

## **Falcon Heights City Council Workshop**

**City Hall  
2077 W Larpenteur Ave.  
6:30 p.m.**

**AGENDA  
Wednesday, June 1, 2011**

- 1) 2011-2012 City Council Goals Discussion**
- 2) 2012-2013 Police Contract Discussion**

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.



***The City That Soars!***

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 1, 2011
<b>Agenda Item</b>	Workshop 1
<b>Attachment</b>	2010-11 City Council Goals
<b>Submitted By</b>	Justin Miller, City Administrator

<b>Item</b>	2011-12 City Council Goals Discussion
<b>Description</b>	<p>Each year, usually during June or July, the Falcon Heights City Council establishes their goals for the upcoming year. This process is done during the summer so that staff can incorporate any financial needs associated with those goals into the preliminary levy, which must be set by September 15<sup>th</sup> of each year.</p> <p>Attached to this report are the 2010-11 goals as well as an update on their status.</p>
<b>Budget Impact</b>	Dependent on goals identified by the city council
<b>Attachment(s)</b>	2010-11 City Council Goals
<b>Action(s) Requested</b>	Staff will collect suggestions by the city council and present them for formal approval at the June 8 <sup>th</sup> city council meeting.

# City of Falcon Heights

## 2010-11 Goals

**Purpose: To sustain this community as a great place to live, work and visit.**

Goal 1: To protect the public health and safety

Strategy 1: Provide public safety services to citizens.	
Action Items	Status Red=not compete, Blue=in progress, Green=completed or ongoing
Provide a responsive, visible, police service utilizing community oriented policing model	2009 report can be found here: <a href="http://archive.ci.falcon-heights.mn.us/archive_main/SAPD_AnnualReport2009.pdf">http://archive.ci.falcon-heights.mn.us/archive_main/SAPD_AnnualReport2009.pdf</a>
Provide a responsive, well-trained fire service	Each firefighter averages 100 hours training per year
Practice the emergency management plan	Council/CERT exercise held 2/3/11
Continue to offer training to prepare volunteers to assist with disaster response	CERT classes held on March 24 <sup>th</sup> Refresher courses scheduled for fall 2010
Maintain Community Emergency Response Teams (CERT) throughout the city	Grant money secured to conduct CERT classes through 2013
Work with other cities, agencies and institutions in Ramsey County to practice and implement a county-wide emergency management inventory and plan	Emergency Manager participates in monthly county-wide meetings, exercises
Continue to use St. Paul for ambulance service	Ongoing
Participate in the North Suburban Haz Mat Team	Ongoing
Develop a bicycle safety program	Held May 7, 2011
Conduct proactive neighborhood crime prevention meetings as needed, including outreach to Falcon Heights Elementary, group homes and senior housing buildings.	Crime prevention meetings held during October at Falcon Heights Town Square and Senior Apartments
Promote services provided by SAPD such as premise checks, vacation checks and car seat safety/installations	Ongoing Car seat installation clinic held May 7, 2011
Monitor and evaluate rental licensing program	28 licenses issued in 2009 33 licenses issued in 2010 2011 inspections in process
Adopt dangerous dog ordinance and response plan	Ordinance approved 9/22/10

Strategy 2: Participate in initiatives designed to prevent crime and the need for emergency responses.
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Action Items	Status
Promptly remove graffiti from public buildings and provide removal materials for city businesses	Six reported cases as of 4/1/11 Removed within five days
Expand opportunities for using technology to improve crime watch notification	Implemented Nixle notification system in 2009
Communicate regularly with residents about Homeland Security and the emergency management plan	Seven crime alerts distributed between 7/1/10 - 5/20/11
Support the work of the Neighborhood Commission and Neighborhood Liaisons	Ongoing recruitment of commission members needed
Use traffic-calming tools including the speed monitoring trailer and warning signs	Five deployments as of 12/16/10 Will deploy spring 2011
Take steps to prevent hate crimes through the activities of the Human Rights Commission	No reported cases in 2010

Strategy 3: Participate in early intervention programs with juveniles.	
Action Items	Status
Support Northwest Youth and Family Services (NYFS)	Annual contribution (per joint powers agreement) budgeted
Continue referrals to NYFS through facilitating connections between NYFS and SAPD	Ongoing

Strategy 4: Protect the public health	
Action Item	Status
Participate in Ramsey County public health emergency exercises	Volunteer requests sent to CERT team members as needed
Publicize mosquito control measures, including free tire pick-up by Metropolitan Mosquito Patrol, utilizing city council meetings and other publication methods.	Will include in summer publications
Continue education about preparing for pandemic flu in this community	More educational materials need to be distributed
Distribute free gun locks	Supply of 75 gunlocks delivered to city hall in April 2010 - all have been distributed

Goal 2: To sustain and promote the assets of the city's unique neighborhoods and tax base including commercial, residential and open space uses for present and future generations.

Strategy 1: Maintain and enhance the neighborhood and community parks with updated facilities, recreation and community services	
Action Items	Status

Maintain community landscaping and investigate additional options, with an emphasis on native plant varieties	Project completed
Maintain a sound maintenance program for public facilities	Ongoing
Focus on the quality, appearance, and longevity of public improvements	Ongoing
Research opportunities for enhancing recreational resources at Falcon Heights Elementary School	Ongoing
Support and continue to promote an Adopt-A-Park program	Curtiss Field and Grove Park clean up programs occurred in October
Implement the Parks and Recreation Master Plan	Plan sections need to be assembled into master document

Strategy 2: Work with businesses and homeowners to maintain a functional and desirable business and residential environment.	
Action Items	Status
Continue to review and communicate city code requirements to business and commercial property owners	Materials in newsletters and Falcon Flyer
Maintain the desirability of neighborhoods through education and code enforcement	Ongoing
Use non-profit organizations such as NYFS	Ongoing
Communicate community standards through photos and code information on the website	Ongoing
Publicize Falcon Heights businesses when appropriate	Ongoing

Strategy 3: Maintain the City's infrastructure.	
Action Items	Status
Maintain and increase the pathways	Fairview Trail on schedule for 2011 construction
Maintain the sanitary sewers and storm sewers	Complete sanitary system cleaned in 2010 Storm inlets repaired as needed
Continue with a boulevard tree program for replacement, maintenance and expansion	55 ash trees removed in 2010 Replacement trees planted 38 ash trees removed in 2011 Replacement trees will be planting in May 2011
Publicize the resources available through the Housing Resource Center	Ongoing
Maintain streets and alleys in accordance with the Pavement Management Plan	Streets east of Snelling sealcoated during summer 2010

Sponsor buckthorn removal day with University Grove neighborhood and Lauderdale	4000 pounds of buckthorn removed in October in Grove Park and Trolley Path area
Review urban forestry programs in response to threats such as Emerald Ash Borer and continue to seek creative financing options to maximize city and resident resources	Plan reviewed by city council – no changes recommended
Approach the University of Minnesota about providing pedestrian opportunities for residents through research fields.	Initial meeting held with experiment station staff – no desire at this time to extend trails through fields

Strategy 4: Protect and enhance the physical land use characteristics of the community.	
Action Items	Status
Regularly review and update zoning code as necessary	Zoning code updated by city council 9/8/10
Participate in planning discussions, and get the required planning expertise if needed to assure that University of Minnesota and State Fair land uses and future inter-government decisions do not negatively impact the City's neighborhoods	As needed
Expand the use of the GIS system for land use planning and maintaining information on the city's land use and facilities	P&Z Director attends trainings and monthly user group meetings, keeps data current with county sources and participates in Metro GIS efforts. City supports free on-line mapping service for residents.
Support environmental education programs and activities	GreenStep Cities in progress, received report from U of MN Law Students on Municipal Renewable Energy Financing Options

Strategy 5: Pursue community and economic development opportunities and business retention activities.	
Action Items	Status
Be well informed with the necessary planning, engineering, financial and legal expertise when making land use decisions	As needed
Offer local businesses opportunities to be included in new resident welcome packets and community activities	Annual park and recreation solicitation mailed out
Support redevelopment projects to allow for maximizing property tax generating opportunities	Approved redevelopment of Cornerstone Construction site into apartments, no activity yet

	SPIRE Credit Union/dental company CUP approved
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Strategy 6: Expand pedestrian and bicycle opportunities.	
Action Items	Status
Be an active partner in the Active Living Ramsey County! (ALRC) initiative	Ongoing
Complete North Suburban Connector trail project	Fairview Trail on schedule for 2011 construction
Participate in the 1000 Benches of Ramsey County program	Will be part of Fairview Trail/Larpenteur Streetscape projects
Complete Larpenteur Avenue Streetscape project	Project completed

Strategy 7: Promote the unique assets of Falcon Heights.	
Action Items	Status
Distribute the "Fun Facts About Falcon Heights Flyer"	Not yet completed
Develop city publications in alternate languages	Grant received to complete in 2011
Promote the unique resources of the University of Minnesota St. Paul Campus	Ongoing

Goal 3: To expand opportunities for the interaction and involvement of citizens of all ages in their neighborhoods and community.

Strategy 1: Promote and participate in youth development.	
Action Items	Status
Continue the Junior Leaders program	Six Junior Leaders hired in 2011
Include youth as commission members by contacting RAMS and RAHS	Youth currently on human rights and environment commissions
Include youth in city meetings, trainings and courses	Ongoing
Informally interact with youth when the opportunity arises	Ongoing
Speak about local government at schools or youth related functions	4 <sup>th</sup> Grade class held at city hall - Mayor Lindstrom spoke about diversity in the city
Recognize youth achievement at City Council meetings, in the newsletter, and through the Neil Kwong Youth Citizenship Awards, and the North Suburban Gavel Association	Two youth recognized in March with Neal Kwong Award
Promote awareness of the Cable Commission scholarships and internships	Presentation made at winter city council meeting

Encourage student participation in City Council Meetings	Youth who attend, such as scouts, are asked to introduce themselves
Participate in the Kids Voting Program at precincts one and two through the Roseville Rotary Club	Both precincts held Kids Voting during general election
Conduct a council meeting with students	4 <sup>th</sup> Grade class held at city hall – Mayor Lindstrom spoke about diversity in the city

Strategy 2: Host community/neighborhood events and activities	
Action Items	Status
Sponsor Annual Ice Cream Social	Held 7/29/10
Sponsor Winterfest	Held 1/30/11
Sponsor the Falcon Heights/Lauderdale 5K Fun Run	Held 8/21/10
Encourage neighborhood gatherings	Ongoing
Support the Neighborhood Block Parties and <u>Night to Unite</u> activities	Night to Unite held August 3rd
Support the Fire Department/Public Safety Open House	Held 10/2/10
Encourage volunteers to be involved in community planning activities	Effort begun to find Garden Club volunteers
Hold an annual food drive in conjunction with Falcon Heights Elementary School and other community partners	Annual event, also sponsoring “Adopt-A-Crop” campaign
Review and explore existing and additional city sponsored events	Movie in the Park planned for July 13
Review city ordinance prohibiting retail activity in city parks	Workshop held March 2, 2011 to discuss – no changes recommended

Strategy 3: Explore, create and provide an array of recreation programming.	
Action Item	Status
Provide recreation programming for all age groups	408 participants in 2009 502 participants in 2010
Provide referrals for alternate programming	Ongoing
Manage recreation programming on a seasonal basis	Ongoing
Provide space for and promote the Falconeers Senior program	Meet twice monthly in city council chambers
Promote recreation scholarships and the Friends of the Park program	Ten scholarships given in 2010 Four given through 5/20/11
Investigate “splash pad” concept at Community Park	Not yet completed
Support and publicize cross country skiing opportunities	U of MN Nordic Ski Club grooming trails



at Les Bolstad Golf Course	
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Strategy 4: Encourage citizens to participate in city government.	
Action Items	Status
Promote resident participation	Ongoing
Promote, recruit, and publicize citizen participation in city council meetings, city commissions and task forces	Ongoing - members needed for neighborhood commission
Develop volunteer programs to supplement city services	Effort begun to find Garden Club volunteers

Strategy 5: Build stronger community and neighborhood connections.	
Action Items	Status
Distribute the "Welcome to Falcon Heights" booklet	New booklets given to apartment complexes
Support and promote the Neighborhood Liaison Program	Ongoing
Use conflict resolution resources for neighbors to use in resolving neighborhood conflicts	No referrals as of 5/20/11
Produce three newsletters per year	Spring newsletter mailed in March 2011
Distribute monthly Falcon Flyer and post to city website	Suspended due to delivery cost issues
Support and expand the city's website	Ongoing
Promote and support the AARP Tax Assistance Program	192 returns prepared by AARP volunteers
Continue implementation of "Aging-In-Place" in the City, including promotion of services such as NYFS senior chore program, meals on wheels, and block nurse programs.	Ongoing

Strategy 6: Maintain and promote our commitment to human rights and diversity.	
Action Items	Status
Promote diversity on our commissions	Ongoing
Support the work of the Falcon Heights Human Rights Commission	Ongoing
Promote outreach to the community's youth in relation to human rights topics	"Spring Together" event held 5/5/11

Goal 4: To provide a responsive and effective city government.

Strategy 1: Communicate promptly and clearly with citizens, business owners and institutional representatives by anticipating information needs and quickly responding to questions.	
Action Items	Status

Provide a photo of new staff members and a description of jobs in the newsletter	New employee's photos and bios in city newsletters
Publish a summary of the goals in the City's newsletter and on the website	Dashboard (this document) to be published on website
Educate residents about the property tax	Completed during budget process
Hold a budget hearing annually	Held December 8, 2010
Develop dashboard/monitoring process for city goals	Completed

Strategy 2: Maintain collaborative relationships with other entities.	
Action Items	Status
Participate in the U of M Campus/Community Advisory Committee and on the Stadium Area Advisory Group	Mayor and city administrator attend quarterly meetings
Maintain regular communication with the University of Minnesota, the Metropolitan Council, Ramsey County, the Minnesota State Fair, the Capital Region Watershed District, Rice Creek Watershed District, the cities surrounding Falcon Heights, and the State of Minnesota	Ongoing
Convey city goals to the City's representatives at the legislature, the Metropolitan Council and the County, as well as to neighboring communities	Mailed April 2010
Met Council presentation at future council meeting	Scheduled for June 8, 2011
Participate in Northwest Youth and Family Service, North Suburban Communications Commission and CTV15, the Ramsey County League of Local Governments, and the Regional Council of Mayors	Ongoing
Encourage Council members and staff to participate in service and professional organizations	Ongoing

Strategy 3: Effectively manage the City's consulting and personnel resources.	
Action Items	Status
Evaluate the performance and work assignments of City employees through annual performance reviews	Performance reviews conducted in December
Provide employees with affordable resources they require to efficiently and effectively do their jobs, including a training plan and technology resources	Ongoing
Evaluate and review consultants' performances and fees	Ongoing
Retain highly skilled and high-functioning employees	Turnover remains low - one departure in 2009/2010
Provide salaries and benefits that are competitive with cities of a similar size, scale, and scope	Salaries in line with 90% of average policy

Strategy 4: Effectively manage the city's financial resources.	
Action Items	Status
Update and provide a well-researched five year capital improvement program	Approved as part of 2011 budget process
Review and adjust fees and policies as part of the annual budgeting process	Approved as part of 2011 budget process
Research and pursue new revenue sources, including grants	2010 grants applied for - Two CERT grants (both awarded)
Pursue conduit bonding opportunities	Ongoing - one possible option being investigated by bond attorney
Review and evaluate the City's long term financial needs and the City's current and future financial resources to meet these needs	Included as part of 2011 budget process
Continue to research and pursue new opportunities for reducing expenses by using more contracts and joint powers agreements to share equipment, personnel, and technology with other levels of government	Ongoing
Maintain a contingency fund to be prepared for unexpected, but necessary, expenditures	Fund balance at end of 2010 approximately 80% of 2010 expenditures, which is adequate
Continue to meet the standards for the GFOA Award for Excellence in Financial Reporting	Received 2009 award 20 <sup>th</sup> consecutive year
Evaluate all city services in regards to costs, benefits, and opportunities to find efficiencies by partnering with adjacent cities or organizations	Ongoing

Strategy 5: Develop and expand an e-mail capability to communicate with residents	
Action Items	Status
Solicit e-mail addresses through the Falcon Flyer and newsletter, at the front desk, on the City website, and at community events	368 email addresses in system
Solicit new resident e-mail addresses	Requests made routinely, quarterly drawing conducted for prize
Provide critical information in a timely manner utilizing city's list serv	16 alerts sent through 5/20/11
Develop and expand use of social networking sites such as Twitter and Facebook	234 Twitter followers, 175 Tweets as of 4/1/11

Strategy 6: Expand the capability to conduct any city-to-resident transaction online

Goal 5: Provide for a clean, healthy, sustainable environment.

Strategy 1: Undertake efforts to maximize recycling.	
Action Items	Status
Research an incentive program to encourage recycling	Environment Commission exploring options
Conduct rain barrel workshop for city residents	Held May 21, 2011
Conduct city-wide energy fair	Held during Ice Cream Social
Complete recycling contract negotiations	Contract approved 9/22/10

Strategy 2: Consider environmental benefits in city purchasing	
Action Items	Status
Consider environmentally-friendly options in city vehicles and public works	Policy approved 2/23/11 by city council
Change to energy-efficient, compact light bulbs	City Hall retrofit completed October 2010
Pursue bulk purchasing program for environmentally friendly products (i.e. solar water heaters, water saver toilets)	Not yet completed

Strategy 3: Continue support of Community Garden.	
Action Items	Status
Continue publicity in newsletter, on website, and in the Falcon Flyer	All 29 plots occupied by residents, waiting list of at least 20 people

Strategy 4: Create an inventory of greenhouse/global warming emissions.	
Action Items	Status
Conduct comprehensive review of the city's carbon output, including identifying steps to reduce the overall carbon footprint of the city.	Completed 2009
Implement GreenStep Cities program	Resolution adopted 1/12/11 Implementation in process - ten of twelve best practices completed



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	June 1, 2011
<b>Agenda Item</b>	Workshop 2
<b>Attachment</b>	Proposed 2012-13 Police Contract
<b>Submitted By</b>	Justin Miller, City Administrator

<b>Item</b>	2012-13 Police Contract Discussion
<b>Description</b>	<p>The City's contract for police services with the City of St. Anthony expires at the end of this year, and earlier this spring the city council reviewed a proposal from St. Anthony to extend the contract for another two years (2012 and 2013). At the time of the initial discussion, that status of the city's Local Government Aid (LGA) was in doubt, so the city asked St. Anthony for a delay in our decision deadline until more detailed information from the state legislature was received.</p> <p>Unfortunately, the legislature and governor have yet to agree on a budget, thus leaving our LGA status unknown. The extension granted by St. Anthony goes through June 15<sup>th</sup>, yet it is unknown whether a budget solution will be agreed upon by the legislature and governor by that date.</p> <p>In order to keep this process on track, staff is seeking guidance from the city council on how to proceed.</p>
<b>Budget Impact</b>	<p>The proposed contract calls for 1% increases in both 2012 and 2013:</p> <p>2011 \$590,167          2012 \$596,069          2013 \$602,030</p>
<b>Attachment(s)</b>	Proposed 2012-12 Police Contract
<b>Action(s) Requested</b>	Staff is seeking guidance from the city council on how to proceed.



3301 Silver Lake Road, St. Anthony, Minnesota 55418-1699

Office: (612) 782-3301 • Fax: (612) 782-3302 • www.ci.saint-anthony.mn.us

March 15, 2011

Justin Miller  
City of Falcon Heights  
2077 Larpenteur Avenue  
Falcon Heights, Minnesota 55113

Dear Justin:

Enclosed is the Contract Agreement for police services for 2012 and 2013 between Falcon Heights and the City of St. Anthony. The proposed increase for each contract year is 1% respectively.

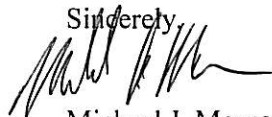
St. Anthony is sensitive to the current economic conditions and the potential impact of losing of Local Government Aid and Market Value Credits. The proposed budget submitted for your consideration was kept to a minimum; however a slight increase in cost is necessary to balance the budget. Some of the increases in costs include:

- ✓ Labor/Salaries increases.
- ✓ Health insurance premiums continue to increase each year.
  - 7.4% in 2009
  - 7.7% in 2010
  - 10.1% in 2011
- ✓ Vehicle maintenance (labor, tires, parts & etc.).
- ✓ Fuel costs remain volatile and have the potential to go higher.
- ✓ Phase out of Ford (Crown Victoria's) to Chevy or Dodge.
- ✓ Employer pension contributions were increased by the State (PERA).

The proposed cost of the contracts is listed below and is contingent on a favorable approval of the St. Anthony City Council. A summary of the cost for services is as follows:

2011 <u>Contract</u>	Proposed <u>2012</u>	Proposed <u>2013</u>
\$590,167	\$596,069	\$602,030

If you have any questions, please contact me at 612-782-3311 or email me at [mike.mornson@ci.saint-anthony.mn.us](mailto:mike.mornson@ci.saint-anthony.mn.us)

Sincerely,  
  
Michael J. Mornson  
City Manager  
Enclosures

*Our Mission is to be a progressive and livable community, a walkable village, which is safe and secure.*

