except during certain firefighting activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The Firefighter may be required to: spend excessive time outside exposed to the elements; tolerate extreme fluctuations in temperature while performing firefighting duties; perform physically demanding work in hot (up to 400 degree Fahrenheit), humid (up to 100 %) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms; experience frequent

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# FALCON HEIGHTS FIRE DEPARTMENT

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transition from hot to cold and from humid to dry atmospheres; work in wet, icy, muddy areas, and uneven terrain; perform a variety of tasks on slippery, hazardous surfaces such as on roof tops or from ladders; work in areas where sustaining traumatic or thermal injuries is possible; face exposure to face exposure to smoke, noise and/or vibration exceeding 80 decibels (constant or intermittent) which may cause marked distraction or possible hearing loss, carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, corrosives, carbon monoxide, or organic solvents either through inhalation or skin contact; face exposure to infectious biological agents such as hepatitis B or HIV; wear personal protective equipment that weighs approximately 50 pounds while performing firefighting tasks; perform physically demanding work while wearing positive pressure breathing equipment with resistance to exhalation and a flow rate specified by current SCBA manufacture; perform complex tasks during life-threatening emergencies; work for long periods of time, requiring sustained physical activity and intense concentration; make decisions that could have life or death consequences for employees and civilians under difficult and stressful conditions with limited information during emergency conditions; be exposed to grotesque sights and smells associated with major trauma and burn victims; make rapid transitions from rest to near maximal exertion without warm-up periods; operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces; use manual and power tools in the performance of duties; rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment through-out the duration of operation; encounter smoke filled environments, and a variety of physical hazards, damaged structures, moving mechanical equipment, electrical equipment, radiant energy, and possible exposure to explosives; meet the physical requirements outlined in NFPA 1582 (Medical requirements for fire fighters); and perform the tasks outlined in NFPA 1001 (Fire fighter professional qualifications).

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# FALCON HEIGHTS FIRE DEPARTMENT

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## Incidents

Incident numbers created: 121  
Dispatched incidents: 112  
City receiving response: Falcon Heights- 60-54% Lauderdale-52-46%  
Number of day-time incidents (0700-1700) 56- 50%  
Number of non-daytime incidents (1700-0700) 56- 50%  
Number of times "unable to respond" 3 times - 2.7%  
Number of times Chief or Captain first to arrive 30- 27%  
Number of times engine or ladder first to arrive - 82- 73%  
Number of times dispatched and canceled prior to arrival: 17  
Average over-all response time: (Captain /Chief): 8 minutes 49 seconds  
Average response for supersession unit (engine or ladder): 9 minutes 54 seconds

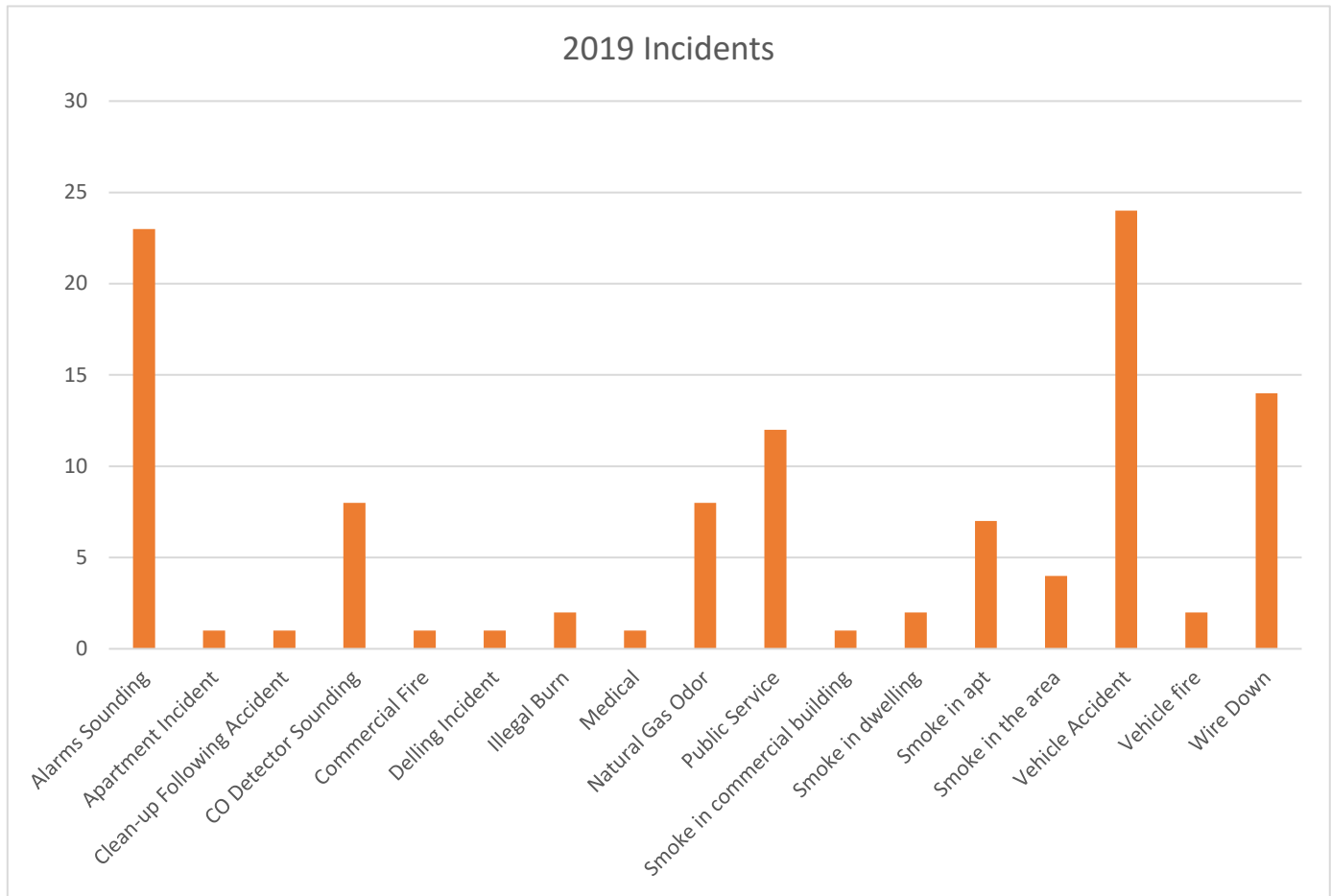
## Call types:

Alarms sounding: 23  
Apartment Incident: 1  
Clean-up following an accident: 1  
CO detector sounding: 8  
Commercial fire: 1  
Dwelling incident: 1  
Illegal burn: 2  
Medical: 1  
Natural gas odor: 8  
Public service: 12  
Smoke in a commercial building: 1  
Smoke in a dwelling: 2  
Smoke in an apartment: 7  
Smoke in the area: 4  
Vehicle Accident: 24  
Vehicle fire: 2  
Wire down: 14



# FALCON HEIGHTS FIRE DEPARTMENT

2077 W. LARPENTEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 792-7635 FAX (651) 792-7610



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**PROFESSIONAL SERVICES AGREEMENT  
FOR  
FIRE SERVICE ADMINISTRATIVE DIRECTION AND COMMAND  
SERVICES**

This Agreement is made by and between the City of Roseville, a Minnesota municipal corporation (“Roseville”), and the City of Falcon Heights, a Minnesota municipal corporation (“Falcon Heights”), as of the \_\_\_\_ day of \_\_\_\_\_, 2019.

WHEREAS, the City of Falcon Heights possesses its own Fire Department;

WHEREAS, the City of Lauderdale contracts with Falcon Heights to provide fire service operations;

WHEREAS, Falcon Heights desires to contract with the City of Roseville to provide fire service administrative direction and command services over its fire department; and,

WHEREAS, the parties desire to memorialize in writing their respective obligations under such contractual relationship.

NOW, THEREFORE, intending to be bound by the consideration and obligations contained herein, the sufficiency of which is expressly acknowledged, the parties hereby agree to the following Agreement:

**1. Scope of Work.**

Roseville agrees to provide the professional services described in Exhibit “A” attached hereto (“Work”) and the audit described in Exhibit “B” attached hereto (“Audit”) in consideration for the compensation set forth in Provision 3 below.

**2. Term.**

The term of this Agreement shall be from \_\_\_\_\_, 2019, through \_\_\_\_\_, 2020, the date of signature by the parties notwithstanding. The parties may extend the term of this Agreement by mutual written consent of all parties.

**3. Compensation for Services.**

Falcon Heights agrees to pay the City of Roseville a total compensation of \$40,000.00 for the initial term of this Agreement. Roseville shall submit to Falcon Heights a quarterly written invoice for \$10,000.00, which shall be paid in the same manner as other claims made to the City of Falcon Heights.

4. **Termination.**

This Agreement may be terminated at any time by any party, with or without cause, by delivering to the all other parties a written notice at least sixty (60) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination by any party, Roseville shall be paid for services rendered through and until the date of termination.

5. **Assignment.**

No party may assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of all other parties.

6. **Waiver.**

Any waiver by any party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either parties' ability to enforce a subsequent breach.

7. **Workers' Compensation**

Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are performing services pursuant to this Agreement. Each party waives the right to sue the other party for any workers' compensation benefits paid to its own employees or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of the other Party or its officers, employees, or volunteers.

8. **Damage to Equipment**

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue the other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of the other Party or its officers, employees, or volunteers.

9. **Indemnification and Defense.**

Subject to the limitations and immunities in MN Statute Chapter 466, to the fullest extent permitted by law, Falcon Heights agrees to defend, indemnify and hold harmless Roseville and its mayor, council members, officers, agents, employees and representatives from and against all liability, claims, petitions, demands, damages, costs, judgments, losses and expenses of any kind and in any forum or process, including but not limited to attorney's fees and costs, arising out of or resulting from any actual or alleged negligent or wrongful act or omission of Roseville pertaining to the performance or failure to perform under this Agreement. This provision does not apply to willful, intentional, and tortious misconduct by Roseville personnel.

Subject to the limitations and immunities in MN Statute Chapter 466, to the fullest extent permitted by law, Falcon Heights agrees to defend, indemnify and hold harmless Roseville and its mayor, council members, officers, agents, employees and representatives from and against all liability, claims, petitions, demands, damages, costs, judgments, losses and expenses of any kind and in any forum or process, including but not limited to attorney's fees and costs, arising out of or resulting from any actions or omissions on the part of any officers, agents, employees and representatives of Falcon Heights and/or Lauderdale pertaining to the subject matter of this Agreement.

The parties agree that liability under this Agreement is controlled by Minnesota Statutes §471.58, subd. 1a, and that the total liability for the parties shall not exceed the limits on governmental liability for a single unit of government as specified in Minnesota Statutes §466.04, subd. 1(a). Nothing in this Agreement is intended to, nor shall be construed to, constitute a waiver of any liability limitations available to any party under Minnesota Statutes Chapter 466.

**10. Counterparts.**

This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

**11. Governing Law; Venue.**

This Agreement shall be controlled by the laws of the State of Minnesota. Any legal action brought under this Agreement shall be venued in a court of competent jurisdiction located in Ramsey County, Minnesota.

**12. Severability.**

The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

**13. Notices.**

Any notice to be given by any party upon any other under this Agreement shall be properly given in writing either personally delivered or by e-mail or by U.S. mail to a party's City Manager or City Administrator as follows:

City of Roseville:

Patrick Trudgeon, City Manager  
[Pat.Trudgeon@cityofroseville.com](mailto:Pat.Trudgeon@cityofroseville.com)  
2660 Civic Center Drive  
Roseville, MN 55113

City of Falcon Heights:

Sack Thongvanh, City Administrator  
[Sack.Thongvanh@falconheights.org](mailto:Sack.Thongvanh@falconheights.org)  
2077 Larpenteur Avenue West  
Falcon Heights, MN 55113

The parties agree that delivering notices to the official successors of the above-named representatives shall be deemed sufficient under this Agreement.

Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time for response to any notice by the other party shall commence to run one business day after the date of mailing or delivery to the courier. Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified, 10 days prior to the effective date of such change

14. **Entire Agreement.**

Unless stated otherwise herein, the entire agreement of the parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by all parties.



**CITY OF ROSEVILLE**

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Fire Chief

APPROVED AS TO FORM:

Date: \_\_\_\_\_

\_\_\_\_\_  
City Attorney

**CITY OF FALCON HEIGHTS**

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
City Administrator

APPROVED AS TO FORM:

Date: \_\_\_\_\_

\_\_\_\_\_  
City Attorney

## **EXHIBIT A (“Work”)**

### **Fire Service Administrative Direction and Command services**

#### **Scope of Services and General Program Structural Outline**

This is not a contract for fire suppression or medical related emergency incident response. Roseville Fire will respond to predetermined incident types, or requests based on pre-existing automatic/mutual/closest unit agreements in place.

“Roseville Fire Administration” personnel consist of a Fire Chief, Assistant Fire Chief, three Battalion Chiefs and one administrative coordinator.

The city of Roseville agrees to provide the City of Falcon Heights the personnel necessary to provide the below “Scope of Services;” the personnel will be available 24 hours per day.

Overall supervision and management of all emergency and non-emergency day-to-day department operations and tasks.

The city of Falcon Heights understands and acknowledges that Roseville Fire Administration is under the direction of the Falcon Heights City Administrator, and not subject to supervision or direction of existing Falcon Heights Fire Department leadership or personnel.

Incident command and resource support will be given to Falcon Heights Fire Department for structure fires or major incident types, as previous auto & mutual aid agreements dictate, as well as when necessary as determined by Falcon Heights personnel, or Roseville Fire.

Control and coordination of operations budget for expenditure and purchase applications. This includes, but is not limited to, invoices, payroll, membership fees, etc.

Review and implementation of Standard Operating Guidelines (SOG) and Standard Operating Policies (SOP) to assure compliance with Local, State, Federal, NFPA, and best practices to assure for the safety of Firefighters and the community.

Provide a safe, courteous, professional, and consistent level of service for the department and community.

The Roseville Fire Administration will provide new contract audit, and recommendations report to the Falcon Heights City Administration and City Council within 120 days of execution of contract. The Roseville Fire Administration will have full permission and access to Falcon Heights Fire Department facilities and equipment.

The Roseville Fire Administration will have full access to all training and personnel records.

Roseville Fire Administration will provide to the City of Falcon Heights, Falcon Heights Fire Department, and Firefighters:

- Organizational management
- Fire, hazardous materials, rescue, and emergency medical services training
  - Perform the duties of training chief
- Personnel development
- Fleet and equipment management
- Firefighter OSHA and medical examination requirement management
- Personal protective equipment (PPE) management
- Fire investigation
- Perform recommendations on hiring, demotions, promotions, all personnel management decisions with approval of City Manager
- Management of fire station activities and space

Roseville Fire Administration will be reasonably available for department head-level meetings and events within the Falcon Heights organizational structure. Roseville Fire Administration will make reports to the City Administrator regularly, and City Council as requested.

Expanded scope/additional work: The City of Falcon Heights and the City of Roseville agree that at any time during the term of the contract either party may initiate discussions regarding the expansion of the scope of this contract to include expanded or additional services provided by the Roseville Fire Department.

## EXHIBIT B (“Audit”)

1. Training
  - a. Calendar Review and Planning
    - i. 2018
    - ii. 2019
    - iii. 2020
  - b. Hours of training for each topic
    - i. MBFTE/MFSCB Compliant?
    - ii. EMSRB/NREMT Compliant?
  - c. Personnel files
    - i. All of these items organized and compiled correctly
    - ii. Any outstanding personnel issues or discipline currently
  - d. 2020 calendar
    - i. Training
    - ii. Community Events
2. Leadership Structure
  - a. Leadership Review and Assessment
    - i. Promotions
    - ii. Demotions
3. The right people in the right places
  - a. Assessing daytime, nighttime, and weekend availability
4. Meetings & Trainings
  - a. Nights/Days/When/why, etc.
5. Dispatch Work
  - a. Response Plan Review
  - b. Phoenix G2 Update
  - c. Pager/Everbridge Review
6. Internal Communications
  - a. Website or a Firewire-type program?
  - b. Image Trend?
  - c. How do they communicate?
    - i. Email?
    - ii. Text?
7. Reports and Report Writing
  - a. Image Trend- What version and how does it operate?
  - b. Firehouse?

## EXHIBIT B (“Audit”)

8. Uniform Assessment
  - a. What needs to be addressed?
9. Gear, Helmet and PPE Assessment
  - a. NFPA compliant?
  - b. OSHA Compliant?
10. Annual Performance Checks and Inspections
  - a. SCBAs
  - b. Engine pump
  - c. Ladder
  - d. Hose testing
  - e. Equipment
    - i. Saws
    - ii. Fans
    - iii. Extinguishers
11. Annual Medical Examinations
  - a. What do they currently perform?
  - b. Who performs the medical examinations?
12. SOP/SOG
  - a. Full review of any/all SOGs
  - b. What needs to be cleaned up?
  - c. What is missing?
13. Personnel Assessments
  - a. Company officer review
  - b. Years of service, training, experience
    - i. Long-mid-term range assessment on retirement/transient employment
14. Officer Development
15. Inspections
  - a. Fire and Life Safety Inspections Completed?
  - b. Plan Review?
  - c. Pre-Plans for CAD?



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 6, 2020
<b>Agenda Item</b>	Policy D1A
<b>Attachment</b>	Contract & Cost Letter
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Fire Services to the City of Lauderdale
<b>Description</b>	<p>The City of Falcon Heights has provided fire protection services to the City of Lauderdale for at least three decades and every fall, we sends the City of Lauderdale a letter with cost breakdown that will be invoices in the upcoming year. The cost allocations in readiness to serve, fire inspection services, billable fire calls/false alarms and capital payments for Ladder Truck 757.</p> <p>The City received a total of \$ 40,605 from the City of Lauderdale for Fire Services.</p> <p><b><u>Readiness To Serve</u></b> The readiness to serve formula is based on the pervious year’s total market value with a multiplier for the City of Lauderdale. The concern with this model structure is that fire operations and serves does not decrease if the City’s total market value decreases. This will put more of the burden on our levy. The alternative would be to base the Readiness To Serve cost on the percentage of calls for service.</p> <p><b><u>Fire Inspection Services</u></b> The City also provide fire inspection services to the City.</p> <p><b><u>Billable Fire Calls and False Alarms</u></b> Lauderdale is billed for calls for service and false alarms.</p> <p><b><u>Capital Payment for Ladder Truck 757</u></b> The truck was purchase for 2015 and a calculation was used to determine capital payments from the City of Lauderdale. The City of Lauderdale contributes \$2,250 annually. The formula used was not accurately calculated.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Fire Contract</li> <li>• Contract Letter</li> </ul>
<b>Action(s) Requested</b>	Staff is looking for direction on how to proceed.

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**AGREEMENT FOR FIRE SERVICE BETWEEN  
THE CITY OF FALCON HEIGHTS AND  
THE CITY OF LAUDERDALE**

**AGREEMENT MADE** this 11<sup>th</sup> day of December, 2013 by and between the **City of Falcon Heights**, a Minnesota municipal corporation (“Falcon Heights”), and the **City of Lauderdale**, a Minnesota municipal corporation (“Lauderdale”).

**WHEREAS**, the parties hereto are parties to a previous agreement dated December 14, 2005 relating to the furnishing of fire service by Falcon Heights to Lauderdale; and

**WHEREAS**, the parties wish to make this Agreement for the continued provision of fire service by Falcon Heights to Lauderdale in accordance with the terms and provisions hereinafter set forth; and

**WHEREAS**, Falcon Heights is authorized by prior action of the City Council pursuant to Minnesota Statutes § 438.08 to provide fire service outside the limits of Falcon Heights; and

**WHEREAS**, Minnesota Statutes § 438.09 authorizes municipalities to contract with other municipalities providing fire services as authorized under Minnesota Statutes § 438.08 to contract for compensation for services rendered; and

**WHEREAS**, Falcon Heights and Lauderdale are adjacent communities and Falcon Heights has the means and ability to provide fire protection services for Lauderdale, while at the same time providing adequate fire services within the City of Falcon Heights.

**NOW, THEREFORE**, the parties hereto agree as follows:

1. **SERVICES.** Falcon Heights shall provide the following services to Lauderdale:
  - a. **Fire Services.** Falcon Heights shall furnish fire protection services to all property located within Lauderdale. Falcon Heights shall respond to all fires in Lauderdale with the same level of service and effort as it does in Falcon Heights whenever Falcon Heights is notified of such fire.
  - b. **Routine Fire Inspection Services.** Falcon Heights shall provide routine fire inspection services. The services shall include routine annual inspections of all day care facilities, multi-family residential structures with three or more units, and commercial and industrial structures, and one follow-up inspection per structure.
  - c. **Non-routine Fire Inspection Services.** Falcon Heights shall provide additional fire inspection services necessitated by particular fire code concerns, complaints, or the need for more than one follow-up inspection.
2. **COMPENSATION.** For the services provided herein by Falcon Heights, Lauderdale shall pay Falcon Heights the sum of the following:

- a. A readiness-to-serve factor equal to a base rate sum computed by multiplying the previous year's fair market value of all property in Lauderdale, times a standard multiplier of .00009723.
  - b. Charges for service will be based upon a charge for each truck according to the call time as outlined in Appendix A. The fee shall be based on the budgeted costs for operating the Fire Department. Falcon Heights shall provide Lauderdale with a preliminary estimated cost by September 1<sup>st</sup> and a final estimated cost which is no more than three percent (3%) greater than the preliminary cost, by September 30<sup>th</sup> of each year.
  - c. A fee for fire prevention services based upon the fire inspector's hourly rate and mileage and an estimated number of hours of fire prevention inspection activities and associated work will be calculated for the coming year. Any fire prevention services provided that exceed the number of estimated hours will be charged on an "as needed" basis and be pro-rated using the fire inspector's hourly rate and mileage.
  - d. It shall be the responsibility of Lauderdale to recover or pay for any HAZMAT costs incurred in Lauderdale.
  - e. Lauderdale shall make payment to Falcon Heights based on the rates and charges established by Falcon Heights for each calendar year. Falcon Heights shall bill Lauderdale monthly for services received. The bill shall be submitted within thirty (30) days after the end of the month. Lauderdale shall pay on a monthly basis on or before the 1<sup>st</sup> day of each month.
  - f. The City of Lauderdale shall pay a capital share for fire truck replacement of Truck 757 commencing in 2014 and continuing through 2023, of \$2,250 per year, as outlined in Appendix B.
3. **EFFECTIVE DATE AND TERM.** This Agreement shall apply to services rendered and shall continue in force until modified or terminated by agreement of the parties or until termination by either party. This Agreement may be severed by either party by notifying the other party's City Administrator with a written notice of termination on or before July 15<sup>th</sup> of the calendar year of the party's intent to terminate the contract no earlier than midnight, December 31<sup>st</sup> of that same calendar year or after December 31<sup>st</sup> of that calendar year as identified in the notification of termination.
4. **LIABILITY.** Falcon Heights shall not be liable to Lauderdale or any other person or party for loss or damage of any kind whatever resulting from any failure to prevent, control or extinguish any fire, or prevent any personal injury, unless such loss or damage or injury is caused by the gross negligence of Falcon Heights. Lauderdale shall indemnify and hold harmless, and defend Falcon Heights, its officials and employees against any and all liability, loss, costs, damages, expenses, claims or actions arising out of or by reason of the failure of the Falcon Heights's Fire Department to attend a fire, or to put out a fire or for


damage to property caused by a fire in Lauderdale, except for claims arising as a result of gross negligence by the Falcon Heights's Fire Department in the execution, performance, or failure to adequately perform the Falcon Heights's obligations pursuant to this Agreement.

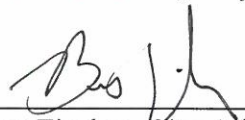
5. **INDEMNIFICATION.** Except as provided in Paragraph 4 above, each City shall be liable for its own acts and the results thereof to the extent provided by law and agrees to defend, indemnify and hold harmless each other (including their officials, employees, volunteers and agents), from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of the party, anyone directly or indirectly employed by it, and/or anyone for whose acts and/or omissions it may be liable, in the performance or failure to perform its obligations under this Agreement. Each city's liability shall be governed by the provisions of Minnesota Statutes, Chapter 466 and other applicable law. The parties agree that liability under this Agreement is controlled by Minnesota Statutes § 471.59, subd. 1.a. and that the total liability for the parties shall not exceed the limits on governmental liability for a single unit of government as specified in Minnesota Statutes § 466.04, subd. 1(a).
  - a. **Insurance.** Each City warrants that it has a purchased insurance or has a self-insurance program.
  - b. **Duty to Notify.** Each City shall promptly notify the other of any claim, action, cause of action or litigation brought against the party, its employees, officers, agents or subcontractors, which arises out of the services contained in this Agreement and should also notify the other cities whenever any city has a reasonable basis for believing that the city, and/or its employees, officers, agents or subcontractors, and/or the other cities might become the subject of a claim, action, cause of action or litigation arising out of the services contained in the Agreement.
6. **STATE AID.** Pursuant to the authority granted in Minnesota Statutes § 69.011, et. seq. and in particular Minnesota Statutes § 69.021, Subd. 7, Falcon Heights shall, for the purposes of calculating fire state aid, be entitled to include the population and net tax capacity of Lauderdale in the area for which it furnishes fire protection service and two duly executed copies of this contract shall be filed by Falcon Heights with the Minnesota Commissioner of Revenue, who will in turn, forward one copy of the contract to the Ramsey County Auditor.
7. **FIRE INCIDENT INSPECTIONS.** Fire inspections carried out by the Fire Chief or his or her authorized personnel, including the fire inspector, as part of a fire incident shall be considered as part of over-all fire department services covered by this contract and no separate charge shall be made for these inspections.
8. **MONTHLY REPORTS.** Falcon Heights shall provide monthly fire report summaries within thirty (30) days after the end of the month. Falcon Heights shall provide special fire reports upon Lauderdale's request.

9. **COMMUNICATION.** Falcon Heights shall make every reasonable effort to notify Lauderdale of a major fire or related incident in a timely way on the first business day following the incident.
10. **MUTUAL AID.** Falcon Heights shall, in providing the services under this Agreement, utilize the mutual aid assistance available to it pursuant to various mutual aid agreements with other governmental units while serving Lauderdale including the authority to request assistance from a HAZMAT unit when the situation warrants it.
11. **MINNESOTA GOVERNMENT DATA PRACTICES ACT.** All data collected, created, received, maintained, or disseminated, in any form, for any purposes because of this Agreement is governed by the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13 and related statutes), as amended, the Minnesota Rules implementing such Act, as amended, as well as Federal Regulations on data privacy. The person responsible for release of all data under this Agreement shall be identified by each party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

**CITY OF FALCON HEIGHTS**

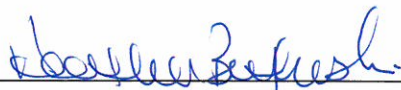
By:   
Peter Lindstrom, Mayor

By:   
Bart Fischer, City Administrator

Date: 12/11, 2013

**CITY OF LAUDERDALE**

By:   
Jeffrey E. Dains, Mayor

By:   
Heather Butkowski, City Administrator

Date: December 10, 2013

**APPENDIX A**

**Response to fire calls and false alarms**

	<b>0-45 Minutes</b>	<b>46-120 Minutes</b>	<b>121-360 Minutes</b>	<b>Over 360 Minutes (Extreme)</b>
<b>Fire Call (per truck)</b>	\$457.68	\$457.68	\$893.83	\$1,420.03
<b>Identified False Alarm (per call)</b>	\$228.85	\$457.68	<i>Not Applicable</i>	<i>Not Applicable</i>

**Appendix B**  
**Lauderdale Capital Payment for Truck 757**

<b>Year</b>	<b>Payment Amount</b>
2014	\$2,250
2015	\$2,250
2016	\$2,250
2017	\$2,250
2018	\$2,250
2019	\$2,250
2020	\$2,250
2021	\$2,250
2022	\$2,250
2023	\$2,250





# CITY OF FALCON HEIGHTS

2077 W. Larpenteur Avenue  
Falcon Heights, MN 55113-5594

email: [mail@falconheights.org](mailto:mail@falconheights.org)  
website: [www.falconheights.org](http://www.falconheights.org)

*The City That Soars!*

Phone - (651) 792-7600  
Fax - (651) 792-7610

September 17, 2019

Heather Butkowski  
City Administrator  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113

Dear Heather:

On behalf of the Mayor Council members and firefighters of Falcon Heights, I want to express our enthusiasm for continuing our long-term relationship in sharing fire services. As you know, this has been a cost-effective way of providing services to both of our communities, and we look forward to serving Lauderdale in 2020.

Per the *Agreement for Fire Services between the City of Falcon Heights and the City of Lauderdale* signed in 2013, the below serves as the costs for the City of Lauderdale in 2020 as defined in the said agreement.

**1. Readiness to serve:**

The readiness to serve factor covers partial cost for guaranteeing fire service. This is billed in January 2020.

Estimated 2020 Market Value	\$226,256,200
X Multiplier	<u>.00009723</u>
Total	\$21,998.89

**2. Fire Inspection Services:**

The City of Falcon Heights will continue to provide Fire Inspection services to Lauderdale at the following estimated rate:

Estimated budget is **\$31.50** per hour X 140 hours=\$4,410.00

**3. Response to fire calls and false alarms:**

	<i>0-45 Minutes</i>	<i>46-120 Minutes</i>	<i>121-360 Minutes</i>	<i>Over 360 Minutes (Extreme)</i>
<i>Fire Call (per truck)</i>	\$457.68	\$457.68	\$893.83	\$1,420.03
<b>Identified False Alarm (per call)</b>	\$228.85	\$457.68	<i>Not Applicable</i>	<i>Not Applicable</i>

**4. Capital Payment for 2016 Replacement of Truck 757**

\$2,250 annually based upon the updated 2013 Fire Agreement.

**5. Estimated total costs:**

Capital Share (Last Payment 2023)	\$2,250
<b>Readiness to Serve</b>	\$21,998.89
Fire Inspections	\$4,410
Fire Protection	\$20,000 (estimate)
<b>Total Estimate:</b>	<b>\$48,658.89</b>

We are very pleased to be continuing our service to Lauderdale in this capacity. If you have any questions or concerns, please feel free to contact me at (651) 792-7611 or sack.thongvanh@falconheights.org.

Sincerely,

Sack Thongvanh  
City Administrator

cc: Roland Olson  
Amanda Lor





**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 6, 2020
<b>Agenda Item</b>	Policy D2
<b>Attachment</b>	Project Location Map, Alternate Project Location Map, Presentation
<b>Submitted By</b>	Jesse Freihammer, City Engineer

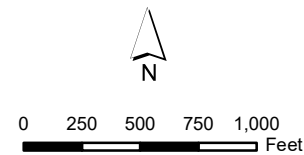
<b>Item</b>	Receive Presentation for the 2021 Pavement Management Program
<b>Description</b>	<p>City Staff is proposing to initiate the planning and preliminary design for roadway maintenance included in the 2021 Pavement Management Project (PMP). The proposed project includes the following streets:</p> <ul style="list-style-type: none"> <li>• Garden Avenue, from Snelling Avenue to Hamline Avenue</li> <li>• Tatum St, from Larpenteur Ave to Roselawn Ave</li> <li>• Lindig St, from Larpenteur Ave to cul-de-sac</li> <li>• Fry St, from Larpenteur Ave to Maple Knoll Dr</li> <li>• Saint Marys St, from Larpenteur Ave to Maple Knoll Dr</li> <li>• Snelling Service Dr, from Hoyt to Hollywood Ct</li> <li>• Snelling Service Dr, from Idaho Ave to cul-de-sac</li> <li>• Asbury St, from Crawford Ave to Roselawn Ave</li> <li>• Arona St, from Crawford Ave to Roselawn Ave</li> <li>• Simpson St, from Crawford Ave to Roselawn Ave</li> <li>• Ruggles St, from Snelling Service Dr to Pascal St</li> </ul> <p>The proposed project area abuts approximately 331 properties, one of which is Falcon Heights Elementary School.</p> <p>Staff will also present an alternate plan for adding in Pascal St, from Larpenteur to Roselawn and Albert St from Larpenteur to Garden.</p>
<b>Budget Impact</b>	<p>This project has the following financial implications for the city and property owners along the streets being considered for maintenance:</p> <ul style="list-style-type: none"> <li>• Assessments levied in accordance with the City’s assessment policy.</li> <li>• Use of Municipal State Aid (MSA) and street infrastructure funds to pay the City’s portion of the project.</li> <li>• Expenditure of utility fund dollars to pay for repairs needed to the existing utility system.</li> <li>•</li> </ul>
<b>Attachment(s)</b>	<p>Project Location Map          Alternate Project Location Map          Presentation</p>

<b>Action(s) Requested</b>	Receive Presentation for the 2021 Pavement Management Program
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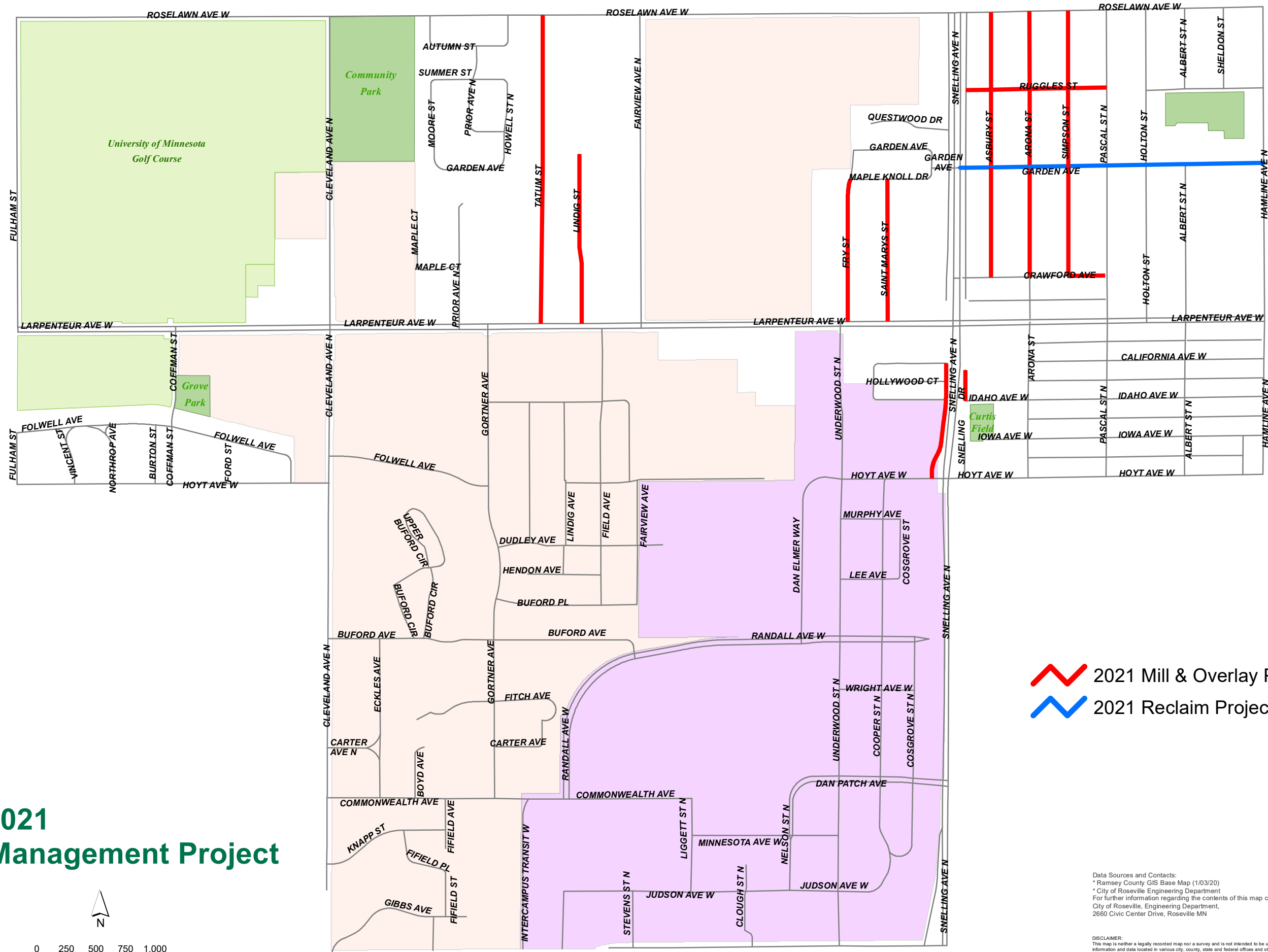
# Proposed 2021 Pavement Management Project




Prepared by:  
City of Roseville Engineering Department  
February 14, 2020



mapdoc: 2021PMP.mxd  
map: 2021PMP.pdf



 2021 Mill & Overlay Project  
 2021 Reclaim Project

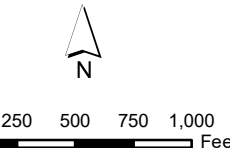
Data Sources and Contacts:  
\* Ramsey County GIS Base Map (1/03/20)  
\* City of Roseville Engineering Department  
For further information regarding the contents of this map contact:  
City of Roseville, Engineering Department,  
2660 Civic Center Drive, Roseville MN

DISCLAIMER:  
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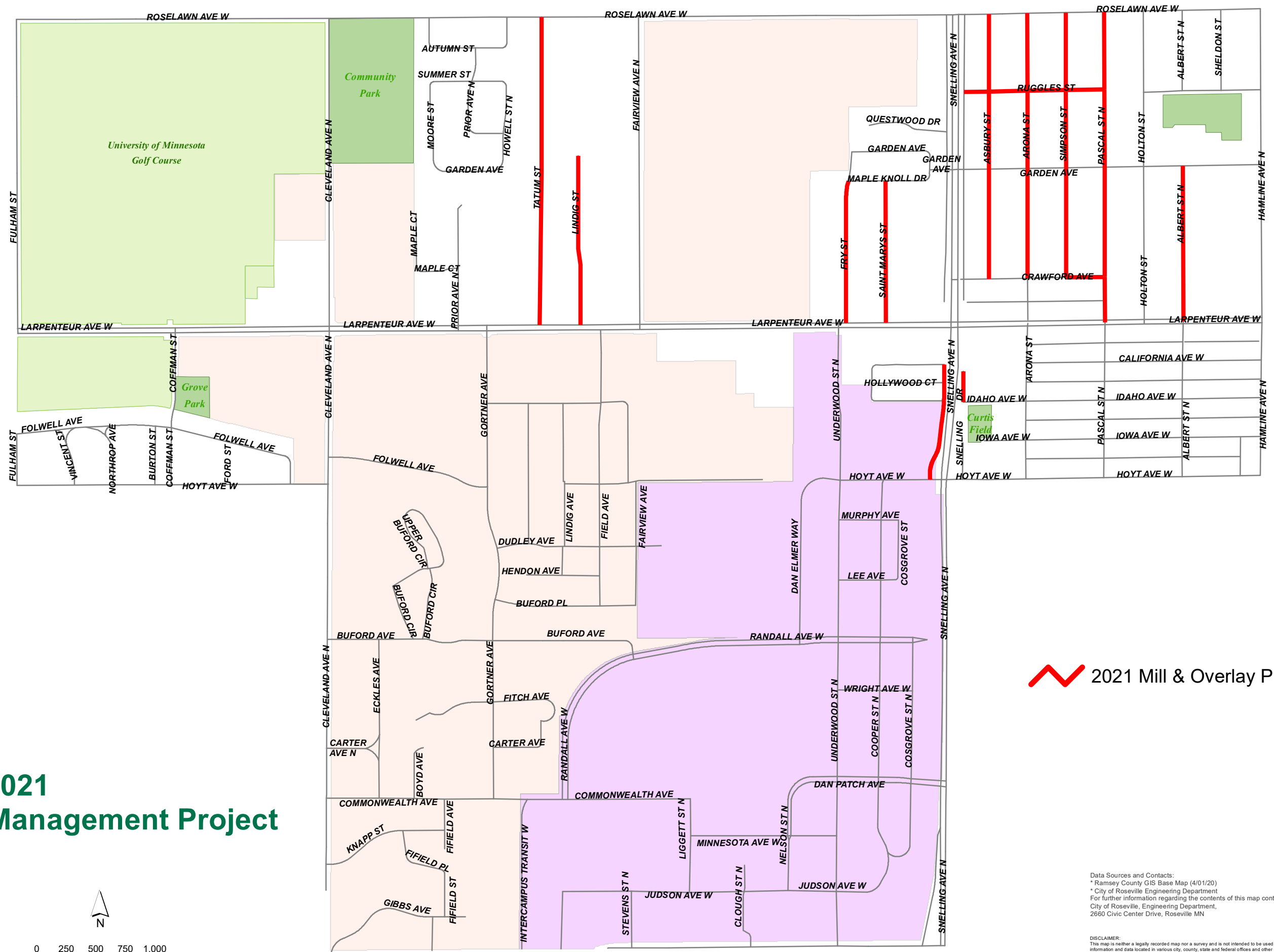
# Proposed 2021 Pavement Management Project Alternative




Prepared by:  
City of Roseville Engineering Department  
May 1, 2020



mapdoc: 2021PMP.mxd  
map: 2021PMP.pdf



 2021 Mill & Overlay Project

Data Sources and Contacts:  
\* Ramsey County GIS Base Map (4/01/20)  
\* City of Roseville Engineering Department  
For further information regarding the contents of this map contact:  
City of Roseville, Engineering Department,  
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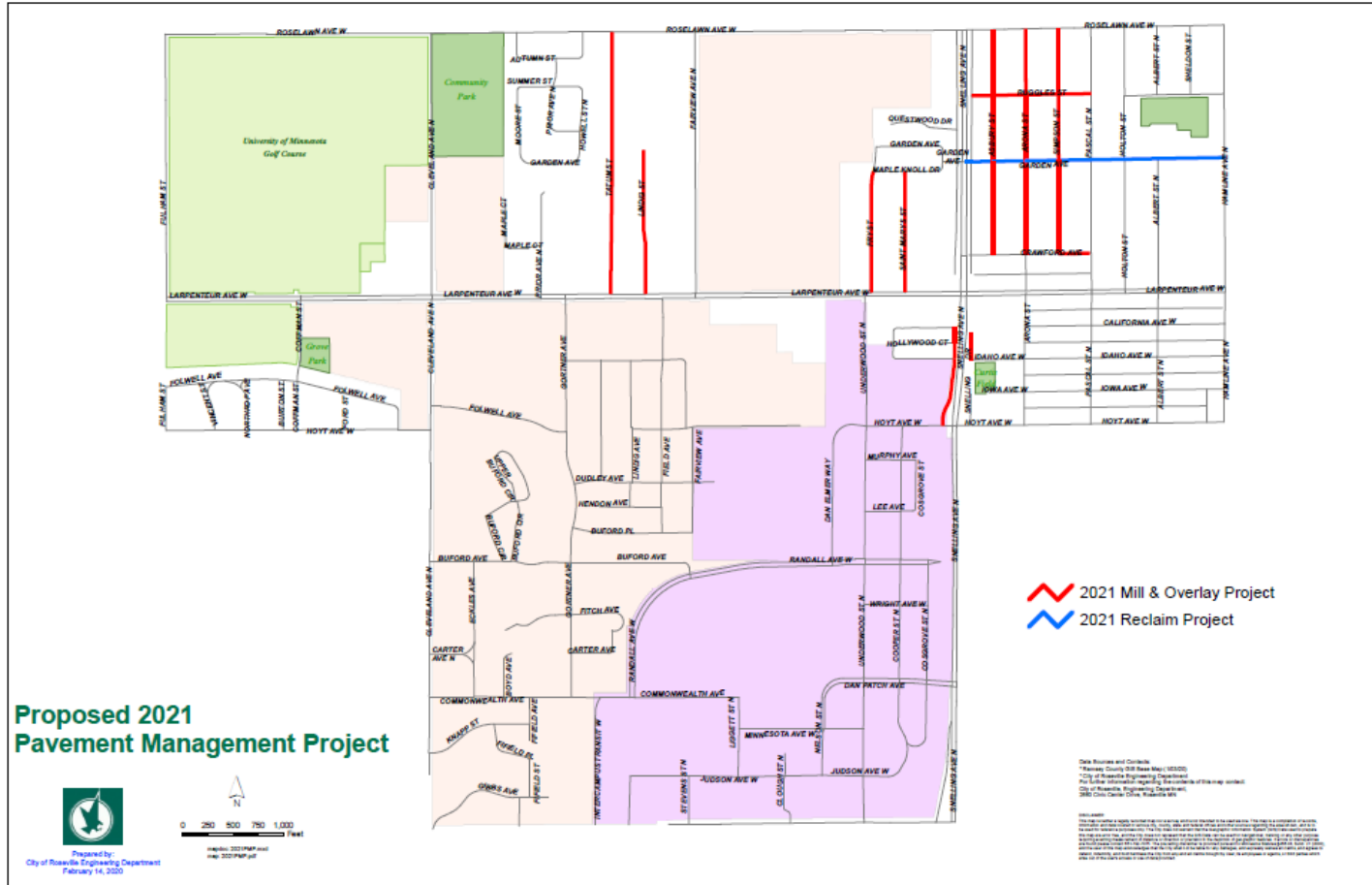


# Pavement Management Program

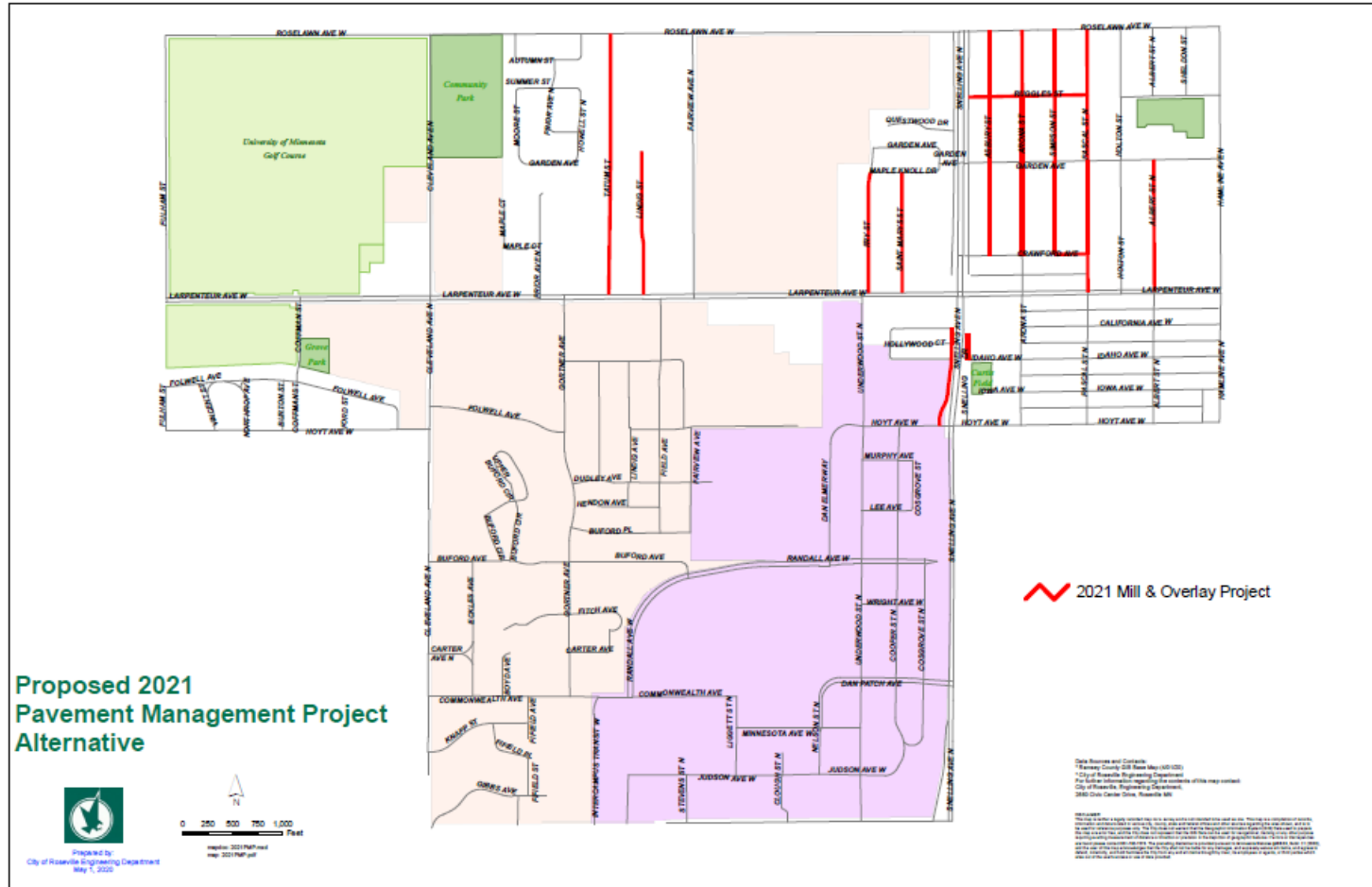
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FALCON HEIGHTS – MARCH 18, 2020

# Pavement Management Project Overview



# Pavement Management Project - Alternate





# Pavement Management Project





# 2021 PMP Estimates

Year	Location	Assessment	MSA	City- Streets	City- Storm	Total Cost	Notes
2021	Tatum, Lindig, Fry, St Marys	\$112,000	\$130,000	\$130,000	\$37,000	\$409,000	Mill and Overlays
2021	Asbury, Arona, Simpson, Garden, Ruggles	\$210,000	\$245,000	\$245,000	\$70,000	\$770,000	Mill and Overlays, Garden (Reclaim)
<b>Totals</b>		<b>\$322,000</b>	<b>\$375,000</b>	<b>\$375,000</b>	<b>\$107,000</b>	<b>\$1,179,000</b>	

	Avg Current PCI	Avg Bit Age	Length Miles	Avg Age of Bit when replaced
Tatum, Lindig, Fry, St Marys	50.84	1987.87	1.54	33.13
Asbury, Arona, Simpson, Garden, Ruggles	60.43	1993.65	2.06	27.35

# Garden Avenue

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## ❖ History of Garden

- ❖ Road was originally constructed in the 1950's
- ❖ Road was widened to current conditions in the 1970's
- ❖ Project was originally scheduled for a reclaim and inlay in 2015

## ❖ Potential Issues/Opportunities

- ❖ School zone & lack of pedestrian infrastructure
- ❖ Sidewalk assessment district

## ❖ Proposed public involvement

# Sidewalk Assessment District - Option

---

## **435.44 SIDEWALK IMPROVEMENT DISTRICTS; COSTS SPLIT BY BENEFIT.**

### **Subdivision 1. Authorized.**

Any municipality may, by ordinance, establish sidewalk improvement districts within a municipality, and have authority to defray all or part of the total costs of sidewalk construction and repair by district benefits and apportioning the district's cost to all of the parcels located in the district on a direct or indirect benefit basis.

### **Subd. 2. For safety.**

The governing body of any municipality may establish sidewalk districts on the basis that all areas within each district have safe pedestrian walkways to and from schools and school bus stops, public transportation facilities, and other services to the neighborhood and community.

### **Subd. 3. Uniformity; wide sidewalks; indirect benefit.**

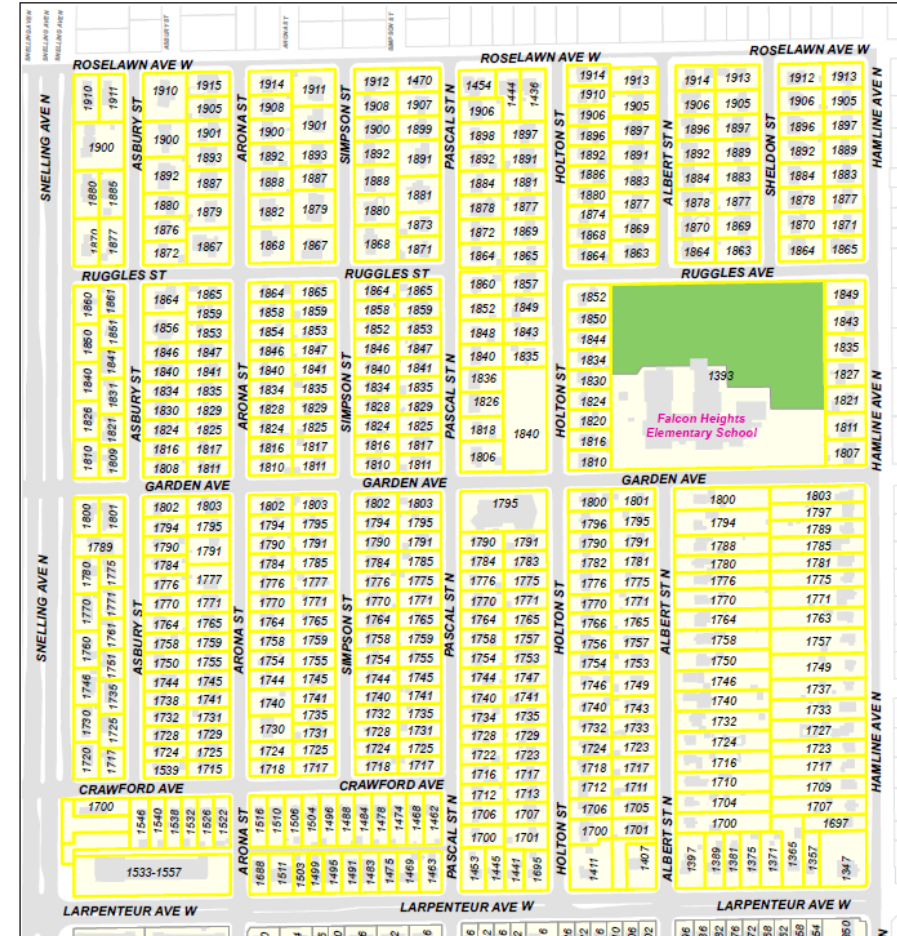
The total costs of sidewalk district improvements may be apportioned and assessed to all parcels or tracts of land located in the established assessment district on a uniform basis as to each classification of real estate. Where sidewalk widths are wider than the standard width of the district, the additional costs may be assessed as a direct benefit to the abutting property. An indirect district benefit assessment may involve all parcels or tracts of land located in the assessment district without regard to location of sidewalks, as it is deemed that all parcels or tracts of land within the assessment district benefit equally.

### **Subd. 4. Up to five years.**

The governing body may assess the costs on all district sidewalk improvements up to a maximum of five years on equal annual installments, plus interest on the unpaid balance.

# Sidewalk Assessment District - Option

- ❖ Would need to establish a City Ordinance
- ❖ Define improvement area
- ❖ Define type of improvements





# Garden Ave – Existing west of Holton – 36' wide





# Garden Ave – Existing west of Holton – 36' wide





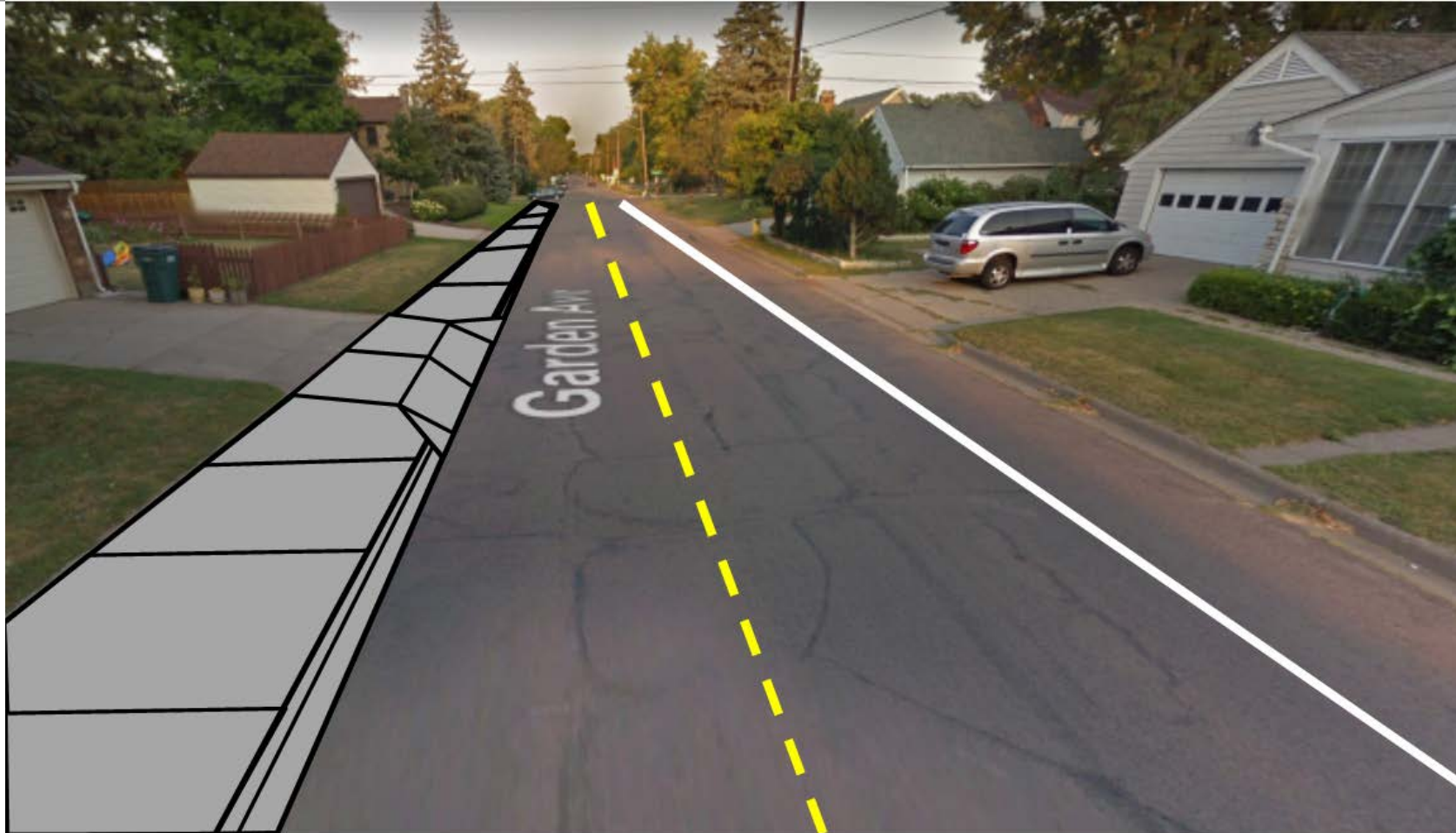
# Garden Ave – Option A west of Holton

Narrow road to 29' with 7' SW adjacent to curb



# Garden Ave – Option A west of Holton

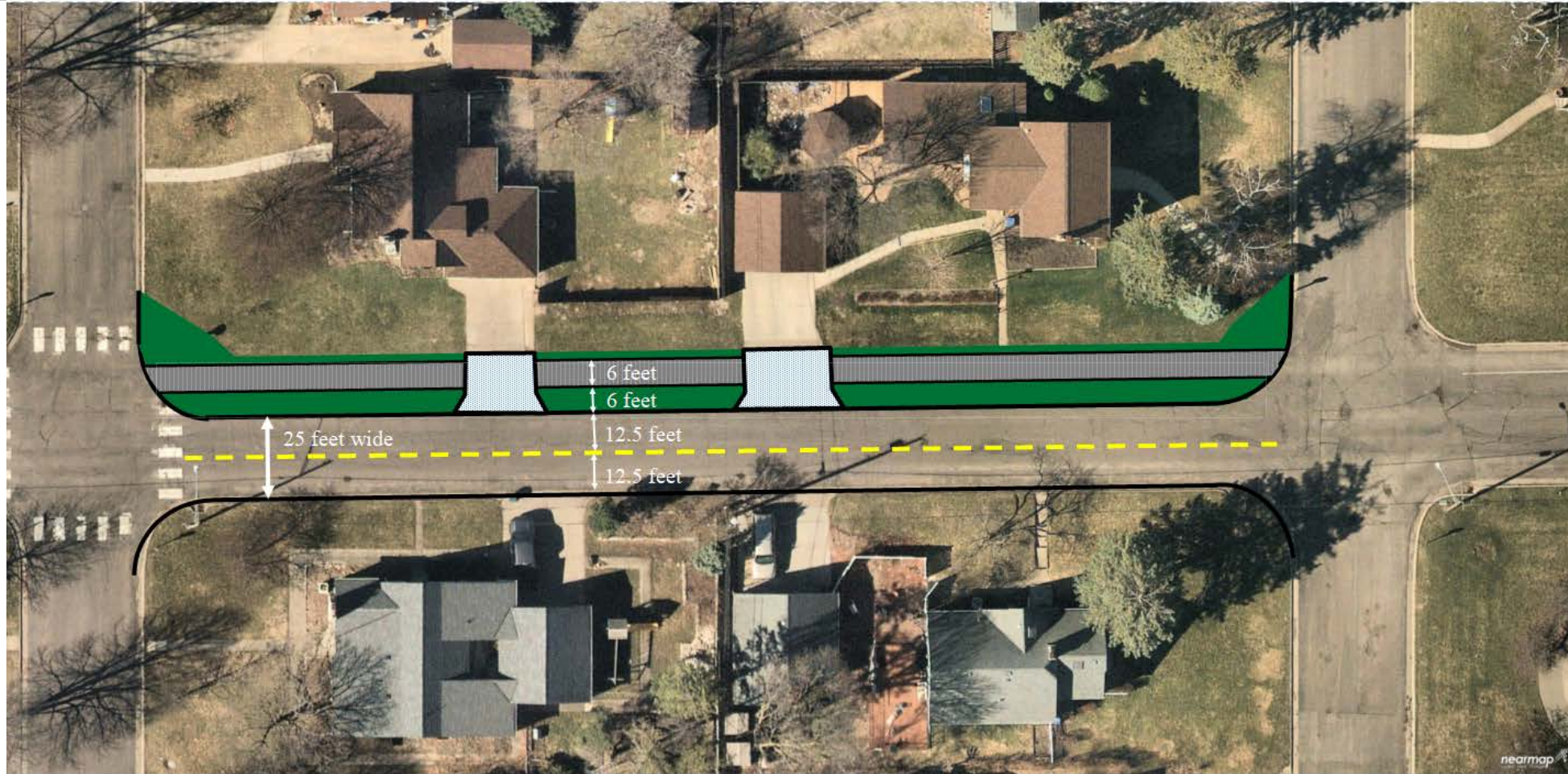
Narrow road to 29' with 7' SW adjacent to curb





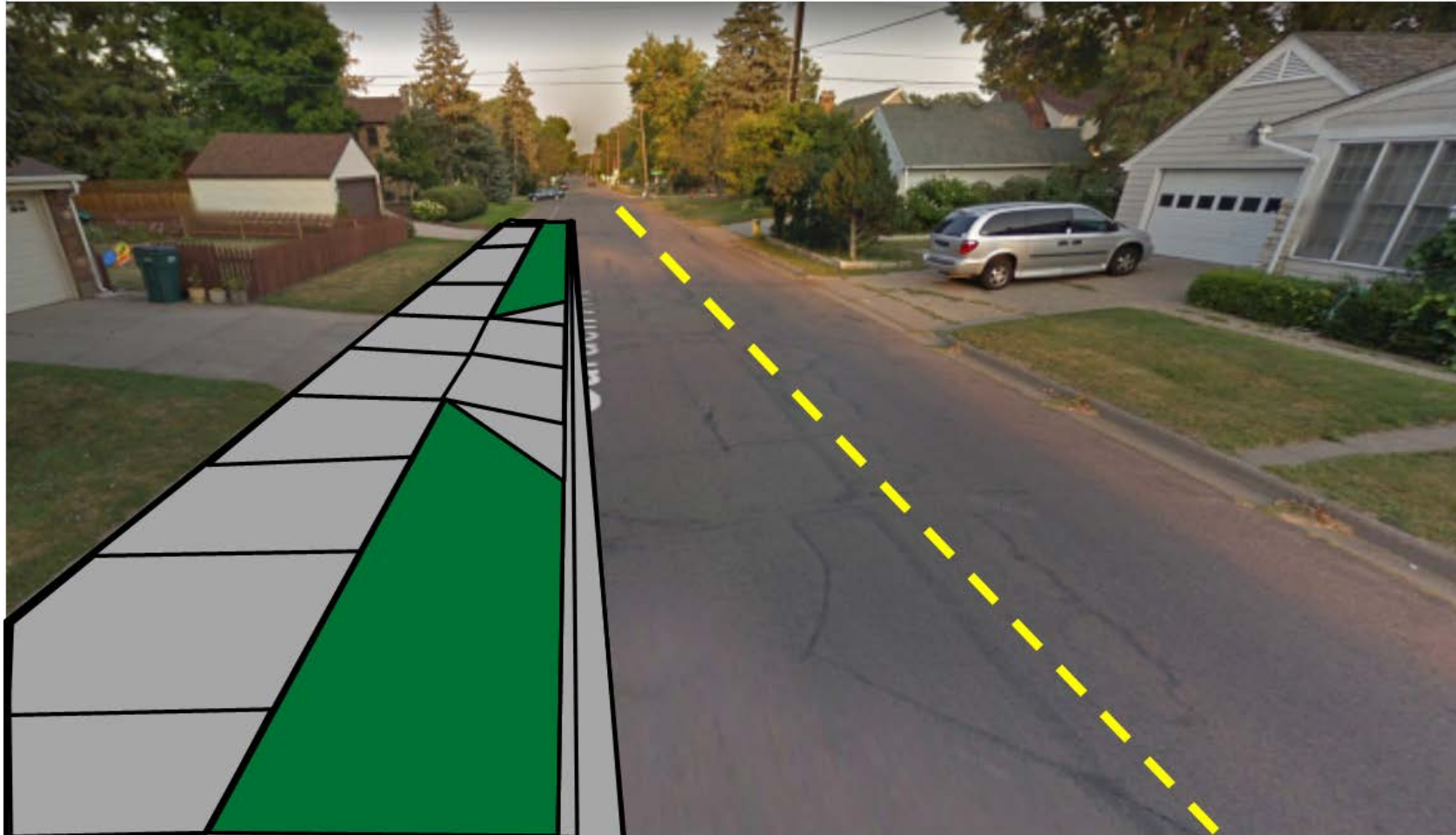
# Garden Ave – Option B west of Holton

## Narrow road to 25' with 6' SW and 6' turf boulevard



# Garden Ave – Option B west of Holton

## Narrow road to 25' with 6' SW and 6' turf boulevard





# Garden Ave – Falcon Heights Elementary

Narrow road at ends to 29' with 7' SW adjacent to curb





# Garden Ave – Falcon Heights Elementary

Narrow road at ends to 26' with 7' SW adjacent to curb small boulevard



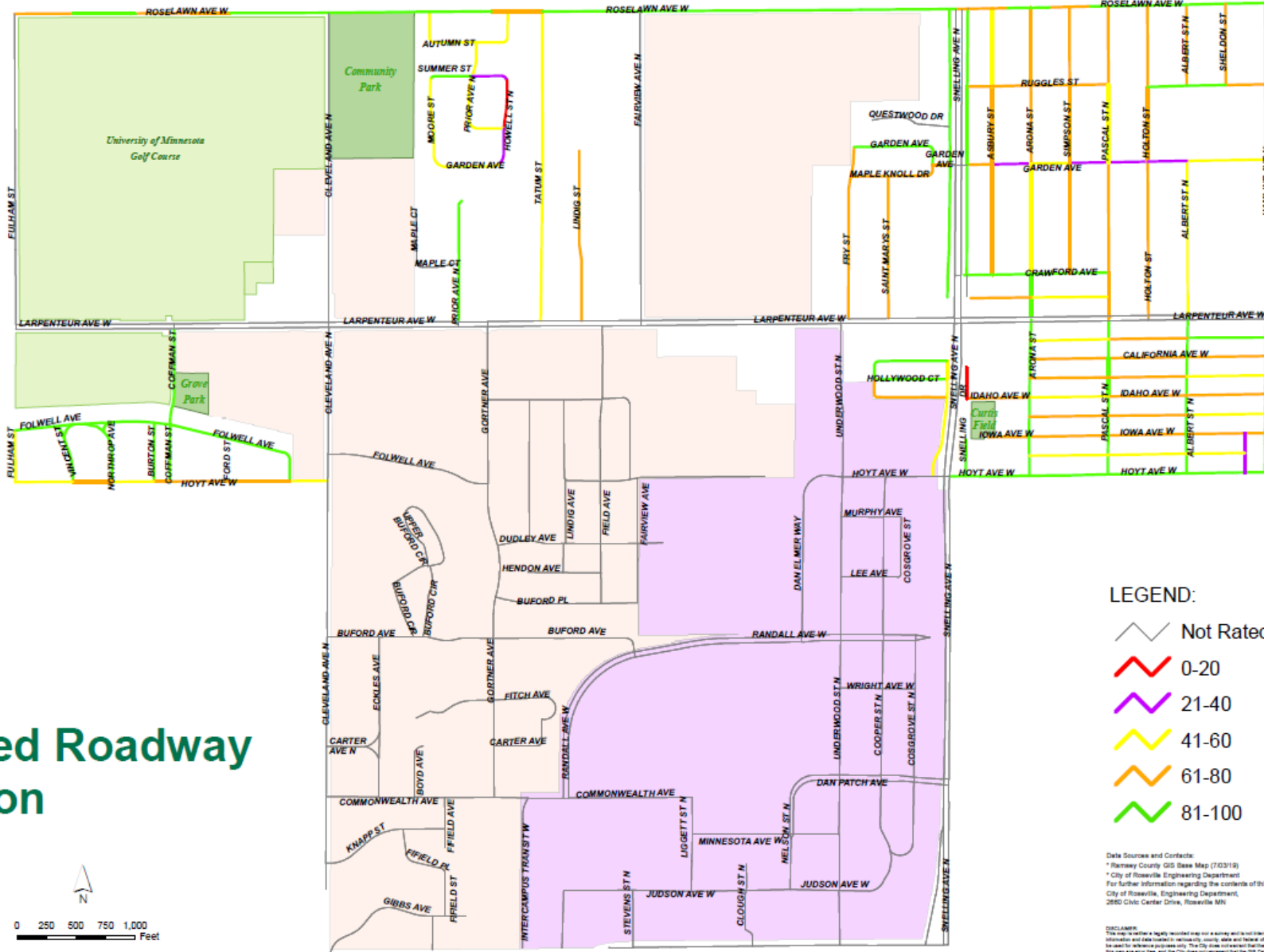
# Garden Avenue – Public Involvement

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- ❖ #1 Preliminary Feedback
  - ❖ Neighborhood Meeting in **April or May 2020** –
  - ❖ Falcon Heights PTA meeting in **April or May 2020**
- ❖ Council receives feasibility report
- ❖ #2 Secondary feedback on updated design options and costs
  - ❖ Neighborhood Meeting in **September 2020**
- ❖ #3 Public Hearing - **October 2020**
  - ❖ Council meeting to approve final layout.
  - ❖ Authorize preparation of plans and specifications
- ❖ Overall 2021 PMP
  - ❖ Accept plans and specifications and order advertisement for bids for the project - **Winter 2020**
  - ❖ Award Bids for the project - **March 2021**
  - ❖ Construct Project - **June through September 2021**
  - ❖ Declare costs and order preparation of proposed assessment and call assessment hearing- **September 2021**
  - ❖ Final assessment hearing, adopt and confirm assessments - **October 2021**

# Questions?



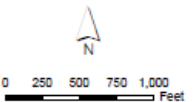


- LEGEND:**
- Not Rated Roadway
  - 0-20
  - 21-40
  - 41-60
  - 61-80
  - 81-100

**Data Source and Contacts:**  
 \* Ramsey County GIS Base Map (7/23/19)  
 \* City of Roseville Engineering Department  
 For further information regarding the contents of this map contact:  
 City of Roseville, Engineering Department,  
 2050 Civic Center Drive, Roseville, MN

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# Projected Roadway Condition



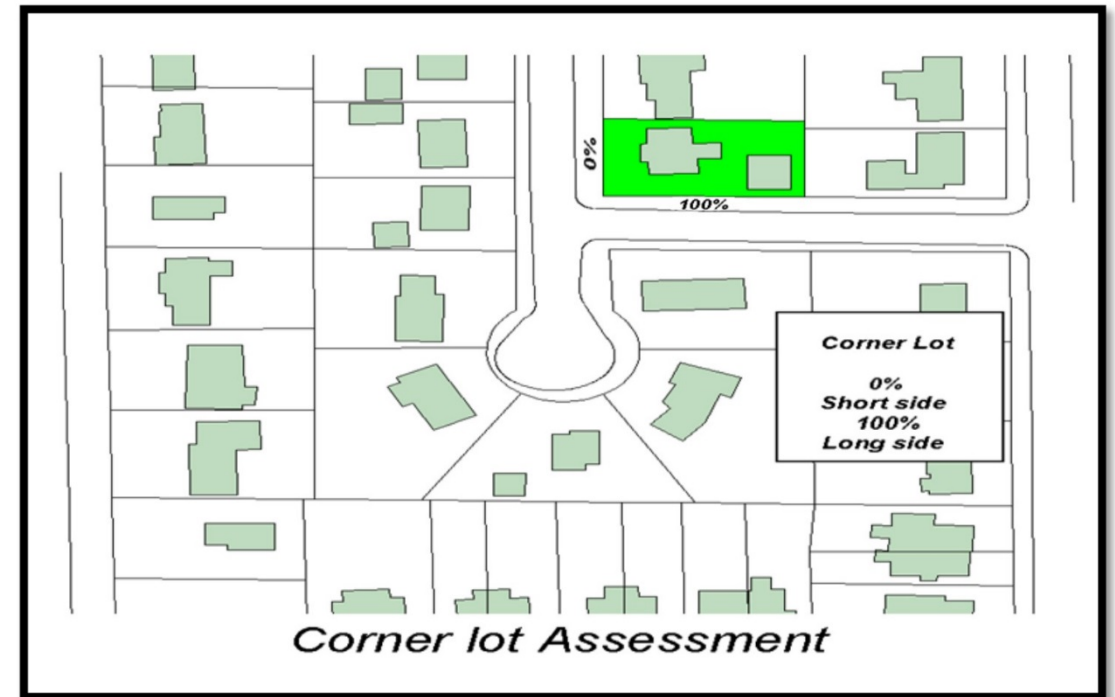
map: RoadwayConditionLabels.mxd  
 map: RoadwayConditionLabels.pdf

Prepared by:  
 City of Roseville Engineering Department  
 August 21, 2019

# Assessment Policy- Streets

## Assessment Policy

- Assessed per the front footage of the lots
- Corner lots assessed 100% long, 0% short side
- Assessment Rates (street costs only)
  - Residential - 40% of per foot of frontage project cost
  - Commercial/Multi-unit residential - 60% of per foot of frontage project cost
  - Tax-exempt - 100% of per foot of frontage project cost





# Assessments- Timeline

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Assessment timeline is shown below and will correspond with City Council meetings:

- ❖ Order feasibility report - **March 2020**
- ❖ Receive feasibility report and order public hearing for the project - **Summer 2020**
- ❖ Hold public hearing for the project, adopts resolution ordering the improvement and preparation of plans and specifications - **Fall 2020**
- ❖ Accept plans and specifications and order advertisement for bids for the project - **Winter 2020**
- ❖ Award Bids for the project - **March 2021**
- ❖ Construct Project - **June through September 2021**
- ❖ Declare costs and order preparation of proposed assessment and call assessment hearing- **September 2021**
- ❖ Final assessment hearing, adopt and confirm assessments - **October 2021**

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## REQUEST FOR CITY COUNCIL ACTION

Policy



***The City That Soars!***

<b>Meeting Date</b>	May 6, 2020
<b>Agenda Item</b>	Policy D3
<b>Attachment</b>	Advertisement Policy
<b>Submitted By</b>	Nalisha Nandkumar, Assistant to the City Administrator

<b>Item</b>	Advertisement Policy for Newsletter
<b>Description</b>	<p>The City of Falcon Heights is exploring new ways to keep the local community informed and to promote local businesses. The Fall 2019 newsletter that was distributed was printed through vendor Rengel Printing. Rengel printing offers communities to work with local businesses to buy ads in their newsletters.</p> <p>Rengel printing is based out of Central Minnesota and has worked with many cities that have their local businesses place ads in their newsletters. Businesses will have the opportunity to purchase a half or full page advertisement slot. The cost of the half and full page advertisements will depend on the next newsletters total number of pages and advertisement slots available.</p> <p>The Spring 2020 newsletter features the Parks and Rec summer programming guide. The cost for the 24 page newsletter excluding postage was about \$2,300.</p> <p>Staff has created a policy that guides the contents of advertisements. Advertisement policy would be distributed to all local businesses that are interested in placing their ads in the city newsletter.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Advertisement Policy</li> <li>• Advertisement Guidelines</li> </ul>
<b>Action(s) Requested</b>	Staff recommends discussing if businesses that sell liquor would be allowed to advertise their product in the newsletter. Advertisement guidelines should also be reviewed for cost and content.

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**Circulation:**

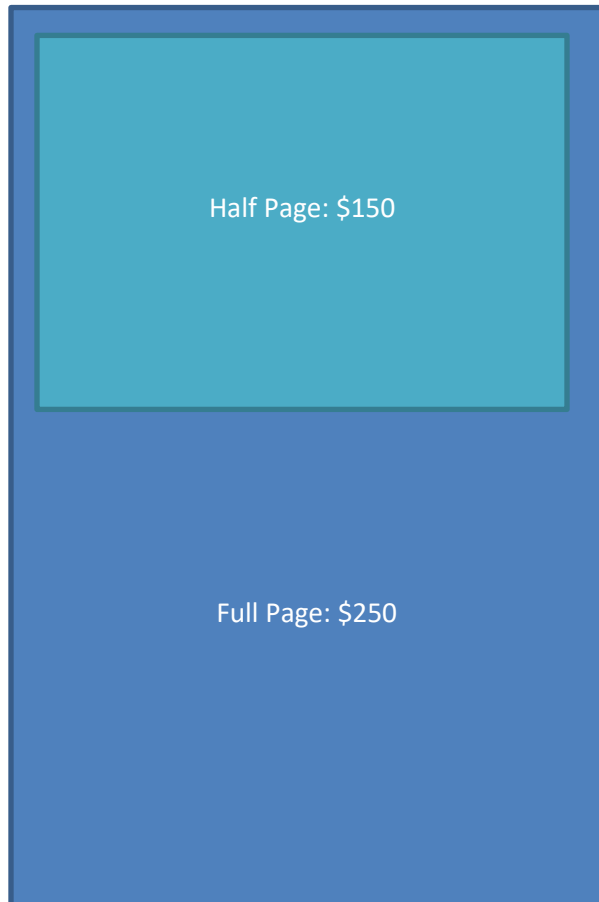
Purchasing ad space in our newsletter informs our community about local events, news and business information. Our bi-annual newsletter is mailed to about 4,000 homes twice per year. Our boundary areas include Roseville, Falcon Heights, Lauderdale and St. Paul.

**Advertising Deadlines:**

The City of Falcon Heights mails a fall newsletter in late August and a spring newsletter in late March. Please contact us for advertising deadlines.

**Tips for creating your ad:**

- Resolution of images must have a minimum of 300 dpi resolution
- All 4-color artwork and/or images must be provided in **CMYK** (*Cyan, Magenta, Yellow, and Black*) color mode.
- All black & white artwork and/or images must be provided in grayscale color mode. Heavy **black ink** might cause smearing. Indicate Pantone® (*PMS*) colors when spot color colors are used for printing and provide artwork in Pantone® color mode.
- Fonts must be embedded in PDF files. (*some fonts have copyright restrictions and will not embed in pdf files.*)
- Embed all images and outline text in Illustrator files.
- Flatten all layers when working in Photoshop



**Submitting your ad to us:**

Please email your formatted ads to:

[Nalisha.nandkumar@falconheights.org](mailto:Nalisha.nandkumar@falconheights.org)

Contact Nalisha with any questions at the above email address or at 651-792-7617.

Vendor shall obtain commercial messages and/ or advertisements consistent with the following guidelines. Any commercial messages and/or advertisements which contain any of the following characteristics ~~of which, is~~ of the type or category listed, shall be and hereby are expressly prohibited.

1. Advertisements should not promote sale or consumption of tobacco/alcohol products or depiction of the use of tobacco/alcohol products.
2. Advertisements should not depict political messages (ex: candidate promotions, political parties, etc.)
3. Advertisements should not include materials, depictions, promotions or offerings which are the type prohibited by or by their nature would violate any postal restrictions or regulations or any federal, state, or local law, rule or regulation.
4. Advertisements should not include any form of nudity or semi-nudity, profanity, obscenity, or lewdness or characterizations which suggest, depict or promote any such element or sexually oriented products, activities or materials.
5. Advertisements should not promote any form of illegal drugs, illegal drug use or illegal drug materials or characterizations which suggest or depict the promotion or glorification of any such products, activities or materials.
6. Advertisements should not promote the use or sale of firearms, explosives or other weapons, or the depiction, suggestion or glorification of violence or acts of a violent nature.
7. Advertisements should not use language or descriptive material which taken in form and context is deemed to be unsuitable for and contrary to community standards or standards of appropriateness for governmental or family publications.
8. Advertisements should not use words, language, representations or descriptive material of any kind having more than one meaning or connotation, one of which would be otherwise be prohibited under these guidelines.
9. ~~Vendors,~~ municipal licensed businesses within Falcon Heights city limits, will be allowed to post advertisements in City newsletter.

Commented [NN1]: Will this exclude businesses such as Merwin, Stouts?

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**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 6, 2020
<b>Agenda Item</b>	Policy D4
<b>Attachment</b>	N/A
<b>Submitted By</b>	Justin Markon, Community Development Coordinator

<b>Item</b>	Private Community Garden and Interim Ordinance
<b>Description</b>	<p>In late February, a Falcon Heights property owner posted on social media the possibility of turning their front yard into a vegetable garden, in collaboration with neighbors and sharing the produce amongst those who helped.</p> <p>Throughout the discussion of native landscaping, vegetable gardens were not considered, and these plants would not fit the definitions approved in the code changes. Gardening is classified as a permitted accessory use in the R-1 zone (so long as no retail sale of products is conducted on the premise). City staff visually surveyed the residential areas of the city and noticed a few small vegetable gardens in front yards, often in raised beds.</p> <p>If the City Council feels it is appropriate to limit vegetable gardens, in locations, size, setbacks, etc, it could be prudent to adopt an Interim Ordinance placing a moratorium on such gardens to allow city staff adequate time to study. The Interim Ordinance could place temporary prohibitions for up to one year.</p> <p>A summary of policies regarding residential and/or community gardens is provided below.</p> <p><u>Falcon Heights</u> Permitted accessory use in the R-1 district (no retail sales allowed)</p> <p><u>Roseville</u> Private Gardens and Community Gardens are permitted temporary use in all residential zones. Community garden is defined as follows: <i>An area of land managed and maintained by a group of individuals to grow and harvest food crops and/or non-food, ornamental crops, such as flowers, for personal or group use, consumption or donation. Community gardens may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained and used by group members.</i></p>



	<p><u>North St. Paul</u></p> <p>Community gardens (defined for both public and private land, on which may produce fruit, vegetables, and/or ornamentals) are permitted as an interim use in all Residential and Mixed Use districts (no standalone Business Districts).</p> <p>In other cities, gardens were classified as permitted and/or accessory uses in residential and floodway districts.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommend a discussion on private community gardens and gardening in front yards of residential properties.

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**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

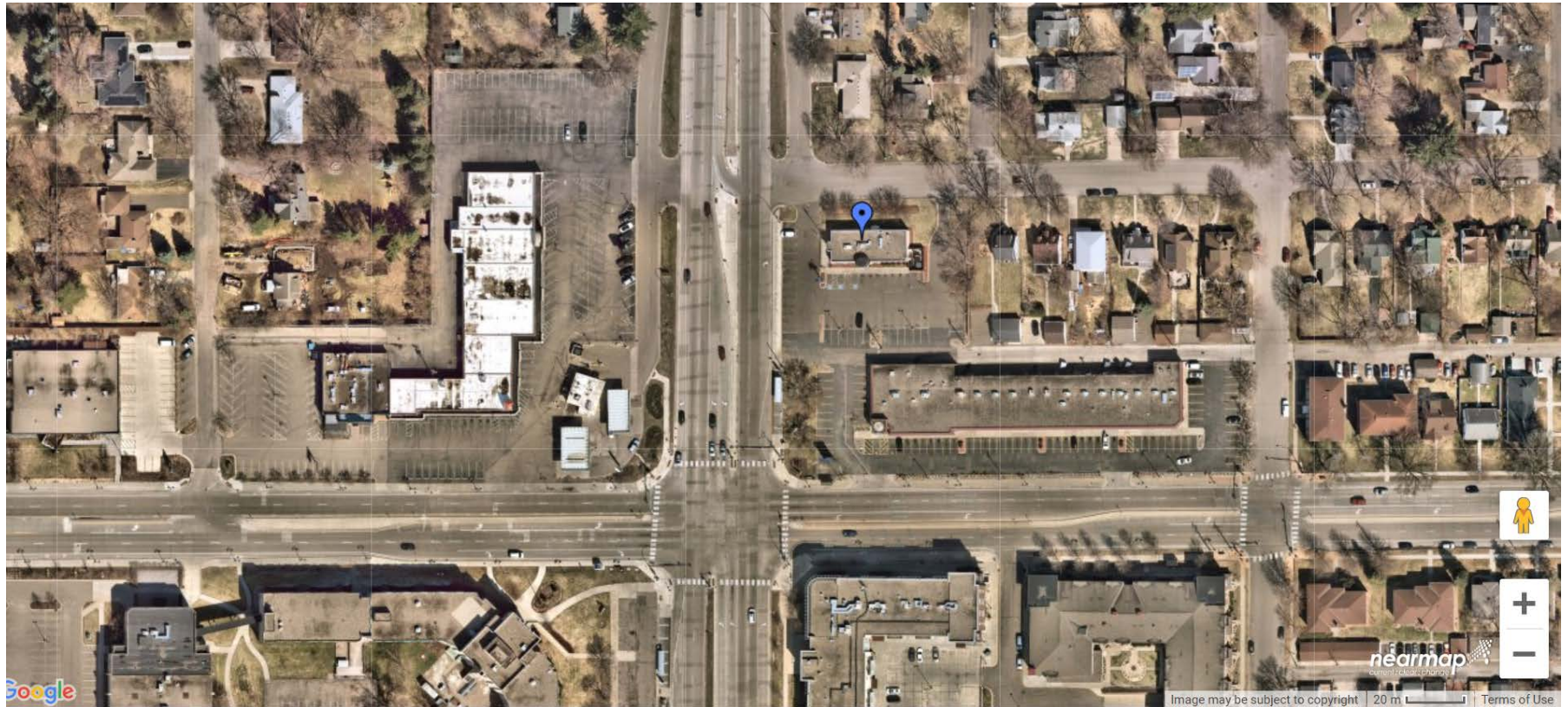
<b>Meeting Date</b>	May 6, 2020
<b>Agenda Item</b>	Policy D5
<b>Attachment</b>	N/A
<b>Submitted By</b>	Justin Markon, Community Development Coordinator

<b>Item</b>	Drive-Thru at Dino's Mediterranean Fresh
<b>Description</b>	<p>The owners of Dino's Mediterranean Fresh (1700 Snelling Avenue) recently approached City staff to discuss the possibility of operating their drive-through. This request was made in light of the coronavirus pandemic to expand the options for Dino's to serve customers, since their business has lost at least 75% of sales in the past few weeks and that social distancing may be part of society for a long time after the virus dissipates. A drive-through window exists on the north side of the building, which was installed when the property was redeveloped in 2003. The final Site Plan does not show a drive-through lane.</p> <p>In February 2006, the City Council passed an interim ordinance prohibiting permits for drive-through businesses. In September 2006, an Ordinance was approved that limited drive-thru to financial institutions and placed a number of conditions on their operation.</p> <p>To allow a drive-through at Dino's, a number of actions would have to be taken. This could include Ordinances amending City Code as well as variances for impervious lot coverage and drive-through design (depending on changes to City Code). At this time, a formal application has not been submitted.</p> <p>A summary of policies regarding drive-thru is provided below.</p> <p><u>Falcon Heights</u> Allowed only as an accessory use to financial institutions and limited to the B-2 zoning district</p> <p><u>Roseville</u> Conditional use in all business districts</p> <p><u>Little Canada</u> Conditional use in B-3 General Business District</p> <p><u>St. Anthony Village</u> Conditional use in General Commercial District</p>

	<p><u>Arden Hills</u> Conditional use in B-2, B-3, and B-4 business districts</p> <p><u>Shoreview</u> Conditional use in Retail Service and General Commercial Districts</p> <p><u>North St. Paul</u> Conditional use in Downtown Mixed-Use District, Permitted use in Traditional and Corridor Mixed-Use Districts (no standalone Business Districts)</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Site Map</li> </ul>
<b>Action(s) Requested</b>	Staff recommend a discussion on the possibility of City action that would allow for construction of a drive-through facility at Dino's.

Attachment - Dino's Site Map

Dino's is located at 1700 Snelling Ave, just north of the Snelling-Larpenteur intersection.



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**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 6, 2020
<b>Agenda Item</b>	Policy D6
<b>Attachment</b>	JPA Presentation
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	IT Updates - INET Joint Powers Agreement (JPA) Proposal
<b>Description</b>	<p>There has been on-going discussion around our shared IT services with the City of Roseville and the other governmental jurisdictions that are involved. There are currently about 34 Member Agencies and 9 Agencies receiving limited services. The member agencies currently all operate via one-to-one agreement with the City of Roseville.</p> <p>About eight years ago, the JPA structure was discussed, but ultimately failed because the member agencies felt they has more influence in an agreement with Roseville than as a member of a joint powers board.</p> <p>With the retirement of IT Manager Terrence (Terre) Heiser, and the resignation of Roseville Finance Director/IT Director who left for LOGIS has given the jurisdictions involved in I-NET an opportunity to explore IT services.</p>
<b>Budget Impact</b>	There will be an impact on the 2021 Budget, but the significance and impact will not be realized until there is an accurate count of agencies that would continue IT services with I-Net through a Joint Powers Agreement.
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Roseville Memo and Presentation</li> </ul>
<b>Action(s) Requested</b>	Staff is looking for direction on how to proceed.

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## Memo

**To:** Metro I-Net Members  
**cc:** Pete Bauer & Jason Swalley, Metro I-Net  
**From:** Patrick Trudgeon, Roseville City Manager  
**Date:** February 13, 2020  
**Re:** Metro I-Net Discussion Points

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Metro I-Net originally started as a collaboration between Roseville and Mounds View to share IT resources in 1999. Since that time, Metro I-Net has grown to 35 member organizations receiving full IT services and 9 associate members receiving limited IT services.

Not only has the number of Metro I-Net members grown, each member agency's needs have grown exponentially. Some examples in recent years include the deployment of laser fiche, remote computer access, electronic door access, wireless access points, as well as body cam support for law enforcement.

Currently, Metro I-Net is under organizational control of the Roseville City Manager and Roseville City Council. All Metro I-Net employees are actually Roseville employees and fall under Roseville personnel policy, its liability coverage, and compensation structure. The Roseville City Manager makes employment decisions for Metro I-Net including the hiring and termination of employees. The City of Roseville includes the \$3.5 million Metro I-Net budget as part of its city budget.

While this arrangement has worked for many years, the following issues is making it harder to keep Metro I-Net sustainable into the future:

- Roseville City Council concern about the amount of Metro I-Net staff and the added liability and carrying costs for that amount of employees
- Roseville City Council concern the use of space within City given other city department space needs
- The Roseville employee compensation plan lags behind the market for other local governments and especially with LOGIS, a joint powers entity that provides IT services to many local governments in the Twin Cities. LOGIS has recruited several Metro I-Net staff members over the past couple of years
- As a result of the Roseville compensation plan and organizational structure, it is not possible to create the necessary executive leadership to guide the large \$3.5 million Metro I-Net enterprise

- Finally, it should be noted that the Roseville City Council could at any time decide to no longer be the lead agency for Metro I-Net and as a result, breakup Metro I-Net and let members figure out how to best provide IT services for their organization. It should be pointed out that Roseville City Council **has not** discussed doing this, but it is always a potential concern in the future.

Having Metro I-Net as a joint powers entity does provide members more direct control over governance of Metro I-Net, including costs, personnel, and policies and takes away uncertainty of the future of Metro I-Net.

The highlights of the joint powers agreement, as currently contemplated, are as follows:

- The initial members of the JPA will be the current members of Metro I-Net
- JPA is planned to become effective on 1/1/2021
- Metro I-Net will be governed by a Board of Directors with each member having a Director and Alternate designated
- Metro I-Net board meetings subject to open meeting law
- Each member will have the number of votes equivalent to its share of the budget
- Members will not be allowed to vote if they are in default of their financial obligation or violation of IT security policies
- Metro I-Net board will meet at least four times (Jan., April, July, Oct.) annually
- Metro I-Net board will have officers elected to 3-year terms
- Metro I-Net board will have power take all action in establishing and managing the operations of Metro I-Net
- Metro I-Net board will enter into a contract with a member to serve as the fiscal and operations agent for the organization
- Metro I-Net board will hire an executive director who will be responsible for day-to-day operations
- The executive director will have broad authority to run the operations of Metro I-Net
- The executive director can be terminated by a 2/3 vote of the Metro I-Net board
- The Metro I-Net board will establish an executive committee consisting of the 4 board officers and the member serving as the fiscal agent
- The executive committee would meet on a more frequent basis and work on duties as assigned by the board such as the budget and administrative issues
- The JPA outlines the schedule for the creation and consideration of the annual budget.
- The JPA creates 3 different classes of charges
  - Class 1 – Annual personnel & other operating expenses
  - Class 2 - Capital charges for hardware and software
  - Class 3 – Necessary additional charges
- The JPA outlines procedures for members to withdraw from Metro I-Net
- JPA creates a Metro I-Net “Associate” which is an entity that is receiving a contractual service from Metro I-Net
- The JPA has no termination date but does outline procedures to dissolve the organization

The new organizational structure will increase the costs for each member. The exact costs have not been determined yet and is highly dependent on the number of members that join the JPA. If all current members remain as members of the JPA, it is estimated that each member, including Roseville, would see an increase of 5% over the 2020 cost.

At this point, Roseville is seeking a commitment by your governing board to enter into a Metro I-Net joint powers agreement, subject to final review and approval of the JPA document. This will allow us to proceed in completing the drafting of the JPA and have an assurance on the costs to create the new entity.

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# METRO I-NET MEMBER MEETING

February 13, 2020



# Metro I-Net Member Meeting

February 13, 2020

Welcome and Introductions

Update on Metro Cities Joint Powers Agreement

Next Steps

2020 Metro I-Net Work Plan

## Member Agencies

Arden Hills, Anoka, Birchwood Village, Coon Creek Watershed, Centennial Fire Department, Centennial Lakes Police Department, Circle Pines, Centerville, East Bethel, Falcon Heights, Forest Lake, Gem Lake, Ham Lake, Hugo, Lauderdale, Little Canada, Little Canada Fire Department, Lake Elmo, Lexington, Lake Johanna Fire Department, Lino Lakes, Mahtomedi, MN State Fair Police Department, Mounds View, Mississippi Watershed Management Organization, North Oaks, North St. Paul, Oakdale, Ramsey Washington Watershed District, Roseville, St. Anthony, St. Francis, Vadnais Heights, Vadnais Lake Watershed District, White Bear Township

## Agencies Receiving Limited Services

Blaine, Columbia Heights Police Department, Fridley, Maplewood, North Suburban Cable Commission, Ramsey County Library, Ramsey Washington Cable Commission, Spring Lake Park, White Bear Lake

## Why a joint powers entity?

- Metro I-Net has grown considerably since its creation
- The entire operation is under control of the City of Roseville
- Challenge for the Roseville City Council to take on additional employees, space, and liability
- Challenge in recruiting and retaining employees due to Roseville compensation plan due to LOGIS and other IT agencies
- City of Roseville could decide to no longer participate in Metro I-Net
- Members will have more of a say in governance, policies, and costs

## Status of Metro I-Net Joint Powers Agreement

- Sub-group of six members (Circle Pines, Maplewood, Mounds View, Mississippi Watershed, Roseville, and St. Anthony) met several times to lay out some a basic framework of a joint powers entity and agreement.
- Engaged Attorney Jim Strommen of Kennedy and Graven to assist in the joint powers framework and work on draft agreement
- Group reviewed and commented the drafts prepared by Attorney Strommen
- Before continuing working on draft JPA, group felt it was necessary to gather the members to provide an update and start securing commitments in moving forward with a JPA



## Framework of Metro I-Net Joint Powers Entity

- The initial members of the JPA will be the current members of Metro I-Net
  - JPA is planned to become effective on 1/1/2021
  - Still considering what the threshold of members will need to be to make JPA viable
- Metro I-Net will be governed by a Board of Directors with each member having a Director and Alternate designated
  - Metro I-Net board meetings subject to open meeting law
  - Each member will have the number of votes equivalent to its share of the budget

## Framework of Metro I-Net Joint Powers Entity

- Members will not be allowed to vote if they are in default of their financial obligation or violation of IT security policies
  - Metro I-Net board will meet at least four times (Jan., April, July, Oct.) annually
  - Metro I-Net board will have officers elected to 3-year terms
- Metro I-Net board will have power take all action in establishing and managing the operations of Metro I-Net  
(See Article VI of draft JPA)

## Framework of Metro I-Net Joint Powers Entity

- Metro I-Net board will enter into a contract with a member to serve as the fiscal and operations agent for the organization
- Metro I-Net board will hire an executive director who will be responsible for day-to-day operations
- The executive director will have broad authority to run the operations of Metro I-Net
- The executive director can be terminated by a 2/3 vote of the Metro I-Net board

## Framework of Metro I-Net Joint Powers Entity

- The Metro I-Net board will establish an executive committee consisting of the 4 board officers and the member serving as the fiscal agent
- The executive committee would meet on a more frequent basis and work on duties as assigned by the board such as the budget and administrative issues
- The JPA outlines the schedule for the creation and consideration of the annual budget.
- The JPA creates 3 different classes of charges
  - Class 1 – Annual personnel & other operating expenses
  - Class 2 - Capital charges for hardware and software
  - Class 3 – Necessary additional charges

## Framework of Metro I-Net Joint Powers Entity

- The JPA outlines procedures for members to withdraw from Metro I-Net
- JPA creates a Metro I-Net “Associate” which is an entity that is receiving a contractual service from Metro I-Net
- The JPA has no termination date but does outline procedures to dissolve the organization.

## Cost impacts

- We have estimated an additional \$175,000 annually for overhead with the operation the joint powers Metro I-Net
  - With the assumption that we have 100% of the members as part of the JPA, this represents a 5% increase for each member over what you are paying in 2020
- However, with less than 100% of the members being part of the JPA, the costs will rise more dramatically.

# Metro I-Net Member Meeting

February 13, 2020

## Cost impacts

- If we have only members that join in the JPA that represent 80% of the 2020 budget, it will equal a 31% increase for the remaining members

AID	AGENCY ID NAME	Annual Personnel Charge	Annual Operating Charge	Hardware Capital Charge	Software Capital Charge	2020 TOTAL	% of Budget	JPA Overhead	100% Funded with Overhead 5% Increase		90% Funded with Overhead 17% Increase		80% Funded with Overhead 31% Increase		75% Funded with Overhead 40% Increase	
									Increase	Total Annual	Increase	Total Annual	Increase	Total Annual	Increase	Total Annual
		\$2,567,673	\$ 501,336	\$205,313	\$225,646	\$3,499,968		\$175,000								
<a href="#">AH</a>	Arden Hills	\$ 50,505	\$ 11,147	\$ 4,695	\$ 3,994	\$ 70,342	2.0%	\$ 3,517	\$ 3,517	\$ 73,859	\$ 11,724	\$ 82,066	\$ 21,982	\$ 92,324	\$ 28,137	\$ 98,479
<a href="#">ANO</a>	Anoka	\$ 232,137	\$ 32,599	\$ 18,002	\$ 15,024	\$ 297,760	8.5%	\$ 14,888	\$ 14,888	\$ 312,649	\$ 49,627	\$ 347,387	\$ 93,050	\$ 390,811	\$ 119,104	\$ 416,865
<a href="#">BLN</a>	Blaine	\$ 13,774	\$ 10,451	\$ 1,031	\$ 3,979	\$ 29,235	0.8%	\$ 1,462	\$ 1,462	\$ 30,697	\$ 4,873	\$ 34,108	\$ 9,136	\$ 38,371	\$ 11,694	\$ 40,929
<a href="#">BV</a>	Birchwood Village	\$ 5,131	\$ 757	\$ 422	\$ 645	\$ 6,956	0.2%	\$ 348	\$ 348	\$ 7,304	\$ 1,159	\$ 8,115	\$ 2,174	\$ 9,129	\$ 2,782	\$ 9,738
<a href="#">CCW</a>	Coon Creek Watershed	\$ 29,509	\$ 1,602	\$ 1,382	\$ 1,572	\$ 34,066	1.0%	\$ 1,703	\$ 1,703	\$ 35,769	\$ 5,678	\$ 39,743	\$ 10,646	\$ 44,711	\$ 13,626	\$ 47,692
<a href="#">CFD</a>	Centennial Fire	\$ 10,581	\$ 1,480	\$ 963	\$ 1,332	\$ 14,357	0.4%	\$ 718	\$ 718	\$ 15,075	\$ 2,393	\$ 16,749	\$ 4,486	\$ 18,843	\$ 5,743	\$ 20,099
<a href="#">CH</a>	Columbia Heights Police	\$ 2,915	\$ 423	\$ 79	\$ 726	\$ 4,143	0.1%	\$ 207	\$ 207	\$ 4,350	\$ 691	\$ 4,834	\$ 1,295	\$ 5,438	\$ 1,657	\$ 5,800
<a href="#">CLPD</a>	Centennial Lakes Police	\$ 37,151	\$ 4,280	\$ 1,653	\$ 2,702	\$ 45,786	1.3%	\$ 2,289	\$ 2,289	\$ 48,075	\$ 7,631	\$ 53,417	\$ 14,308	\$ 60,094	\$ 18,314	\$ 64,100
<a href="#">CP</a>	Circle Pines	\$ 32,598	\$ 8,307	\$ 2,711	\$ 2,990	\$ 46,605	1.3%	\$ 2,330	\$ 2,330	\$ 48,936	\$ 7,768	\$ 54,373	\$ 14,564	\$ 61,170	\$ 18,642	\$ 65,248
<a href="#">CV</a>	Centerville	\$ 17,973	\$ 3,098	\$ 1,498	\$ 1,579	\$ 24,148	0.7%	\$ 1,207	\$ 1,207	\$ 25,356	\$ 4,025	\$ 28,173	\$ 7,546	\$ 31,695	\$ 9,659	\$ 33,808
<a href="#">EB</a>	East Bethel	\$ 39,774	\$ 5,625	\$ 1,817	\$ 3,077	\$ 50,294	1.4%	\$ 2,515	\$ 2,515	\$ 52,808	\$ 8,382	\$ 58,676	\$ 15,717	\$ 66,010	\$ 20,117	\$ 70,411
<a href="#">FH</a>	Falcon Heights	\$ 29,343	\$ 10,315	\$ 2,225	\$ 2,438	\$ 44,321	1.3%	\$ 2,216	\$ 2,216	\$ 46,537	\$ 7,387	\$ 51,708	\$ 13,850	\$ 58,172	\$ 17,728	\$ 62,050
<a href="#">FL</a>	Forest Lake	\$ 106,622	\$ 19,595	\$ 7,878	\$ 7,545	\$ 141,641	4.0%	\$ 7,082	\$ 7,082	\$ 148,723	\$ 23,607	\$ 165,247	\$ 44,263	\$ 185,903	\$ 56,656	\$ 198,297

## Importance of Commitment to Metro I-Net JPA

- We need to know if your organization will be joining the Metro I-Net JPA in the very near future in order to properly prepare a budget, continue working on the governance documents, and plan for the transition
- Request that you get a commitment from your governing policy board to plan on entering into a joint powers agreement given the framework and costs outlined today subject to final review and approval of the joint powers agreement



## Importance of Commitment to Metro I-Net JPA

- Approval of the actual JPA will need to come at a later date since we cannot finalize it until we have an understanding on who will participate in Metro I-Net moving forward.
- If you or your governing board would like to look at other options for IT services in order to compare, urge you to begin that process now

# Metro I-Net Member Meeting

February 13, 2020

## Information to help you discuss the Metro I-Net JPA with your policy board

- Will provide a fact sheet outlining the rationale and reasons for a JPA
  - Will provide a listing of services you are receiving (along with definitions on what they are) and the costs for each service
  - Will provide you an estimate of the costs to participate in the JPA
- It should be noted that leaving Metro I-Net will put a greater burden on your organization to manage your data, hardware, software, and user support even if you contract with a third-party to manage those items

## 2020 Work Plan

- Century Link migration/  
phone system
  - Arbitrator expansion
  - Antivirus replacement
  - Two Factor Authentication  
for web email
  - Zayo equipment refresh
- IT Security Audit
  - Streamlining asset  
management
  - Automating software  
deployment
  - Window 7 computer  
replacements

	2020 Budget	\$ 3,320,704	Budget Share	RoundUp	Votes
AH	Arden Hills	\$ 70,342	2.12%	3.00%	3
ANO	Anoka	\$ 297,760	8.97%	9.00%	9
BV	Birchwood Village	\$ 6,956	0.21%	1.00%	1
CCW	Coon Creek Watershed	\$ 34,066	1.03%	2.00%	2
CFD	Centennial Fire	\$ 14,357	0.43%	1.00%	1
CLPD	Centennial Lakes Police	\$ 45,786	1.38%	2.00%	2
CP	Circle Pines	\$ 46,605	1.40%	2.00%	2
CV	Centerville	\$ 24,148	0.73%	1.00%	1
EB	East Bethel	\$ 50,294	1.51%	2.00%	2
FH	Falcon Heights	\$ 44,321	1.33%	2.00%	2
FL	Forest Lake	\$ 141,641	4.27%	5.00%	5
GL	Gem Lake	\$ 4,845	0.15%	1.00%	1
HL	Ham Lake	\$ 52,056	1.57%	2.00%	2
HUGO	Hugo	\$ 73,563	2.22%	3.00%	3
LAU	Lauderdale	\$ 17,865	0.54%	1.00%	1
LC	Little Canada	\$ 56,744	1.71%	2.00%	2
LCFD	Little Canada Fire	\$ 12,025	0.36%	1.00%	1
LE	Lake Elmo	\$ 80,320	2.42%	3.00%	3
LEX	Lexington	\$ 24,721	0.74%	1.00%	1
LJFD	Lake Johanna Fire	\$ 34,772	1.05%	2.00%	2
LL	Lino Lakes	\$ 204,058	6.15%	7.00%	7
MAH	Mahtomedi	\$ 67,081	2.02%	3.00%	3
MV	Mounds View	\$ 141,720	4.27%	5.00%	5
MW	Maplewood	\$ 74,765	2.25%	3.00%	3
MWMO	Mississippi Watershed	\$ 47,087	1.42%	2.00%	2
NO	North Oaks	\$ 18,359	0.55%	1.00%	1
NSP	North St. Paul	\$ 222,965	6.71%	7.00%	7
OAK	Oakdale	\$ 260,576	7.85%	8.00%	8
RV	Roseville	\$ 633,636	19.08%	20.00%	20
RW	RWMWD	\$ 49,941	1.50%	2.00%	2
SA	Saint Anthony	\$ 167,380	5.04%	6.00%	6
STF	Saint Francis	\$ 123,412	3.72%	4.00%	4
VH	Vadnais Heights	\$ 111,785	3.37%	4.00%	4
VLM	Vadnais Lakes Watershed	\$ 11,502	0.35%	1.00%	1
WBT	White Bear Twp	\$ 53,249	1.60%	2.00%	2

Total 121  
 Needed to Pass 61

AID	AGENCY ID NAME	Monthly Personnel Charge	Monthly Operating Charge	Monthly Hardware Capital Charge	Monthly Software Capital Charge	Total Monthly Charge	TOTAL ANNUAL
AH	Arden Hills	\$ 4,209	\$ 929	\$ 391	\$ 333	\$ 5,862	\$ 70,342
ANO	Anoka	\$ 19,345	\$ 2,717	\$ 1,500	\$ 1,252	\$ 24,813	\$ 297,760
BLN	Blaine	\$ 1,148	\$ 871	\$ 86	\$ 332	\$ 2,436	\$ 29,235
BV	Birchwood Village	\$ 428	\$ 63	\$ 35	\$ 54	\$ 580	\$ 6,956
CCW	Coon Creek Watershed	\$ 2,459	\$ 134	\$ 115	\$ 131	\$ 2,839	\$ 34,066
CFD	Centennial Fire	\$ 882	\$ 123	\$ 80	\$ 111	\$ 1,196	\$ 14,357
CH	Columbia Heights Police	\$ 243	\$ 35	\$ 7	\$ 60	\$ 345	\$ 4,143
CLPD	Centennial Lakes Police	\$ 3,096	\$ 357	\$ 138	\$ 225	\$ 3,816	\$ 45,786
CP	Circle Pines	\$ 2,716	\$ 692	\$ 226	\$ 249	\$ 3,884	\$ 46,605
CV	Centerville	\$ 1,498	\$ 258	\$ 125	\$ 132	\$ 2,012	\$ 24,148
EB	East Bethel	\$ 3,315	\$ 469	\$ 151	\$ 256	\$ 4,191	\$ 50,294
FH	Falcon Heights	\$ 2,445	\$ 860	\$ 185	\$ 203	\$ 3,693	\$ 44,321
FL	Forest Lake	\$ 8,885	\$ 1,633	\$ 657	\$ 629	\$ 11,803	\$ 141,641
FRD	Fridley	\$ 1,284	\$ 918	\$ 213	\$ 884	\$ 3,299	\$ 39,586
GL	Gem Lake	\$ 300	\$ 70	\$ 15	\$ 18	\$ 404	\$ 4,845
HL	Ham Lake	\$ 3,294	\$ 548	\$ 261	\$ 235	\$ 4,338	\$ 52,056
HUGO	Hugo	\$ 4,665	\$ 866	\$ 326	\$ 273	\$ 6,130	\$ 73,563
JLEC	Anoka JLEC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LAU	Lauderdale	\$ 1,127	\$ 168	\$ 83	\$ 110	\$ 1,489	\$ 17,865
LC	Little Canada	\$ 2,950	\$ 1,173	\$ 241	\$ 364	\$ 4,729	\$ 56,744
LCFD	Little Canada Fire	\$ 742	\$ 127	\$ 59	\$ 75	\$ 1,002	\$ 12,025
LE	Lake Elmo	\$ 5,273	\$ 766	\$ 330	\$ 323	\$ 6,693	\$ 80,320
LEX	Lexington	\$ 1,623	\$ 204	\$ 110	\$ 123	\$ 2,060	\$ 24,721
LJFD	Lake Johanna Fire	\$ 2,483	\$ 190	\$ 75	\$ 149	\$ 2,898	\$ 34,772
LL	Lino Lakes	\$ 12,831	\$ 2,020	\$ 1,095	\$ 1,059	\$ 17,005	\$ 204,058
MAH	Mahtomedi	\$ 4,297	\$ 695	\$ 285	\$ 313	\$ 5,590	\$ 67,081
MSFPD	MN State Fair Police	\$ 1,530	\$ 276	\$ 100	\$ 53	\$ 1,959	\$ 23,510
MV	Mounds View	\$ 8,804	\$ 1,426	\$ 726	\$ 854	\$ 11,810	\$ 141,720
MW	Maplewood	\$ 2,520	\$ 890	\$ 1,395	\$ 1,425	\$ 6,230	\$ 74,765
MWMO	Mississippi Watershed	\$ 2,960	\$ 405	\$ 352	\$ 207	\$ 3,924	\$ 47,087
NO	North Oaks	\$ 1,129	\$ 196	\$ 84	\$ 121	\$ 1,530	\$ 18,359
NSAC	North Suburban Cable	\$ 1,420	\$ 1,129	\$ 128	\$ 292	\$ 2,968	\$ 35,619
NSP	North St. Paul	\$ 13,925	\$ 2,316	\$ 967	\$ 1,373	\$ 18,580	\$ 222,965
OAK	Oakdale	\$ 17,906	\$ 2,102	\$ 1,116	\$ 590	\$ 21,715	\$ 260,576
RCL	Ramsey County Library	\$ 365	\$ 729	\$ 66	\$ 139	\$ 1,299	\$ 15,585
RCS	Ramsey County Sheriff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RV	Roseville	\$ 38,221	\$ 8,886	\$ 2,970	\$ 2,726	\$ 52,803	\$ 633,636
RW	RWMWD	\$ 2,800	\$ 989	\$ 180	\$ 194	\$ 4,162	\$ 49,941
SA	Saint Anthony	\$ 10,106	\$ 1,951	\$ 880	\$ 1,012	\$ 13,948	\$ 167,380
SCC	Ramsey-Washington Cable	\$ 447	\$ 661	\$ 80	\$ 211	\$ 1,398	\$ 16,779
SLP	Spring Lake Park Police	\$ 135	\$ 22	\$ 4	\$ 33	\$ 194	\$ 2,331
STF	Saint Francis	\$ 8,057	\$ 1,071	\$ 468	\$ 688	\$ 10,284	\$ 123,412
VH	Vadnais Heights	\$ 7,170	\$ 1,147	\$ 480	\$ 518	\$ 9,315	\$ 111,785
VLM	Vadnais Lakes Watershed	\$ 861	\$ 68	\$ 22	\$ 8	\$ 959	\$ 11,502
WBL	White Bear Lake	\$ 731	\$ 91	\$ 57	\$ 161	\$ 1,040	\$ 12,475
WBT	White Bear Twp	\$ 3,347	\$ 540	\$ 247	\$ 304	\$ 4,437	\$ 53,249
Total Monthly		\$ 213,973	\$ 41,778	\$ 17,109	\$ 18,804	\$ 291,664	
Total Annual		\$ 2,567,673	\$ 501,336	\$ 205,313	\$ 225,646	\$ 3,499,968	





***The City That Soars!***

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 6, 2020
<b>Agenda Item</b>	Policy D7
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Election Notice
<b>Description</b>	<p>The City continues to explore different communication methods to use and also to determine what to communicate to our residents that they feel is important. The request is to mail postcards to all residents of the upcoming presidential election.</p> <p>A city-wide mailing of a postcard would cost approximately \$1,500. This includes \$500 for printing and \$1,000 for mailing. We have used a new printing company for our newsletters and recent Census reminder postcard. These materials are mailed using the U.S. Poster Service’s Every Door Direct Mail function, which allows bulk mailings at a cheaper per-unit cost. EDDM covers all residences (including apartments) and business in a specified area. Our recent mailings have covered 4,100 units, with some overlap into St. Paul and Roseville because EDDM is zip code based, without regard to city boundaries.</p>
<b>Budget Impact</b>	A city-wide mailing of a postcard would cost approximately \$1,500.
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff is looking for direction on how to proceed.



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## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 6, 2020
<b>Agenda Item</b>	Policy D8
<b>Attachment</b>	N/A
<b>Submitted By</b>	Sack Thongvanh, City Administrator

<b>Item</b>	Resolution Outlawing Hate Speech-Acts
<b>Description</b>	<p>The City of Falcon Heights is committed to cultivating a caring community and continues to value diversity. We the City, pride ourselves in our increasingly diverse population and value each and every one that lives in our community, but also the residents of the surrounding communities.</p> <p>The resolution is intended to highlight our commitment with the main points:</p> <ol style="list-style-type: none"> <li>I. Affirm its commitment to denouncing all hate motivated actions and speech.</li> <li>II. Reaffirm its commitment to fostering a safe and welcoming community for all of its residents and visitors.</li> <li>III. Asserts its adherence to practices of human decency and respect in all conduct and interactions within the city's limits.</li> </ol>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Draft Proposed Resolution Outlawing Hate Speech-Acts</li> </ul>
<b>Action(s) Requested</b>	The Community Engagement Commission is looking for feedback and how to proceed.

**Resolution NO. xxx**

**City of Falcon Heights  
Ramsey County Minnesota**

**A Resolution Outlawing Hate Speech-Acts**

**Whereas,** the guiding principle of Falcon Heights as outlined by the 2040 Comprehensive Plan and the city's 2019 Strategic Plan is to cultivate a caring community; and

**Whereas,** Falcon Heights prides itself on its increasingly diverse population which includes ~26% people of color as of 2017; and

**Whereas,** ~18% of Falcon Heights residents were born outside of the US; and

**Whereas,** the incidence of hate motivated speech and crime has increased over the last few years; and

**Whereas,** valuable members of our community, including women, racial minorities, people with disabilities, and religious minorities are the target of most hate crimes; and

**Whereas,** it is in the best interest of the city to protect all of its residents against hateful actions and speech;

**Now, Therefore, Be it Resolved** that the City of Falcon Heights hereby (i) affirm its commitment to denouncing all hate motivated actions and speech (ii) reaffirm its commitment to fostering a safe and welcoming community for all of its residents and visitors (iii) asserts its adherence to practices of human decency and respect in all conduct and interactions within the city's limits.

Sources:

Falcon Heights MN, Data USA. <https://datausa.io/profile/geo/falcon-heights-mn>

MN Attorney General Moves to Combat Hate crimes After Statewide Tour. <http://www.startribune.com/attorney-general-moves-to-combat-hate-crimes-after-statewide-tour/564580422/?refresh=true>

MN Department of Human Rights, Report to the Legislature. <https://mn.gov/mdhr/news-community/reports/legislative-report.jsp>



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	May 6, 2020
<b>Agenda Item</b>	Policy D9
<b>Attachment</b>	N/A
<b>Submitted By</b>	Justin Markon, Community Development Coordinator

<b>Item</b>	Sanctuary City status
<b>Description</b>	<p>Recently, a council member requested that the City Council discuss the possibility of Falcon Heights adopting a sanctuary city status. This topic was also mentioned by the former mayor in late 2018, but it was not adopted as it was determined that Ramsey County did not have policies to coordinate with U.S. Immigration and Customs Enforcement (ICE).</p> <p>While the term sanctuary city (or county/state) does not have a formal definition, it revolves around how local jurisdictions cooperate with immigration enforcement. Actions that would be limited cooperation include not asking about immigration status, not deputizing local law enforcement as ICE agents, not giving ICE advance notice when immigrants are released from jail, and not detaining people for extra time so that ICE can get them (called a “detainer request” or “immigration hold”).</p> <p>Currently, Minneapolis and St. Paul consider themselves a Welcoming City by affirming their commitment to protecting undocumented immigrants and prohibiting city employees, including police, from asking people about immigration status. Both Hennepin and Ramsey Counties do not participate in immigration holds.</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommend a discussion on the possibility of designating Falcon Heights as a sanctuary city.