

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

AGENDA

Wednesday, April 2, 2025
6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL: GUSTAFSON___ LEEHY___
 MEYER ___ MIELKE___ WASSENBERG___

 STAFF PRESENT: LINEHAN___ JOHNSON___

C. POLICY ITEMS:

1. Continuation of Discussion on E-Meter Parking: Incorporating Public Comment and Next Steps
2. 2025 Goal Setting – Review of Draft Plan
3. City Commissioners Code Update & Administrative Manual
4. Website Redesign RFP
5. Future Agenda Items

D. ADJOURNMENT:

DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to mail@falconheights.org prior to the meeting, as there are no opportunities for public comment during a workshop meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.

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REQUEST FOR ACTION

Meeting Date	April 2, 2025
Agenda Item	Policy C1
Attachment	N/A
Submitted By	Jack Linehan, City Administrator

Item	Continuation of Discussion on E-Meter Parking: Incorporating Public Comment and Next Steps
Description	<p>The City Council hosted a public hearing on Weds, March 26th that was well attended and provided insight in to community needs regarding the proposal for e-meter parking.</p> <p>The City Council is asked to review the public comment and provide direction on how to approach the next steps that would be required. Those may include:</p> <ol style="list-style-type: none"> 1. Amending the Administrative Manual Section on Parking (better known as the State Fair Guidelines – <i>no lawn parking/vendors allowed, no hydrant side parking, etc.</i>) to clarify: <ul style="list-style-type: none"> ▪ How many resident passes each impacted household would be eligible for, and who would be eligible. ▪ How passes will be distributed, and in what format they will be (i.e. e-passes, hang tags, or other). ▪ Whether passes are tied to a license plate or are in another format. 2. Adopting an annual resolution specifying where e-meter parking will be implemented, and during which times it is in effect. 3. Amending the fee schedule to set the rate for visitor parking. 4. Adjusting the annual budget to reflect the projected revenues and expenses for the program. <p>Following direction from City Council, staff will work with the State Fair Task Force to discuss updates to the proposal for their April 16th meeting.</p>
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff recommends the City Council review and recap the feedback from the public hearing and provide direction to staff on how to proceed.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	April 2, 2025
Agenda Item	C2
Attachment(s)	Draft Report
Submitted By	Jack Linehan, City Administrator

Item	Continuation or Recap of the 2025 City Council Goal Setting Session
Description	<p>Staff is requesting Council review and provide feedback on the draft Goal Setting Report prepared by DDA HR, Inc., based on the March 2025 individual interviews and group facilitation session. Feedback will help inform a semi-final version of the report that incorporates formatting improvements, graphics, and clearer action planning.</p> <p>Background: In March 2025, the City Council and Administrator participated in a goal setting process facilitated by DDA HR, Inc. This process included individual interviews with each Councilmember and a collaborative workshop on March 4. The attached draft report summarizes the input gathered, outlines shared priorities and action steps, and includes initial recommendations for advancing those priorities.</p> <p>Next Steps: Staff will be working with the DDA to develop a semi-final version of the report that is more visually engaging and clearly formatted. Prior to that, we are asking the City Council to:</p> <ol style="list-style-type: none"> 1. Review the draft report in its current form. 2. Identify any areas where clarification, additions, or edits may be needed. 3. Provide feedback on priorities, goals, or strategies that may be missing or underdeveloped.
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Draft Goal Setting Document • Handout on Council Interview Summaries
Action(s) Requested	The City Council is requested to review the draft report and provide feedback to staff and DDA as they draft a semi-final report that is more public-facing and specific in nature.

Falcon Heights – ROUGH DRAFT

Process

The City of Falcon Heights undertook a goal setting process in March of 2025. The process included the consultant having individual meetings with the Mayor, City Council, and City Administrator as well as a facilitated group session on Tuesday, March 4th. The session included:

- A fun interactive kick off activity.
- Presentations by the Mayor, Council, and City Administrator regarding their priorities and recent accomplishments.
- Discussion on and reaction to the priorities, goals, and strategies that came forward from the individual meetings and presentations.
- Presentation of this summary report on the discussion and actionable steps to move the priorities, goals, and strategies forward.

Falcon Heights Officials:

- Mayor Randy Gustafson
- Councilmember Melanie Leehy
- Councilmember Eric Meyer
- Councilmember Paula Mielke
- Councilmember Jim Wassenberg
- City Administrator Jack Linehan

Consultants:

- Bart Fischer, DDA HR, Inc.
- Liza Donabauer, DDA HR, Inc.

This report summarizes the discussions from the individual meetings and facilitated session. It is intended to be a working document that is fluid as it elicits continued discussion on the priorities, goals, strategies, projects, and action steps for Falcon Heights.

Priorities/Goals/Strategies/Action Steps

The following represents the priorities, goals, strategies, and action steps that came out of the group discussion during the goal setting session. This list is in no order of importance and is meant to be fluid and adaptable. It is recommended that the Falcon Heights Team

regularly discuss target timelines and lead people/persons for each priority, goal, strategy, and action step. The following are listed in no particular order of importance.

- **Explore opportunities to provide value added services for residents.** (Lead: City Administrator. Target Date: End of Quarter 3, 2025)
 - Purpose: To provide excellent service in the core service areas and in how those services are delivered:
 - Communications
 - Plowing early and often
 - Quality street sweeping
 - A more accessible staff
 - Outsource Falcon Heights' strong Public Works services

- **Continue to partner with St Anthony Village (SAV) and the SAV Police Department (SAPD) on the smooth transition of policing services to the SAPD.** (Lead: Council and Staff from both communities and the SAPD. Target Date: Ongoing)
 - Conduct Community outreach via Facebook and other City communication channels and invite open feedback from the public
 - Have the SAPD Chief or designated personnel provide regular updates at Council meetings. Sharing updates as well as an annual update and seeking to provide and show measurable data
 - Host "Coffee with a Cop" and report back to the Council on the success of these events
 - Schedule public listening sessions for the Community
 - Conduct a community survey on all City services. Benchmarking services such as policing, plowing, use of public spaces, preferred communications, other? (Also see below under communications)
 - Ask an SAPD officer or rep (does not have to be the Chief) to attend community events, State Fair Task Force, and various other commission meetings
 - Work with SAPD to find opportunities for the community engagement officer to engage with the public, once available

- **Continue to enhance, maintain, and develop City/Community facilities and develop a multi-year CIP.** (Lead: City Administrator, City Engineer, Public Works Director. Target Date: End of 2025)
 - Complete the improvements to Community Park

- Hire a consultant to develop a Master Plan, identify projects, and tie funds to them. Determine wants vs needs and identify the services and amenities that are needed. Find a way to measure need with demand
 - Complete other park projects and updates
 - Curtiss Field
 - Grove Park
 - Falcon Heights Elementary outdoor facilities utilized as a park
 - Explore offering pocket amenities to disconnected neighborhoods
 - Conduct a space study of non-essential spaces
 - Inventory City owned land and facilities to determine future investments
 - Improve and enhance walkability where able
 - Explore options for large lawn space in front of City Hall
- Multi-year CIP
 - Develop a multi-year road and long-term pavement management program
 - Pedestrian safety – work with the County to reduce speed limits, and/or install pedestrian crossings or bump outs on Hamline & Hoyt, Hoyt & Cleveland, Larpenteur & Fry, Larpenteur & Albert, Crawford & Arona, and at Falcon Crossing
- **Explore additional and creative funding options and opportunities for projects and initiatives.**
 - Explore funding opportunities related to City incurred costs due to the State Fair. (Lead: City Administrator, State Fair Task Force (SFTF), Council Liaison to the SFTF Target Date: Start of 2025 State Fair)
 - Explore funding sources and opportunities for street improvement and maintenance projects in an effort to decrease the amount of street assessments or amount of property taxes spent on infrastructure. (Lead: City Administrator, Finance Director, Assistant Finance Director, Public Works Director, City Engineer. Target Date: End of 2025)
 - Park Mobile app to charge for on street parking during the Fair
 - Effectively communicate to residents how these funds will help fund street maintenance. (Lead: Communications Coordinator. Target Date: Start of 2025 State Fair)
 - Prioritize the recommendations coming from the Environment Commission’s Energy Action Plan and Climate Action Plan and seek funding sources to

complete these actions. (Lead: Community Development Coordinator, GreenCorp Member and EC Council Liaison. Target Date: End of 2025)

- Develop and enhance the multi-Year Capital Improvement Plan CIP. (Lead: City Administrator, City Engineer, Finance Director, Public Works Director. Target Date: End of 2025 Quarter 3) – Also listed above

- **Development and Re-Development - The general discussion related to this topic was around how the City can help or assist with development and re-development.** (Lead: City Planner, City Administrator. Target Date: Ongoing)
 - Economic development opportunities.
 - Former dry-cleaning business on Larpenteur - “Get Pressed”
 - Currently zoned B-1. Explore and identify new zoning
 - Explore potential to purchase the property
 - Clean up the property utilizing MPCA grants
 - Evaluate future re-development for the site
 - U of M Les Bolstad Golf Course
 - Review existing plan as well as plan from U of M students/class
 - Re-Engage with U of M liaison and assign a City liaison
 - Re-Develop other areas and sites along the Larpenteur and Snelling corridors as opportunities present themselves
 - Business engagement and retention
 - Work with the local business community to encourage them to acknowledge they are in Falcon Heights and not St Paul, Roseville, or other surrounding community
 - Update ordinance language to reflect both the needs of the City and business community

- **Continue to improve on external communications to engage residents and partners.** (Lead: Communications Coordinator, City Administrator, Other Staff Target Date: Ongoing)
 - Conduct a community survey on all City services. Benchmarking services such as policing, plowing, use of public spaces, preferred communications, other? Enhancements to the City’s website (Lead: Administrative & Communications Coordinator, City Administrator. RFP underway, Target Date for new website: Q1 2026

- Send push notifications and texts to city residents and business members. Examples: public hearings, city events, street improvement project updates/notifications, street sweeping, plowing
 - Include an Economic Development column in the newsletter and other City communications. Also advertise open commercial spaces through these channels
 - Communicate the Falcon Heights Story - why do residents choose to live here. This messaging can help to instill community pride and market the Community
 - Utilize a coordinated communications effort to continually tap into, engage, and involve the talent and energy within the community
 - Embrace and acknowledge differences as part of the community culture. Weave this acknowledgement into the fabric of the community and as part of what the City of Falcon Heights as an organization does and is
 - Publish the multi-year CIP and Master Space Study information on the City's website and via other communication tools
 - Explore electronic signage at City Hall
- **Support the Rental Community within Falcon Heights through new ordinances:** (Lead: City Administrator, City Planner, Administrative Services Director, Fire Marshal. Target Date: End of 3rd Quarter of 2025)
 - Strengthening City Rental Ordinances
 - Creating/Enhancing Rental Inspection & Licensing Program
- **Continue and enhance strong partnerships with key stakeholders.** (Lead: All Staff and Council. Target Date: Ongoing)
 - State Fair
 - Work with the State Fair to have their gates open more regularly for walkability
 - University of Minnesota
 - Officially "Thank" the University for Community Park
 - Coordinate and market a list of U of M destinations within Falcon Heights such as The Raptor Center, Bell Museum, and Dairy Store
 - Engage through interaction on the Climate Action Plan
 - Re-Engage with U of M liaison and assign a City liaison
 - Engage with residents who work at the U of M
 - Create engagement activities for/with U of M students

- Work with the U of M Intergovernmental Relations Team
 - City of Lauderdale
 - Continue to partner with neighboring Lauderdale on cost effective partnerships such as street sweeping and snow plowing
 - St Anthony Village
 - Continue to partner with SAV on the smooth transition to the St Anthony Police Department for policing services
 - Continue to mend and enhance the relationship with SAV in general
 - Schools - Falcon Heights Elementary and Brimhall Elementary
 - Maintain the connection with area schools as the City's relationship with the schools has potentially waned due to changes in leadership and points of contact
 - Attend District meetings
 - Continue the partnership on communication and marketing of both City and School events
 - County
 - Continue working with the County on projects and funding for those projects
 - Northeast Youth & Family Services
 - Explore a partnership to provide expanded social work services to residents at multi-family senior and assisted living facilities.
- **Enhance Internal operations and staff professional development.** (Lead: City Administrator and City Council. Target Date: End of 2025)
 - Ensure that staff understands they are valued.
 - Conduct a Comp & Class study and have a policy discussion around where Council is willing to target salaries: top, mid, low range of comparables. Also have job descriptions updated as part of this process
 - Enhanced onboarding and retention activities
 - Increase and improve internal communications
 - Update and enhance technology and software efficiencies including timeclock and payroll
 - Update how records management and retention are accomplished
 - Simplify the open enrollment process and develop a one-sheet/Benefits Summary
 - Improve HR and Finance policies and processes
 - Council & Commissions enhancements

- Continue to provide resources to attend appropriate trainings
 - Consider implementing bring your own device (BYOD) options to implement paperless packets
 - Define position descriptions for council members and commissioners. Define the roles and responsibilities
 - Formalize and expand the new council member onboarding process
 - Offer per diems
 - Bring the Commission Chairs together to provide updates and hear Council goals. Have discussion on who owns the various projects and community events
 - Celebrate and formally recognize the Commission's and Commissioners' work
 - Focus on cyber security/protection
 - Foster a team environment across the organization including between Council and staff
 - Hold formal and informal meetings and gatherings of staff and Council on a regular basis. Provide opportunities for both Council and staff to provide updates and thoughts as well as listen to others.
- **Explore organized trash collection.** (Lead: City Administrator and City Council. Target Date: End of 2027)
 - Purpose: A long-term proposition to reduce the number of haulers and reduce wear and tear on the streets.
 - Check-List of items to be done:
 - Review State Statutes
 - Talk to other communities that have successfully implemented organized trash collection
 - Talk to existing haulers
 - Inventory haulers and the percentage of the community they service
 - Begin conversations with the public around how organic pick up, which is a single hauler, has gone
 - Work this through staff and Council and via a committee
 - Schedule a future workshop to determine first/next steps
 - **Continue to explore options to enhance Community within Falcon Heights.** (Lead: All Staff and Council. Target Date: Ongoing)
 - Purpose: To reduce polarization locally by cultivating a caring community through the strengthening of community connections.

- Identify who takes ownership of the various community events/activities.
 - Annual Ice Cream Social
 - Spring Together
 - Multi-Cultural Food Festival
 - Fall Festival
 - Explore co-hosting with various community partners Falcon Heights Nights at locations throughout the City
- Provide opportunities for teens and pre-teens to feel as though they are a valuable member of the Community. For example youth camps
- Coordinate the Parks & Community Engagement Commissions to work together
 - How to connect the 11 Falcon Heights neighborhoods?
 - Promote Falcon Heights' multi-culturalism and diversity
 - Seek to find common themes that draw people together such as knitting groups and musicians
 - Look to complete and enhance walking paths to connect neighborhoods
- Park & Rec programming for youth
 - There are quality competing programs through community ed, senior programming, and surrounding cities
 - Have the policy conversation around if Falcon Heights facilitates existing partner and surrounding programs or create in-house programming with limited staff

Summary/Conclusion

The following are the key takeaways of the discussion from the session participants:

- All worked together well.
- We have more in common than we have different.
- A better understanding of operations.
- Encouraged by everyone's commitment to the City. We are forward thinking in how to improve operations within the Community
- All are onboard with how we can provide the best services to our residents while keeping funding and expenses reasonable.
- Excited! We have low hanging fruit we can tackle right away, which will make a big difference.
- It was good to spend a chunk of time discussing these initiatives.
- We are aligned on values and approach.

- It was good to spend informal time together.

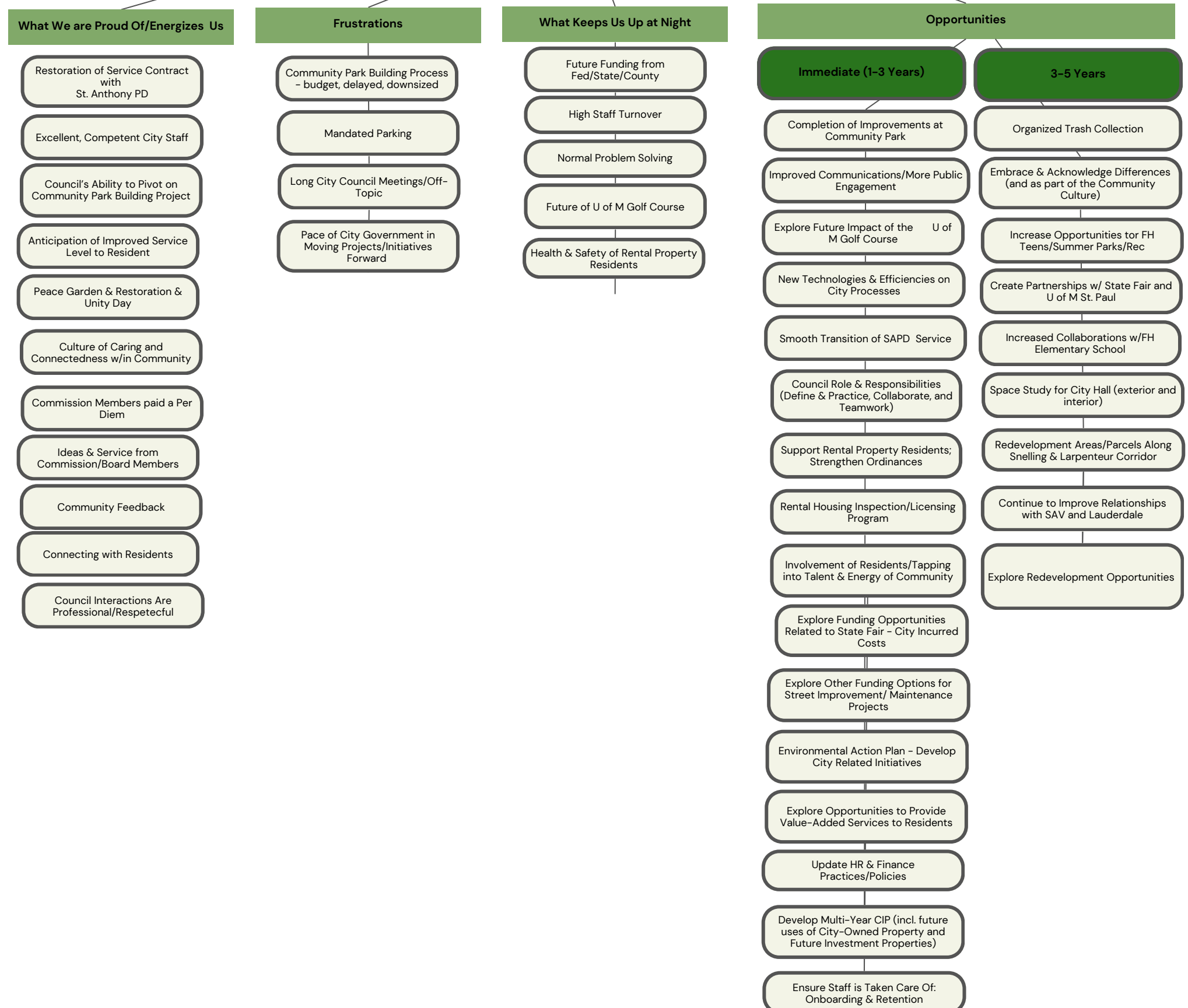
The 2025 Falcon Heights Goal Setting Process allowed the City Council and City Administrator to discuss priorities, goals, strategies, and action steps for Falcon Heights. The process allowed for listening and better understanding of individual goals in an effort to collaborate and move forward with a list of group strategies, priorities, goals, and action steps.

It is recommended that opportunities are created throughout the year for updates and continued discussion by the Falcon Heights Team on the priorities, goals, strategies, and action steps as laid out in this document. This will be vital in keeping the lines of communication open for collaboration, understanding, the building of trusting relationships, and the continued momentum in maintaining and creating a successful future for the community.

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Falcon Heights

Themes From Pre-Session Phone Calls



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REQUEST FOR ACTION

Meeting Date	April 2, 2025
Agenda Item	Policy C3
Attachment	Draft Administrative Manual
Submitted By	Jack Linehan, City Administrator

Item	Administrative Manual – Section II: Policy on City Commissions
Description	<p>Following discussion during the February 5, 2025 City Council Workshop and direction provided by the council, staff has developed an updated section of the City of Falcon Heights Administrative Manual outlining formal policies and procedures related to city commissions.</p> <p>This new section, Administrative Manual – Section II – City Commissions, includes guidance on the following:</p> <ul style="list-style-type: none"> • Appointment and recruitment procedures • Term structure and reappointments • Resignation and removal protocols • Establishment and participation of youth commissioners • Commissioner compensation and tax treatment • Onboarding and orientation processes • Meeting procedures, reporting, and conduct expectations • Role of staff and council liaisons <p>The Administrative Manual Section II – City Commissions reflects the proposed updated ordinance language, incorporates recommendations from the League of Minnesota Cities, and reflects best practices from other nearby cities that formally document their commissioner appointment process. We attempted to document our current informal practices with some changes to improve challenges staff faces with the recruitment and selection of commissioners.</p> <p>This policy is intended to provide guidance for commissioners, applicants, staff, and council, and aligns with the city's commitment to improving transparency, and participation in our commissions.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Administrative Manual Section II Draft • City Code Chapter 2 Draft (Reviewed 2/5/25)
Action(s) Requested	Staff is seeking feedback on the proposed manual update and requests the City Council to review and provide feedback on how to proceed.

City of Falcon Heights Administrative Manual

Section II Commissions

Appointments, Membership, and Operations

I. Purpose

The purpose of this policy is to formalize the procedures and expectations for appointment, participation, and conduct of members serving on city commissions. Commissions serve as advisory bodies to the city council and are integral to public engagement and effective municipal governance.

II. General Policy

The City of Falcon Heights seeks to promote open and equitable access to public service through commissions, reflecting the city's diversity and encouraging citizen participation in governance. Commissioners provide insight, review policies, and make recommendations to the city council.

III. Commission Structure

A. Standing Commissions

The City Council has established the following standing commissions:

- Planning Commission
- Parks and Recreation Commission
- Community Engagement Commission
- Environment Commission

Additional ad-hoc committees may be created by the council as needed but are not covered under this section.

B. Membership

Each commission may consist of up to seven (7) members, including one optional Youth Commissioner (excluding the Planning Commission). A majority of members must be Falcon Heights residents unless otherwise specified.

IV. Appointment Process

A. Recruitment and Application

1. Vacancy notice: All vacancies are advertised for a period of at least 30 days with a post and end date stated. Vacancies are advertised through the city website, e-newsletter, and

may also be advertised on social media. Applications received after the stated end date shall not be considered.

2. Term vacancies: Openings can be advertised starting 30 days prior to the end of a commissioner's second term.
3. Resignation vacancies: vacancies due to resignation or removal are announced following formal acceptance by the council. New commissioners appointed following a resignation or removal vacancy would be eligible to serve full terms as outlined in Section IV C.
4. Application: All applicants must submit a completed application including contact information, interest statement, relevant experience, and availability. Applications will not be saved for future consideration.

B. Appointment

1. Applications for a city commission are collected by staff when a vacancy occurs as outlined in Section IV A.
2. Applications will be reviewed in a reasonable time frame by an interview committee consisting of the Staff Liaison, Commission Chair or senior ranking officer, and City Council Liaison to that commission. The interview committee will interview applicants and make a recommendation for appointment based on the applicant's application and interview to select the most qualified candidate for the commission. The criteria for determining the most qualified applicant is their ability to reflect the General Purpose as outlined in Section II.
3. The Mayor has the opportunity to review the recommendation of the selected applicant and reach out directly to the applicant if additional information is requested.
4. Appointments are made by majority vote of the City Council as a consent agenda item following a recommendation from the interviewing committee.
5. Commissioners may be reappointed up to a maximum of two consecutive terms, unless otherwise approved by the Council.

C. Term

1. Regular commissioners serve three-year terms, with up to one reappointment allowed consecutively.
2. Youth Commissioners serve one-year terms and may be reappointed up to two times.
3. Terms begin on the date of appointment by the City Council, not a fixed annual schedule.

D. Resignation and Removal

1. Resignations must be submitted in writing and formally accepted by the Council before a vacancy is filled.
2. Commissioners may be removed by a majority vote of the Council for any reason, including but not limited to poor attendance.

V. Youth Commissioners

A. Role and Eligibility

1. Youth Commissioners are full voting members and count toward quorum.
2. Must be residents of Falcon Heights and between ages 16–18. *If a youth commissioner would turn 19 years of age during their appointed term and seek reappointment, they must then be appointed as a regular commissioner, as vacancy allows.
3. Enrolled in high school or equivalent education program.

B. Appointment and Term

- Appointed through the standard process.
- Serve one-year terms from date of appointment.
- May serve up to three total terms. The maximum term shall not exceed six years total, as a mixture of youth and regular commission years served consecutively.

VI. Stipends and Compensation

1. All commissioners, including youth members and officers, receive a \$50 stipend per formally noticed meeting attended, provided they are present for the majority of the meeting.
2. Stipends are paid through a sign-in record and processed as employee W-2 income.
3. Commissioners may decline compensation and serve voluntarily.
4. Commissioners receive stipends even if a meeting is canceled for lack of quorum, as long as attendance is pre-communicated with Staff Liaison (see VIII).

VII. Orientation and Onboarding

1. The Staff Liaison will provide new member orientation before or shortly after appointment, including overview of commission duties, policies, and open meeting laws.
2. Officers and continuing commissioners are encouraged to assist with recruitment and mentorship of new members.

VIII. Attendance and Participation

1. Regular attendance is expected. Missing more than 25% of scheduled meetings or three consecutive absences may result in removal.

2. Members should notify the Staff Liaison in advance of absences. If an absence is not communicated to the Staff Liaison by 3:00 PM the day of the meeting and the absence results in a meeting being held with a lack of quorum, this Member shall not receive their monthly stipend due to a non-communicated absence resulting in lack of quorum.
3. Members may be asked, on occasion to lead a project and/or to volunteer their time at events.

IX. Meeting Procedures and Reporting

1. Commissions meet at least quarterly and follow the Minnesota Open Meeting Law.
2. Each commission shall:
 - o Elect officers annually.
 - o Keep public records of actions.
 - o Submit formal reports or requests to the City Council regarding policies or recommendations pursuant to their purpose as defined in City Code.

X. Staff and Council Liaisons

1. Each commission is assigned a Staff Liaison to assist with agendas, provide policy guidance, ensure communication with city departments.
2. A Council Liaison may be assigned annually to foster communication between the council and commission.

XI. Conflicts and Communications

1. Members must distinguish between personal opinions and official commission recommendations when speaking publicly.
2. Recommendations requiring City Council action must be submitted through the Staff Liaison to the City Administrator for agenda placement.

Chapter 2 - ADMINISTRATION¹

Article/Division/Section:

ARTICLE I	<u>IN GENERAL</u>
2-1 – 2-18	<i>Reserved</i>
ARTICLE II	<u>CITY COUNCIL</u>
2-19	<u>Election and term of office</u>
2-20	<u>Salaries</u>
2-21	<u>Workers' compensation</u>
2-22 – 2-45	<i>Reserved</i>
ARTICLE III	<u>OFFICERS AND EMPLOYEES</u>
2-46 – 2-63	<i>Reserved</i>
ARTICLE IV	<u>DEPARTMENTS</u>
2-64 – 2-84	<i>Reserved</i>
ARTICLE V	<u>FINANCE</u>
2-85	<u>Fees and charges</u>
2-86 – 2-113	<i>Reserved</i>
ARTICLE VI	<u>BOARDS AND COMMISSIONS</u>
2-114	<u>City commissions</u>
2-115	<u>Duties, memberships, terms, compensation, officers and meetings</u>
2-116	<i>Reserved</i>
2-117	<u>Parks and recreation commission</u>
2-118	<u>Planning commission</u>
2-119	<u>Community engagement commission</u>
2-120	<u>Environment commission</u>
2-121 – 2-139	<i>Reserved</i>
ARTICLE VII	<u>BACKGROUND CHECKS</u>
2-140	<u>Applicants for city employment</u>
2-141	<u>Applicants for city licenses</u>
2-142 – 2-149	<i>Reserved</i>
ARTICLE VIII	<u>DOMESTIC PARTNERS</u>
2-150	<u>Purpose</u>
2-151	<u>Definitions</u>
2-152	<u>Registration of domestic partnership</u>
2-153	<u>Amendments</u>
2-154	<u>Termination of domestic partnership</u>

ARTICLE I - IN GENERAL

Secs. 2-1 – 2-18 - Reserved

ARTICLE II - CITY COUNCIL²

Sec. 2-19 - Election and term of office

- (a) *City elections.* The regular city elections shall be held on the first Tuesday after the first Monday in November in each odd-numbered year.
- (b) *Terms of mayor and councilmembers.* The terms of offices of mayor and the four city councilmembers shall be four years. The councilmember terms shall be staggered with two seats open each election.

(Code 1993, § 2-1.01(A), (B))

State Law reference – City elections and terms of office, Minn. Stats. § 412.02 et seq.

Sec. 2-20 - Salaries

- (a) *Salary of mayor.* The salary of the mayor shall be \$450.00 per month.
- (b) *Salaries of city councilmembers.* The salary of each city councilmember shall be \$300.00 per month.

(Code 1993, § 2-1.01(C), (D); Ord. No. 0-99-08, 11-3-1999)

State Law reference – Authority to fix salaries of governing body, Minn. Stats. § 415.11.

Sec. 2-21 - Workers' compensation

Pursuant to Minn. Stats. § 176.011, subd. 9, the elected officials of the city are hereby included in the coverage of the Minnesota Workers' Compensation Act (Minn. Stats. ch. 176).

(Code 1993, § 2-1.01)

Secs. 2-22 – 2-45 - Reserved

ARTICLE III - OFFICERS AND EMPLOYEES³

Secs. 2-46 – 2-63 - Reserved

ARTICLE IV - DEPARTMENTS

Secs. 2-64 – 2-84 - Reserved

ARTICLE V - FINANCE

Sec. 2-85 - Fees and charges

Fees and charges imposed or required by the city shall be as established by resolution, except as to such fees and charges as are required by state law to be established by ordinance. Any fee or charge fixed by ordinance as of the adoption date of this Code shall continue in full force and effect even though not published in this Code until altered by resolution or ordinance as provided in this section.

Secs. 2-86 – 2-113 - Reserved

ARTICLE VI - BOARDS AND COMMISSIONS

Sec. 2-114 - City commissions

(a) The city council has established the following commissions:

- (1) [Planning commission.](#)
- (2) [Parks and recreation commission.](#)
- (3) [Environment commission.](#)
- (4) [Community engagement commission.](#)

(Code 1993, § 2-4.01; Ord. No. 98-02, § 1, 4-8-1998; Ord. No. 07-07, § 1, 4-25-2007; Ord. No. 15-01, § 1, 2-11-2015)

Sec. 2-115 - Duties, membership, terms, compensation, officers and meetings

(a) *Role of commissions; commissions composition.*

- (1) The commissions are designed to serve in an advisory capacity to the city council.
- (2) The city commissions shall not consist of more than seven members. The majority of members shall be residents of the city, unless otherwise designated in the administrative manual.

(b) *Specific duties.* Specific duties for each commission are included in the administrative manual.

(c) *Terms, vacancies, oaths.*

- (1) The term of office of all commission members shall be three years from the date of their appointment by the City Council. No member shall serve more than two consecutive three-year terms unless otherwise specified.
- (2) Members shall hold office until their successors are appointed.

(d) *Removal.* Commission members shall be subject to removal with or without cause,

Deleted: Except for appointments to fill a vacancy, an appointment in any year shall be deemed effective as of January 1 of such year for purposes of computing the

Deleted: in the administrative manual.

Deleted: All members shall serve without compensation, but may be reimbursed for expenses as authorized and approved by the city council....

by a four-fifths vote of the city council. Failure to attend meetings regularly shall be one basis for removal.

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(e) Compensation. Compensation for the members shall be \$ 50 per meeting attended.

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(f) *Chairperson; officers.* Each commission shall elect a chairperson from among its appointed members for a term of one year. The commissions may create and fill such other offices as determined necessary.

(g) *Meetings, records, reports.* The commissions shall hold scheduled meetings, not less than one per calendar quarter. They shall adopt rules for the transaction of business and shall keep written public records of resolutions, recommendations and findings. On or before February 15 of each year, the commissions shall submit to the council work reports for the preceding calendar year.

(h) Youth Commissioner.

(1) Designation and Role. Each commission, except the Planning Commission, may include one designated youth commissioner seat as part of the total seven-member composition. The youth commissioner shall serve as a full voting member and contribute to all discussions and decisions of the commission.

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(2) Eligibility. A youth commissioner shall:

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- Be a resident of Falcon Heights.
- Be between the ages of 16 and 18 at the time of appointment.
- Be enrolled in high school or a recognized equivalent educational program.

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(3) Term and Appointment.

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- The term of a youth commissioner shall be one year, with the option to be reappointed for up to two additional terms.
- Youth commissioners shall be appointed by the City Council following the standard application and interview process.

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(4) Compensation. Youth commissioners shall receive the same compensation as other commission members, per Sec. 2-115(e).

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(5) Participation and Voting. Youth commissioners shall have the same voting rights as other commissioners and shall count toward quorum requirements. They shall adhere to the same attendance and participation expectations as other commission members.

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(Code 1993, § 2-4.02; Ord. No. 15-01, § 2, 2-11-2015)

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State Law reference – Minnesota Open Meeting Law, Minn. Stats. ch. 13D.

Sec. 2-116 - Reserved

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Editor's note – Ord. No. 15-01, § 3, adopted February 11, 2015, repealed § 2-116 in its entirety. Former § 2-116 pertained to "Human rights commission," and was derived from Code 1993, § 2- 4.03.

Sec. 2-117 - Parks and recreation commission

The park and recreation commission shall serve in an advisory capacity to the city council on all policy matters relating to public parks and facilities and recreation programs.

(Code 1993, § 2-4.04)

Sec. 2-118 - Planning commission

- (a) The commission shall be the city planning agency authorized by Minn. Stats. § 462.354, subd. 1.
- (b) The duties of the planning commission are:
 - (1) To guide future development of land, services, and facilities;
 - (2) To ensure a safe, pleasant and economical environment for residential, commercial, and public activities; and
 - (3) To promote the public health, safety, and general welfare of the community.
- (c) These duties are to be carried out by:
 - (1) Establishing community objectives and policy;
 - (2) Making recommendations to the council regarding petitions and applications for rezoning, special use permits, etc.;
 - (3) Reviewing and making recommendations on all matters relating to or affecting the physical development of the city.

(Code 1993, § 2-4.05; Ord. No. 98-02, § 3, 4-8-1998)

Sec. 2-119 - Community engagement commission

The community engagement commission shall serve in an advisory capacity to the city council regarding the effective, meaningful and equal involvement of Falcon Heights residents in their community. The commission will identify opportunities to collaborate with community, educational, business and social services groups and organizations; identify ways to improve the city's public participation, identify under-represented groups, remove any barriers, and engage and promote increased participation for all residents, businesses, community and neighborhood organizations; review and recommend ways to improve the city's communications efforts so as to facilitate effective two-way communication between the city and all residents, businesses, community and neighborhood organizations; review and recommend ways to help improve resident emergency preparedness and crime prevention programs. The commission shall review

complaints of alleged human rights violations occurring within the city and secure equal opportunity for all residents of the city regarding public services, public accommodations, housing, employment and education.

(Ord. No. 07-07, § 2, 4-25-2007; Ord. No. 15-01, § 4, 2-11-2015)

Editor's note – Ord. No. 15-01, § 4, adopted February 11, 2015, amended § 2-119 to read as set out herein. Previously § 2-119 was titled "Neighborhood commission."

Sec. 2-120 - Environment commission

The environment commission shall serve in an advisory capacity to the city council on all policy matters relating to energy use, air quality, recreation and aesthetic appreciation, green infrastructure, water, solid waste, and environmental education.

(Ord. No. 07-07, § 3, 4-25-2007)

Secs. 2-121 – 2-139. - Reserved

ARTICLE VII - BACKGROUND CHECKS

Sec. 2-140 - Applicants for city employment

Purpose. The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's computerized criminal history information for specified non-criminal purposes of city employment background checks.

Criminal history employment background investigations. The St. Anthony Police Department is hereby required, as the exclusive entity within the city, to do a criminal history background investigation on the applicants for all regular part-time or full-time positions in the City of Falcon Heights and other positions that work with children, vulnerable adults or require a valid driver's license as an essential qualification of the position. The city's hiring authority may conclude that a background investigation is not needed.

In addition to the St. Anthony Police Department, the city is also required to access criminal data by using the services provided by the bureau of criminal apprehension and paying the associated fee for positions that work with children under the Child Protection Background Check Act (Minn. Stat. § 299C.61 and .62).

In conducting the criminal history background investigation in order to screen employment applicants, the police department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's computerized criminal history information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the police department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the computerized criminal history data may be released by the police department to the hiring authority, including the city council, the city administrator or other city staff involved in

the hiring process.

Before the investigation is undertaken, the applicant must authorize the police department by written consent to begin the investigation. The written consent must fully comply with the provisions of Minn. Stats. ch. 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minn. Stats. § 364.09, the city will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the city rejects the applicant for employment on this basis, the city shall notify the applicant in writing of the following:

- (1) The grounds and reasons for the denial.
- (2) The applicant complaint and grievance procedure set forth in Minn. Stats. § 364.06.
- (3) The earliest date the applicant may reapply for employment.
- (4) That all competent evidence of rehabilitation will be considered upon

reapplication. (Ord. No. 12-08, §§ 1, 2, 9-26-2012)

Editor's note – Ord. No. 12-08, §§ 1, 2, adopted Sept. 26, 2012, repealed § 2-140 and enacted a new § 2-140 to read as set out herein. Former § 2-140 pertained to purpose; procedures and derived from Ord. No. 06-05, § 1, adopted Dec. 13, 2006.

Sec. 2-141 - Applicants for city licenses

Purpose. The purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's computerized criminal history information for specified non-criminal purposes of licensing background checks.

Criminal history license background investigations. The St. Anthony Police Department is hereby required, as the exclusive entity within the city, to do a criminal history background investigation on the applicants for the following licenses within the city:

City licenses:

- Peddler, solicitor and transient merchant;
- Massage therapist;
- Owners of liquor establishments.

In conducting the criminal history background investigation in order to screen license applicants, the police department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's computerized criminal history information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the police department under the care and custody of the chief law

enforcement official or his or her designee. A summary of the results of the computerized criminal history data may be released by the police department to the licensing authority, including the city council, the city administrator or other city staff involved in the license approval process.

Before the investigation is undertaken, the applicant must authorize the police department by written consent to begin the investigation. The written consent must fully comply with the provisions of Minn. Stats. ch. 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minn. Stats. § 364.09, the city will not reject an applicant for a license on the basis of the applicant's prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the city rejects the applicant's request on this basis, the city shall notify the applicant in writing of the following:

- (1) The grounds and reasons for the denial.
- (2) The applicant complaint and grievance procedure set forth in Minn. Stats. § 364.06.
- (3) The earliest date the applicant may reapply for the license.
- (4) That all competent evidence of rehabilitation will be considered upon

reapplication. (Ord. No. 12-08, § 3, 9-26-2012)

Secs. 2-142 – 2-149 - Reserved

ARTICLE VIII - DOMESTIC PARTNERS

Sec. 2-150 - Purpose

The City of Falcon Heights authorizes and establishes a voluntary program of registration of domestic partners. The domestic partnership registry is a means by which unmarried, committed couples who reside or work in Falcon Heights and who share a life together may document their relationship.

Falcon Heights's Domestic Partnership Ordinance is a city ordinance and does not create rights, privileges, or responsibilities that are available to spouses under state or federal law. The City of Falcon Heights cannot provide legal advice concerning domestic partnerships. Applicants and registrants may wish to consult with an attorney for such advice including, but not limited to: wills, medical matters, finances and powers of attorney, children and dependents, medical and health care employment benefits.

(Ord. No. 11-03, § 1, 7-27-2011)

Sec. 2-151 - Definitions

The following words and phrases used in this Code have the meanings given in this section:

Domestic partner. Any two adults who meet all the following:

- (1) Are not related by blood closer than permitted under marriage laws of the state.
- (2) Are not married.
- (3) Are competent to enter into a contract.
- (4) Are jointly responsible to each other for the necessities of life.
- (5) Are committed to one another to the same extent as married persons are to each other, except for the traditional marital status and solemnities.
- (6) Do not have any other domestic partner(s).
- (7) Are both at least 18 years of age.
- (8) At least one of whom resides in Falcon Heights or is employed in Falcon Heights.

Domestic partnership. The term "domestic partnership" shall include, but not be limited to, upon production of valid, government-issued documentation, in addition to domestic partnerships registered with the City of Falcon Heights, and regardless of whether partners in either circumstance have sought further registration with the City of Falcon Heights:

- (1) Any persons who have a currently-registered domestic partnership with a governmental body pursuant to state, local or other law authorizing such registration. The term "domestic partnership" shall be construed liberally to include same-sex unions, regardless of title, in which two same-sex individuals are committed to one another as married persons are traditionally committed, except for the traditional marital status and solemnities.
- (2) Marriages that would be legally recognized as a contract of lawful marriage in another local, state or foreign jurisdiction, but for the operation of Minnesota law.

(Ord. No. 11-03, § 1, 7-27-2011)

Sec. 2-152 - Registration of domestic partnerships

- (a) The city clerk shall accept an application in a form provided by the city to register domestic partners who state in such application that they meet the definition of domestic partners.
- (b) The city clerk shall charge an application fee for the registration of domestic partners and shall charge a fee for providing certified copies of registrations, amendments, or notices of termination.
- (c) The city clerk shall provide each domestic partner with a registration certificate. The registration certificate shall not be issued prior to the third working day after the date of the application.
- (d) This application and certificate may be used as evidence of the existence of a domestic partner relationship.

- (e) The city clerk shall keep a record of all registrations of domestic partnership, amendments to registrations and notices of termination. The records shall be maintained so that amendments and notices of termination are filed with the registration of domestic partnership to which they pertain.
- (f) The application and amendments thereto, the registration certificate, and termination notices shall constitute government data and will be subject to disclosure pursuant to the terms of the Minnesota Government Data Practices Act.

(Ord. No. 11-03, § 1, 7-27-2011)

Sec. 2-153 - Amendments

The city clerk may accept amendments for filing from persons who have domestic partnership registrations on file, except amendments which would replace one of the registered partners with another individual.

(Ord. No. 11-03, § 1, 7-27-2011)

Sec. 2-154 - Termination of domestic partnership

Domestic partnership registration terminates when the earliest of the following occurs:

- (1) One of the partners dies; or
- (2) Forty-five days after one partner sends the other partner written notice, on a form provided by the city, that he or she is terminating the partnership and files the notice of termination and an affidavit of service of the notice on the other partner together with a fee with the city clerk.

(Ord. No. 11-03, § 1, 7-27-2011)

Footnotes:

¹ **State Law reference** – Statutory cities, Minn. Stats. ch. 412.

² **State Law reference** – City council generally, Minn. Stats. § 412.191.

³ **State Law reference** – City officers and employees generally, Minn. Stats. § 412.111 et seq.; municipal officers and employees, Minn. Stats. ch. 418; vacancies, resignations and removals from public office, Minn. Stats. ch. 351.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	April 2, 2025
Agenda Item	C4
Attachment(s)	Request for Proposals for City Website Redesign
Submitted By	Elke Johnson, Administrative and Communications Coordinator

Item	Release of Request for Proposal (RFP) for City Website Redesign
Description	<p>The attached Request for Proposal (RFP) will notify qualified vendors and individuals that the City is accepting proposals for redesign of the city’s website.</p> <p>The last major redesign of the City’s website took place in 2021. Since then, much has changed in the architecture of CMS, as well as the level of expectations of services provided by local government websites.</p> <p>The goal of the website redesign is to create an engaging, user-friendly site with a flexible CMS that enables city staff to provide timely, accurate, and accessible information.</p> <p>This website redesign will also help with the new accessibility requirements for web content provided by state and local governments. On April 24, 2024, the Federal Register published the Department of Justice’s (Department) final rule updating its regulations for Title II of the Americans with Disabilities Act (ADA). The final rule has specific requirements about how to ensure that web content and mobile applications (apps) are accessible to people with disabilities. The technical standard to comply with is The Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA. The compliance deadline is determined based on size. Because Falcon Heights is smaller than 49,999 residents, they need to comply by April 26, 2027.</p>
Budget Impact	Budgeted \$25,000 to upgrade and maintain the website
Attachment(s)	Request for Proposal for City Website Redesign
Action(s) Requested	Staff recommends that City Council authorize City Staff to give notice that the City of Falcon Heights is requesting bids from vendors for a website redesign.



March 28, 2025

REQUEST FOR PROPOSALS

The City of Falcon Heights

City Website Redesign

Bid Submittal Deadline: Friday, May 9, 2025 at 4:30 PM

Prepared By:
Elke Johnson, Administrative & Communications Coordinator
City of Falcon Heights
2077 Larpenteur Ave West
Falcon Heights, MN 55113
elke.johnson@falconheights.org
651-792-7621

Request for Proposal

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SECTION 5: EVALUATION CRITERIA

SECTION 6: CONTRACT ETHICS

SECTION 1

INTRODUCTION

The City of Falcon Heights (City) is seeking proposals from vendors who are interested in providing web redesign and hosting services for the City's website, www.falconheights.org. All proposals must be submitted to the City's Administrative & Communications Coordinator, Elke Johnson, at elke.johnson@falconheights.org no later than 4:30 PM on Friday, May 9, 2025.

1-1 City Background

The City of Falcon Heights, located in Ramsey County, Minnesota, has a population of 5,369, as reported by the 2020 U.S. Census. The median age is 34, with 2,203 households. Approximately 20.9% of the population is 62 years or older, while 82.9% are 18 years or older. Key transportation routes in Falcon Heights include Minnesota Highway 51 (Snelling Avenue) and Ramsey County Road 30. The city is bordered by Lauderdale to the west, St. Paul to the south, and Roseville to the north and east. According to the U.S. Census Bureau, Falcon Heights covers a total area of 2.2 square miles (5.8 km²), all of which is land.

In addition to providing general government services, the City offers other services such as building permits, rental licenses, street cleaning, and snow removal. For fire services, the City contracts with the St. Paul Fire Department; for police services, the City contracts with the St. Anthony Village Police Department. The City of Falcon Heights employs ten full-time employees.

1-2 RFP Purpose

Currently, the City employs a full-time Communications Coordinator whose duties include maintenance of the website and making the majority of its updates, while a few other staff members also have access to create webpages, make edits, and upload documents such as meeting agendas and minutes.

This website redesign project aims to create an engaging, user-friendly site with a flexible CMS that enables city staff to provide timely, accurate, and accessible information. The site should help residents, businesses, visitors, and others easily find information, services, and solutions. It should reflect Falcon Heights' unique personality, be clean, welcoming, well-organized, and fully accessible to all users as per the latest Web Content Accessibility Guidelines. The project will also involve updating, migrating webpages to a new structure, and training City staff to maintain it.

The last major redesign of the City's website took place in 2021. Since then, much has changed in the architecture of CMS, as well as the level of expectations of services provided by local government websites. The current website consists of 210 published pages. The website experiences a total of 30,000 pageviews per year.

SECTION 2

PROCESS

Notice is hereby given that proposals will be received by the City of Falcon Heights, Ramsey County, Minnesota, for website redesign services. The City of Falcon Heights invites qualified individuals or firms to submit proposals to provide website redesign and hosting services based on the scope of work contained herein. To ensure a fair *review and selection process*, firms submitting proposals are expressly requested not to make other contacts with the City staff or council members regarding these proposals. Failure to comply with this request may result in disqualification of the proposal.

If not found within this document, information regarding the RFP process should be directed to Elke Johnson, Administrative & Communications Coordinator, by email at elke.johnson@falconheights.org or by phone at 651-792-7621. Find additional information about the City of Falcon Heights at www.falconheights.org

2-1 Requests for Proposal

The City of Falcon Heights invites qualified individuals or firms to submit proposals for website redesign services, as described in the scope of work set forth in Section 3 of this Request for Proposals (RFP).

2-2 Schedule (tentative)

- Issue Date: April 9, 2025
- Closing Date: May 9, 2025
- Anticipated Award Notice: May 28, 2025
- Anticipated Contract Approval: May 30, 2025

2-3 Official Contact

Questions regarding the scope of services shall be directed to:

- Elke Johnson, Administrative & Communications Coordinator
- City of Falcon Heights
- 2077 Larpenteur Ave West
- Falcon Heights, MN 55113
- elke.johnson@falconheights.org
- 651-792-7621

2-4 Proposal Due Date:

One (1) copy of the proposal must be emailed to Elke Johnson at elke.johnson@falconheights.org no later than 4:30 PM on Friday, May 9, 2025. Proposals should be marked "RFP Website Redesign." Late proposals will be kept by the City but not considered for award.

2-5 Cancellation, Delay or Suspension of Solicitation: Rejection of Proposals

Falcon Heights may cancel, delay, or suspend this solicitation if in the best interest of the City as determined by the City. Falcon Heights may reject any or all proposals, in whole or in part, if in

the best interest of the City as determined by the City. The City reserves the right to reject any or all proposals not in compliance with public bidding procedures.

2-6 Incurred Costs

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal. The City is not liable for any cost incurred by a proposer in protesting the City's selection decision.

2-7 Confidentiality of Information

All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

Once a proposal has been accepted and is presented to the City Council for approval, it will be determined a public document and non-private information will be shared and published online, including the response to this proposal.

SECTION 3

SCOPE OF SERVICES

3-1 Goals and Objectives

The City of Falcon Heights seeks to reorganize and enhance its website to ensure users can easily find relevant information and access services. The redesigned website will also serve as an essential tool for community engagement, providing residents with up-to-date information on City decisions, programs, projects, and events.

Our goal is to create a website that engages, connects, and informs our community with a flexible CMS that empowers city staff to provide timely, accurate, and accessible information. Residents, businesses, visitors, and others need to be able to easily locate information and services and find answers to their inquiries and solutions to their issues online. The final website should reflect the unique personality of Falcon Heights, feel clean and welcoming, and be intuitively organized, searchable, and robust. The site must also be fully accessible to people of all abilities as required by the new Web Content Accessibility Guidelines.

The key project elements include:

- Redesigning the website at falconheights.org
- Providing hosting for the redesigned site
- Offering CMS training and ongoing support for the new website structure

As part of this redesign, the City plans to:

- Reorganize the website structure for ease of navigation
- Remove obsolete pages
- Add new pages as needed
- Update existing content for relevancy and accuracy

3-2 Project approach

After a review of the City's existing website at falconheights.org, describe the following:

- Steps you would take to accomplish the redesign and update (may be a broad outline)
 - Include milestones and status reports in your outline
- How would your content management system/platform help the City achieve its goals stated above
- Additional information about your company and/or services that would help the City in choosing a Vendor

3-3 Platforms and Processes

Provide answers to the following questions:

- What content management system do you use for designing and maintaining websites, and is it proprietary?
- Is there an ongoing fee/subscription for this CMS? If so, please list the annual fee/cost and what that fee/cost includes, i.e. ongoing support, version updates, training, fixes, etc.
- What hosting service do you use/recommend, and what are the fees for using it?
- What processes do you use to test and review a website?
- What additional services do you offer? For example, do you offer "add-ons" for public engagement, online registration and reservation platforms, etc.?

3-4 Training and support

- What after-service support do you provide, and for how long?
- What services do you provide should the City website be hacked or otherwise experience problems? Does your system offer the ability to revert to a previous version?

3-5 Accessibility

The selected vendor must ensure that all digital products, including but not limited to websites, web applications, video content, software, and digital documents, comply with the Web Content Accessibility Guidelines (WCAG) 2.1 AA (or WCAG 2.2 AA, if applicable). Compliance must be maintained throughout the duration of the contract, including updates and new feature rollouts.

- **Testing & Validation**
 - Deliverables must undergo both automated and manual testing, including testing with screen readers (e.g., NVDA, JAWS, or Voiceover), keyboard navigation, and other assistive technologies.
 - Vendors must provide a detailed accessibility testing report for each deliverable, listing any identified issues and their resolutions.
 - Vendors must submit a Voluntary Product Accessibility Template (VPAT) or equivalent documentation demonstrating compliance.
- **Ongoing Compliance & Remediation**
 - If accessibility barriers are identified during testing, independent audits, or user feedback, the vendor is responsible for implementing all necessary remediations at no additional cost within 60 days from the date of issue identification.
 - Vendors must provide an accessibility roadmap outlining plans to maintain compliance and address future WCAG updates.

- Any content, updates, or feature additions must meet WCAG 2.1 AA standards before deployment.
- **Training & Support**
 - The vendor must provide training for city staff on accessibility best practices and ensure proper content management to maintain compliance.
- **Enforcement & Penalties**
 - Failure to meet accessibility requirements at any stage of the project may result in contract termination, financial penalties, and/or withholding of payment until compliance is achieved.
 - If the vendor fails to remediate identified accessibility issues within the agreed timeframe, the city reserves the right to engage a third party to correct the issues, with costs deducted from the vendor's payment.

By responding to this RFP, the vendor acknowledges and agrees to comply with all accessibility requirements stated in this section and in applicable legal and regulatory frameworks (e.g., Americans with Disabilities Act, Section 508 of the Rehabilitation Act).

3-6 Other Requirements

- **Responsive Design:** The new website should be usable on all devices, including phones, tablets, and personal computers.
- **Interactive Calendar:** The website should support a calendar system that provides information on local events, meetings, and activities and is easy to update. A calendar that can assign categories to events and host recurring meetings is ideal.
- **Document Hosting:** As a government entity, we have many existing PDFs and other documents that must be migrated from the existing database and hosted on a platform that allows links to individual documents, is searchable, and allows for the addition of more documents and maintenance by city content creators.
- **Integration of Other Sites and Services:** The City of Falcon Heights contracts with other service providers, including (but not limited to): iWorQ for building permits; ArcGIS for mapping; AllPaid for payments
- **Social Media Integration:** Ability to integrate in some way with social media tools (Facebook, Nextdoor), allowing feed-sharing and following of city social media accounts.
- **News Updates:** The new website must include the capability for online publishing of blog-style news updates with email subscription capability.
- **Multi-Language Translation:** The website should support translation into multiple languages to serve diverse community needs.
- **Site Statistics:** Regular or easily accessible data analytics reports

3-7 Budget

Please break out your fees/charges by:

- Redesign of web structure, development of style guidelines and templates, and migration of webpages to the new structure
- Training of City staff in maintaining the website
- Ongoing maintenance and support

SECTION 4

PROPOSAL FORM AND CONTENT

4-1 Proposal Submittal

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

4-2 Proposal Form and Content

Proposals should include the following items in their proposals, addressing the scope of work in Section 3. The proposal and cost schedule shall be valid and binding for ninety (90) days following the proposal's due date and will become part of the contract that is negotiated with the City.

The following will be considered the minimum contents of the proposal and must be submitted in the order listed:

- **Proposed Vendor Qualifications:** Summarize your or the firm's background and history; include the depth and breadth of your firm's experience in redesigning or creating websites for smaller municipalities and any experience you may have working on related projects.
- **Scope of Services Offered:** Provide a detailed breakdown of how you would approach the Scope of Work proposed in Section 3. Include specific information on the steps that would be taken to address each of the primary areas of need.
- **Samples:** Proposals shall include a minimum of two (2) samples demonstrating redesign of a small municipal website that uses the same or similar specifications to the bid.
- **Fee Schedule:** The vendor must submit a compensation schedule for the services outlined in the preliminary scope of work. References from municipal clients are optional but not required.
- **Timeline:** Identify a concrete, but reasonable timeline for the completion of each component in the process, as well as implementation guidelines.
- **Additional Information:** Any information that the proposer feels is applicable to the evaluation of the Proposal or of their qualifications for accomplishing this request for services should be included in this section. You may use this section to address the aspects of your services that distinguish you or your firm from other firms.

SECTION 5

EVALUATION CRITERIA

The City shall evaluate the proposal on criteria including, but not limited to, the following list (in no order of priority).

1. The vendor adheres to the instructions in this Request for Proposals on preparing and submitting the proposal;
2. Compensation schedule;
3. Samples of your experience in designing and maintaining local government unit websites;
4. The vendor can provide a content management system and hosting;
5. The vendor can provide training and post-launch support;
6. The vendor can ensure compliance with the Web Content Accessibility Guidelines

SECTION 6

CONTRACT ETHICS

1. No elected official or employee of the City who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions which affect his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any City employee or council member, or for any City employee or council member to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.
3. The firm shall not accept any client or project that places it in a conflict of interest with its services rendered to the City of Falcon Heights. If such a conflict of interest is subsequently discovered, the City shall be promptly notified.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	April 2, 2025
Agenda Item	C5
Attachment(s)	
Submitted By	Jack Linehan, City Administrator

Item	Future Agenda Items
Description	This is an opportunity to suggest future agenda items the City Council would like to discuss at either a regular meeting or workshop format.
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	The City Council is requested to provide direction to the City Administrator on future items of discussion.