

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

AGENDA

Wednesday, January 24, 2024
7:30 P.M.

- A. CALL TO ORDER:

- B. ROLL CALL: GUSTAFSON___ LEEHY___
 MEYER ___ MIELKE___ WASSENBERG___

 STAFF PRESENT: LINEHAN___

- C. POLICY ITEMS:
 - 1. Larpenteur Street Lights Discussion
 - 2. Goff Public Proposal
 - 3. 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. 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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Meeting Date	January 24, 2024
Agenda Item	Policy C1
Attachment	Light Specs, Lighting Maps
Submitted By	Jack Linehan, City Administrator

Item	Larpenteur Avenue Lighting Project
Description	<p>The Larpenteur Avenue Lighting Project, FH23-03, consists of removing and replacing 34 decorative light poles on Larpenteur Avenue from Fry Street to Arona Street. The proposed lights are decorative LED and will have a single light head and arms for decorative banners. The contract will include removals and restoration.</p> <p>Forest Lake Contracting, Inc. was the low bidder at \$340,800. The project was budgeted for \$360,000 in the 2024 Capital Improvement Plan. Construction is anticipated to begin as soon as cement plants open in the spring.</p> <p>Prior to construction, staff wants to provide an overview of the project and explain the design. The proposed lights will be single 150w LED lighting. Currently, the lights are two-100w halogen bulbs that have been retrofitted with LEDs. The benefits of the switch to the new design are as follows:</p> <ul style="list-style-type: none"> • The new lights will have access panels at minimum of 10' from the ground, requiring a bucket truck or ladder to make repairs to the internal components. This will make copper wire theft much more difficult. • The single light head will be glass-free and top lit, reducing the risk of glass breaks. • Engineers mapped out the lighting and it will provide very adequate pedestrian lighting for the sidewalks. • The new design will be similar to the City of St. Paul lights on Cleveland Avenue and Como Avenue south of the fairgrounds, creating a similar design aesthetic for the area. Our lights will be slightly different in that the

	<p>post colors will be Falcon Heights dark green, they will not have a glass lantern and the access panels will be near the top.</p> <ul style="list-style-type: none"> • The new lights are DarkSky International Approved, as the design does a better job of directional lighting downward versus non-targeted lighting that can cause light pollution. <p>Staff needs to sign off on the design ASAP to allow 10-12 weeks for the lights to be ordered. As the new design is different than the current lights, staff is seeking confirmation that the updated lights fit the character of the City.</p>
Budget Impact	<p>The low bid by Forest Lake Contracting, Inc. is \$340,800.00. Engineering costs are estimated to be \$17,000. The total project cost is \$357,800.00.</p> <p>This project was listed in the CIP to be financed by the following funds:</p> <ul style="list-style-type: none"> • Infrastructure (419) - \$280,000 • TIFF #1-3 Improvement - \$80,000
Attachment(s)	<ul style="list-style-type: none"> • Design Specs • Lighting Maps
Action(s) Requested	<p>Staff recommends the City Council discuss the proposed lights and provide direction to the City Administrator whether to authorize approval of the design specifications.</p>



ASSEMBLY SUBMITTAL SPEC SHEET

JOB NAME: City of Falcon Heights
JOB LOCATION: Falcon Heights, MN
QUOTE NUMBER: 2043-21-16852
SUBMITTAL TYPE: Submittal

CONTENTS

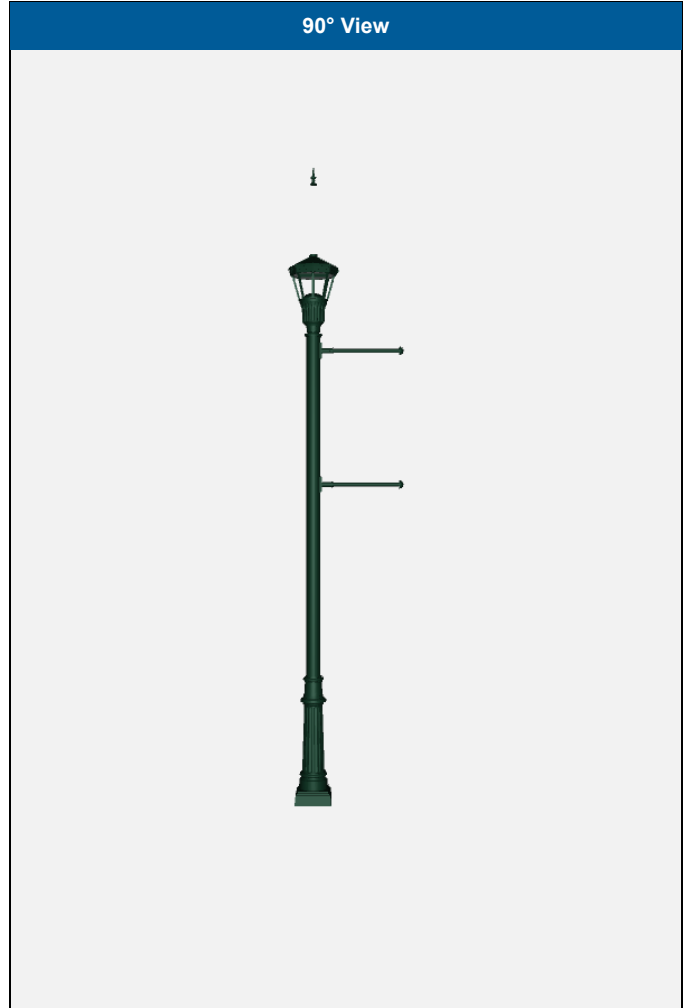
Type	Description
	AUCL3 P30 30K MVOLT FC3 GN SK SMA 14 S5J 13S C03 GN ABG SP114/162C RP162A BA 100P 24IN 1A BO S5J HB GN BA 100P 24IN 1A BO S5J HB GN ASSY25952

NOTES



Job Name: City of Falcon Heights
Job Location: Falcon Heights, MN
Quote No: 2043-21-16852
Type:

Catalog Number:
 AUCL3 P30 30K MVOLT FC3 GN SK SMA 14 S5J 13S C03 GN ABG SP114/162C RP162A BA 100P 24IN 1A BO S5J HB GN BA 100P 24IN 1A BO S5J HB GN ASSY25952

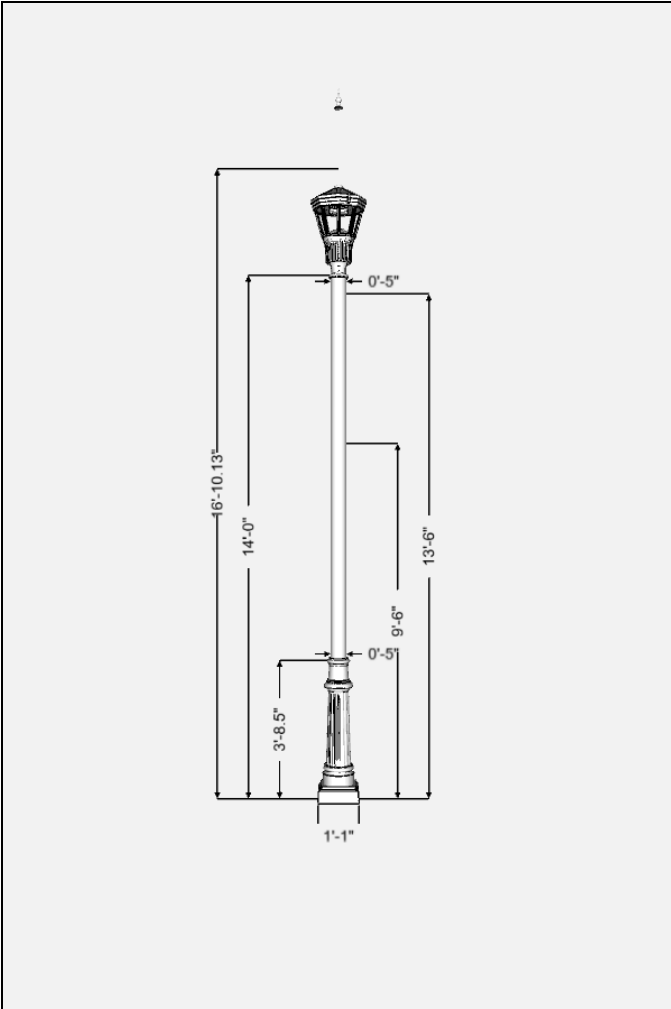


Ordering Information

Luminaire	Pole	Accessories
<p>Catalog Number: AUCL3 P30 30K MVOLT FC3 GN SK</p> <p>Series: (AUCL3) Utility Arlington Full Cutoff LED 3</p> <p>Performance Package: (P30) P30 performance package</p> <p>Color Temperature: (30K) 3000K</p> <p>Voltage: (MVOLT) 120-277V</p> <p>Optics: (FC3) Full cutoff, type III</p> <p>Finish: (GN) Green</p> <p>Finial/Trim: (SK) Spike finial</p>	<p>Catalog Number: SMA 14 S5J 13S C03 GN ABG SP114/162C RP162A</p> <p>Series: (SMA) Salem aluminum pole</p> <p>Pole Height: (14) 14FT</p> <p>Shaft Style: (S5J) Shaft, 5IN diameter smooth, .25 wall</p> <p>Base Diameter: (13S) 13IN Base, Square Pattern Bolt Circle</p>	<p>Catalog Number: BA 100P 24IN 1A BO S5J HB GN</p> <p>Series: (BA) Banner arm</p> <p>Height / Length: (24IN) 24IN</p> <p>Number of Arms: (1A) Single arm</p> <p>Arm Connection: (BO) Bolt-on</p> <p>Shaft Style: (S5J) Shaft, 5IN diameter smooth, .25 wall</p> <p>Finial: (HB) Half sphere</p>
Accessories (Cont...)	Accessories	
<p>Banner Pipe Size: (100P) 1.00 SCH pipe (1.315" actual)</p> <p>Finish: (GN) Green</p>	<p>Catalog Number: BA 100P 24IN 1A BO S5J HB GN</p> <p>Series: (BA) Banner arm</p> <p>Height / Length: (24IN) 24IN</p> <p>Number of Arms: (1A) Single arm</p>	<p>Arm Connection: (BO) Bolt-on</p> <p>Shaft Style: (S5J) Shaft, 5IN diameter smooth, .25 wall</p> <p>Finial: (HB) Half sphere</p> <p>Banner Pipe Size: (100P) 1.00 SCH pipe (1.315" actual)</p> <p>Finish: (GN) Green</p>

Anchor Bolt	Anchor bolt template
<p>Catalog Number: AB-26-4 Anchor Bolt: (AB-26-4) AB-26-4</p>	<p>Catalog Number: TMP-89 Anchor Bolt Template Number: (TMP-89) TMP-89</p>

Assembly Drawing



Description	Height/Width
Assembly Overall Height	16'-10.13"
Luminaire Mounting Height	14'-0"
Pole Height	14'-0"
FGIUS Height	13'-6"
BA Height	13'-6"
BA Height	9'-6"
Pole Shaft OD At Top	0'-5"
Pole Shaft OD At Bottom	0'-5"
Pole Base Height	3'-8.5"
Pole Base Width	1'-1"

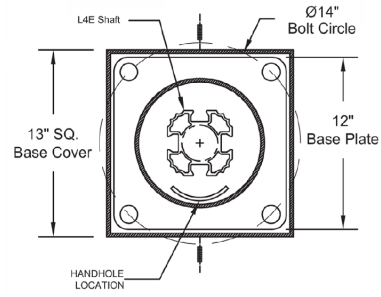
Windload

Passed Wind Speed: 90 mph

Windload Result: 74%

Evaluated per: AASHTO 2013

Anchorage/Orientation Plan



Note: Door = Hand Hole

Ordering Information

Qty	Catalog Number
1	AUCL3 P30 30K MVOLT FC3 GN SK
1	SMA 14 S5J 13S C03 GN SP114/162C RP162A
1	AB-26-4
1	TMP-89
1	BA 24IN 1A BO S5J HB 100P GN
1	BA 24IN 1A BO S5J HB 100P GN

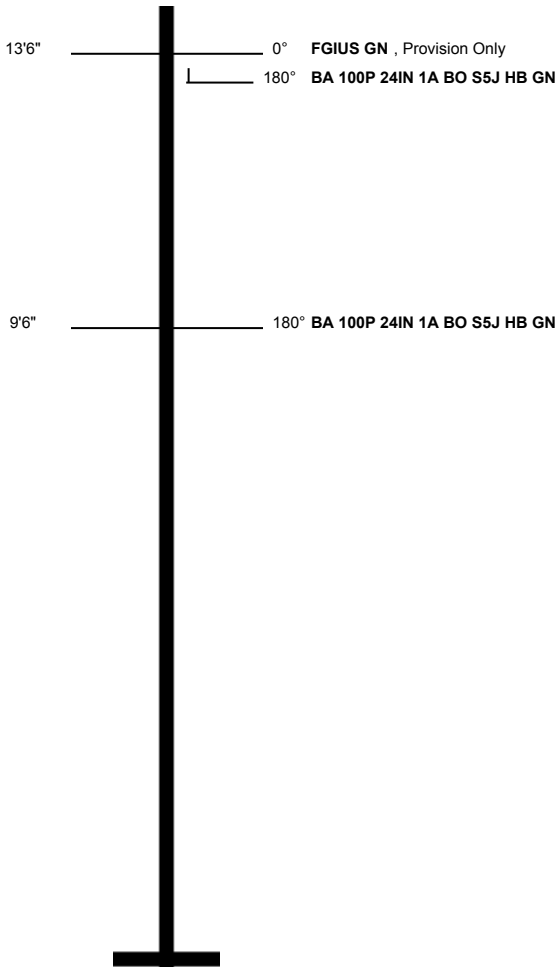
Customer Approval Signature:

Date:

Orientation Drawing

Anchorage/Orientation Plan

Pole	Pole Height
SMA 14 S5J 13S C03 GN ABG SP114/162C RP162A	14'-0"



Note: Door = Hand Hole

The hand hole is located at zero (0) degrees. Height from the bottom of base / anchor plate.

Accessory	Orientation	Height
FGIUS GN	0	162
BA 100P 24IN 1A BO S5J HB GN	180	162
BA 100P 24IN 1A BO S5J HB GN	180	114

Customer Approval Signature:

Date:

AUCL3 Lantern

Arlington® LED Post-Top Full Cut-off Lighting



Product Submittal Description:

Utility Arlington Full Cutoff LED 3, P30 performance package, 3000K, 120-277V, Full cutoff, type III, Green, Spike finial



The product images shown are for illustration purposes only and may not be an exact representation of the product.

[↓ IES Files](#)
 [↓ BIM Models](#)
 [↓ Full Spec Sheet](#)

Product Webpage: www.acuitybrands.com/products/detail/1815266

Warranty: www.acuitybrands.com/support/warranty/terms-and-conditions

Model #: AUCL3 P30 30K MVOLT FC3 GN SK ✓

Series*		Performance Package*				Color Temperature*	
AUCL3	Utility Arlington Full Cutoff LED 3	P05	P05 LED performance package	P80	P80 performance package	27K	2700K
		P10	P10 performance package	P90	P90 Performance package	30K	3000K
		P100	P100 Performance package			40K	4000K
		P20	P20 performance package				
		P30	P30 performance package				
		P40	P40 performance package				
		P50	P50 performance package				
		P60	P60 performance package				
		P70	P70 performance package				
Voltage*		Optics*		Finish*			
HVOLT	347-480V	FC2	Full cutoff, type II	BK	Black	XX	Standard finish, TBD
MVOLT	120-277V	FC3	Full cutoff, type III	BZ	Bronze		
XVOLT	277-480V with enhanced power quality protection	FC4	Full cutoff, type IV	CMC	Custom matched color		
		FC5	Full cutoff, type V	GH	Graphite		
				GN	Green		
				GR	Gray		
				PP	Prime paint		
				RAL	RAL color		
				WH	White		
Finial/Trim		Reveal Plate Finish		Glass Option		Photocontrol Receptacle	
BL	Ball finial, painted cast aluminum	MHC	Paint Cosmetic Reveal Plate to match Housing Color	CLGL	Clear tempered glass lens	DINBRA	DTL DIN node bracket with external mounted antenna, DTL DIN node ordered and shipped separately
NF	No finial			FRGL	10% Frosted tempered glass lens	PR7	7 pin NEMA dimmable photocontrol receptacle
SK	Spike finial					PR7E	7 pin NEMA dimmable photocontrol external receptacle



Submittal Spec Sheet

Dynamically Generated

Series: AUCL3

Adjustable Output		Photocontrols		Prewire Leads		Shielding (factory installed)	
AO	Field adjustable lumen output	P34	Solid state long life photocontrol (347V)	L03	3ft prewire leads	HSS	House side shield
		P48	Solid state long life photocontrol (480V)	L10	10ft prewire leads		
		PCLL	DTL photocontrol	L1H	1.5ft prewire leads		
		SH	Shorting cap	L20	20ft prewire leads		
				L25	25ft prewire leads		
				L30	30ft prewire leads		
Label		House Side Shield Accessory (field installed)					
NL1X1	1IN x 1IN NEMA label						
NL2X2	2IN x 2IN NEMA label						
		CLHSSGL25	No glass, Type 2 & Type 5 - Louvered house side shield				
		CLHSSGL34	No glass, Type 3 & Type 4 - Louvered house side shield				
		CLHSSNG25	Glass, Type 2 & Type 5 - Louvered house side shield				
		CLHSSNG34	Glass, Type 3 & Type 4 - Louvered house side shield				

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Not all versions of the product are available with all options.

Specifications subject to change without notice.

Actual performance may differ as a result of end-user environment and application.

All values are design or typical values, measured under laboratory conditions at 25 °C.

See the full specification sheet at the product page link above for full product information and detailed ordering information.

Certain airborne contaminants can diminish the integrity of acrylic and/or polycarbonate.

Visit: <http://www.acuitybrandslighting.com/library/ll/documents/specsheets/acrylic-polycarbonate-compatibility.pdf> for Acrylic-Polycarbonate Compatibility table for suitable uses.

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Submittal Spec Sheet

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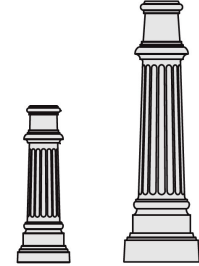
Series: SMA

SMA Pole ABC

Salem Decorative Cast Aluminum Poles

Product Submittal Description:

Salem aluminum pole, 14FT, Shaft, 5IN diameter smooth, .25 wall, 13IN Base, Square Pattern Bolt Circle, Tenon, 3.00 O.D. x 3IN tall, Green, Anchor bolt (galvanized steel)



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[↓ IES Files](#)

[↓ BIM Models](#)

[↓ Full Spec Sheet](#)

Warranty: www.acuitybrands.com/support/warranty/terms-and-conditions

Model #: **SMA 14 S5J 13S C03 GN ABG SP114/162C RP162A** ✓

Series*		Pole Height*				Shaft Style*			
SMA	Salem aluminum pole	06	6FT	15	15FT	F3C	Shaft, 3IN diameter fluted, .125 wall		
		07	7FT	16	16FT	F4C	Shaft, 4IN diameter fluted, .125 wall		
		08	8FT	17	17FT	F4J	Shaft, 4IN diameter fluted, .25 wall		
		09	9FT	18	18FT	F5J	Shaft, 5IN diameter fluted, .25 wall		
		10	10FT	19	19FT	FTJ	Fluted tapered, .25 wall thickness		
		11	11FT	20	20FT	S3C	Shaft, 3IN diameter smooth, .125 wall		
		12	12FT	21	21FT	S4C	Shaft, 4IN diameter smooth, .125 wall		
		13	13FT	22	22FT	S4J	Shaft, 4IN diameter smooth, .25 wall		
		14	14FT			S5J	Shaft, 5IN diameter smooth, .25 wall		
		Shaft Style* (Cont...)		Base Diameter*		Pole Top Mounting*			
		SL4	Shaft, Sitelink 4.50IN fluted, .156 wall (L4E)	09S	9IN Base, Square Pattern Bolt Circle	B04	Tenon, 2.38 O.D. x 4IN tall	E08	3 1/2 x 8 tenon
		T4C	Shaft, 3IN to 4IN Tapered, .125 wall	13S	13IN Base, Square Pattern Bolt Circle	C03	Tenon, 3.00 O.D. x 3IN tall	G12	4 3/8 x 12 tenon
		T5C	Shaft, 3IN to 5IN Tapered, .125 wall			C04	Tenon, 2.88 O.D. x 4IN tall	H10	4 1/2 x 10 tenon
						C05	3 x 5 tenon	PLN	Plain pole cap
				C06	3 x 6 tenon	VGP	VGC plate		
				C08	3 x 8 tenon				
				C09	3 x 9 tenon				
				C12	3 x 12 tenon				
				C14	3 x 14 tenon				
Breakaway Kit		Finish*				Base Mounting*			
BWKT	Breakaway kit for cast aluminum pole	BK	Black	SL	Silver	ABG	Anchor bolt (galvanized steel)		
		BZ	Bronze	WH	White	DBB	Direct burial base, galvanized steel		
		CMC	Customer matched color			LAB	Less anchor bolt		
		CTBS	Standard color to be determined						
		DB	Dark blue						
		GH	Graphite						
		GN	Green						
		GR	Gray						
		PP	Prime painted						





Submittal Spec Sheet

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Series: SMA

Grounding

GRD 1/2 copper grounding lug

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Certain airborne contaminants can diminish the integrity of acrylic and/or polycarbonate.

Visit: <http://www.acuitybrandslighting.com/library/ll/documents/specsheets/acrylic-polycarbonate-compatibility.pdf> for Acrylic-Polycarbonate Compatibility table for suitable uses.

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Submittal Spec Sheet

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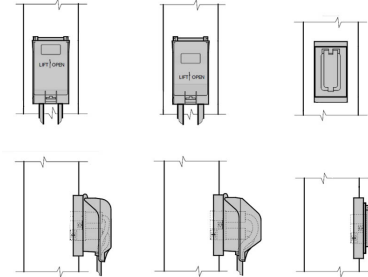
Series: FGIUS

FGIUS Electrical Receptacle

Receptacle with small, In-Use Wet Location Cover (FGIUS)

Product Submittal Description:

Receptacle with small, in-use wet location cover, Green



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[↓ IES Files](#)

[↓ BIM Models](#)

[↓ Full Spec Sheet](#)

Warranty: www.acuitybrands.com/support/warranty/terms-and-conditions

Model #: **FGIUS GN** ✓

Weatherproof Receptacle*		Finish*			
FGIUS	Receptacle with small, in-use wet location cover	BK	Black	PP	Prime painted
		BZ	Bronze	SL	Silver
		CMC	Customer matched color	WH	White
		CTBS	Standard color to be determined		
		DB	Dark blue		
		DG	Dark green		
		GH	Graphite		
		GN	Green		
		GR	Gray		

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Submittal Spec Sheet

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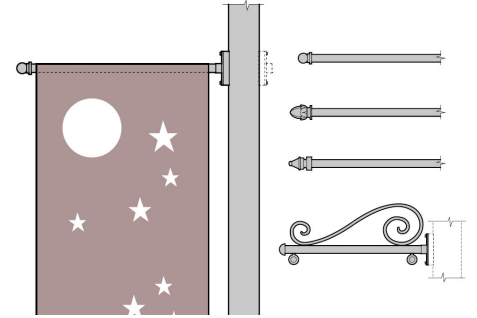
Series: BA

BA Arm

Decorative Banner Arms

Product Submittal Description:

Banner arm, 24IN, Single arm, Bolt-on, Shaft, 5IN diameter smooth, .25 wall, Half sphere, 1.00 SCH pipe (1.315" actual), Green



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[↓ IES Files](#)

[↓ BIM Models](#)

[↓ Full Spec Sheet](#)

Product Webpage: www.acuitybrands.com/products/detail/1312999

Warranty: www.acuitybrands.com/support/warranty/terms-and-conditions

Model #: BA 100P 24IN 1A BO S5J HB GN ✓

Series*		Height / Length*					
BA	Banner arm	12IN	12IN	24IN	24IN	33IN	33IN
		14IN	14IN	25IN	25IN	34IN	34IN
		16IN	16IN	26IN	26IN	35IN	35IN
		18IN	18IN	27IN	27IN	36IN	36IN
		19IN	19IN	28IN	28IN		
		20IN	20IN	29IN	29IN		
		21IN	21IN	30IN	30IN		
		22IN	22IN	31IN	31IN		
		23IN	23IN	32IN	32IN		
Number of Arms*		Arm Connection*		Shaft Style*			
1A	Single arm	BO	Bolt-on	F4C	Shaft, 4IN diameter fluted, .125 wall	OTN	Octagonal tapered (cast), .375 wall
2A	2 at 180 degrees	CO	Clamp-on	F4J	Shaft, 4IN diameter fluted, .25 wall	S4C	Shaft, 4IN diameter smooth, .125 wall
				F5J	Shaft, 5IN diameter fluted, .25 wall	S4J	Shaft, 4IN diameter smooth, .25 wall
				FTB	Fluted tapered	S5J	Shaft, 5IN diameter smooth, .25 wall
				FTJ	Fluted tapered, .25 wall thickness	SL4	Shaft, Sitelink 4.50IN fluted, .156 wall (L4E)
				FTM	Fluted tapered, .312 wall thickness		
				FTN	Fluted tapered, .375 wall thickness	SL5	Shaft, Sitelink 5.25IN fluted, .25 wall (L5J)
				O4C	4.5IN octagonally fluted, .125 wall		
				OTJ	Octagonal tapered (cast), .25 wall		
Shaft Style* (Cont...)		Finial*		Banner Pipe Size*		Finish*	
SL6	Shaft, Sitelink 5.75IN fluted, .25 wall (L6J)	AC	Acorn	075P	.75 SCH pipe (1.05" actual)	BK	Black
SL8	Shaft, Sitelink 8.50IN fluted (L8G)	BL	Ball	100P	1.00 SCH pipe (1.315" actual)	BZ	Bronze
ST2	Shaft, Sitelink 5.75IN extruded (T2, T2J)	HB	Half sphere	125P	1.25 SCH pipe (1.66" actual)	CMC	Customer matched color
ST3	Shaft, Sitelink 8.50IN extruded (T3, T3H)	RL	Raleigh	150P	1.50 SCH pipe (1.90" actual)	CTBS	Standard color to be determined
T4C	Shaft, 3IN to 4IN Tapered, .125 wall					DB	Dark blue
T5C	Shaft, 3IN to 5IN Tapered, .125 wall					GH	Graphite
						GN	Green
						GR	Gray
						PP	Prime painted





Submittal Spec Sheet

Dynamically Generated

Series: BA

Finish* (Cont...)		Banner Eyebolt		Banner Scroll	
SL	Silver	DEB	Two eyebolts on each arm	SCR	Scroll attachment
WH	White	SEB	Single eyebolt on each arm		

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Structural Analysis

According to the Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals, 2013 as published by the American Association of State Highway and Transportation Officials.

Job Information

Quote No.: 2043-21-16852
Project/Job Name: City of Falcon Heights
Job Location: Falcon Heights, MN
Dwg No:
Customer E-mail:
Wind Speed: 90
Gust: 102.6

Pole Information

Pole No.: SMA 14 S5J 13S C03 GN ABG
SP114/162C RP162A
Total Height (in): 168
Material: Cast Aluminum
Pole Base Elevation: 0
Pole Weight (lbs): 121.46

Luminaire/Arm

Description: AUCL3 P30 30K MVOLT FC3 GN SK/
EPA (sq ft): 1.38
Vertical Offset (in): 16.5
Weight (lbs): 33
Hertz. Offset (in): 0
Torsion Offset (in): 0

Accessories/Banner Arms/Pole Arms

Description: FGIUS GN BA 100P 24IN 1A BO
S5J HB GN BA 100P 24IN 1A BO
S5J HB GN
EPA (sq ft): 111.09
Height Above Grade (in): 168
Weight (lbs): 60
Horiz. Offset (in): 9.6
Torsion Offset (in): 0

Pole Shaft Data

Shaft Type: Smooth
Bottom Dia. (in): 5
Top Dia. (in): 5
Length (in): 123.5
Wall Thickness (in): 0.25
Allowable Strength (psi): 13500
CSR: 0.4

Anchor Bolt Data

Bolt Diameter (in): 0.75
Threads Per Inch: 10
Stress Area (sq in): 0.33
Yield Strength (psi): 0
Material:
Number of Bolts: 4
CSR: 0.27

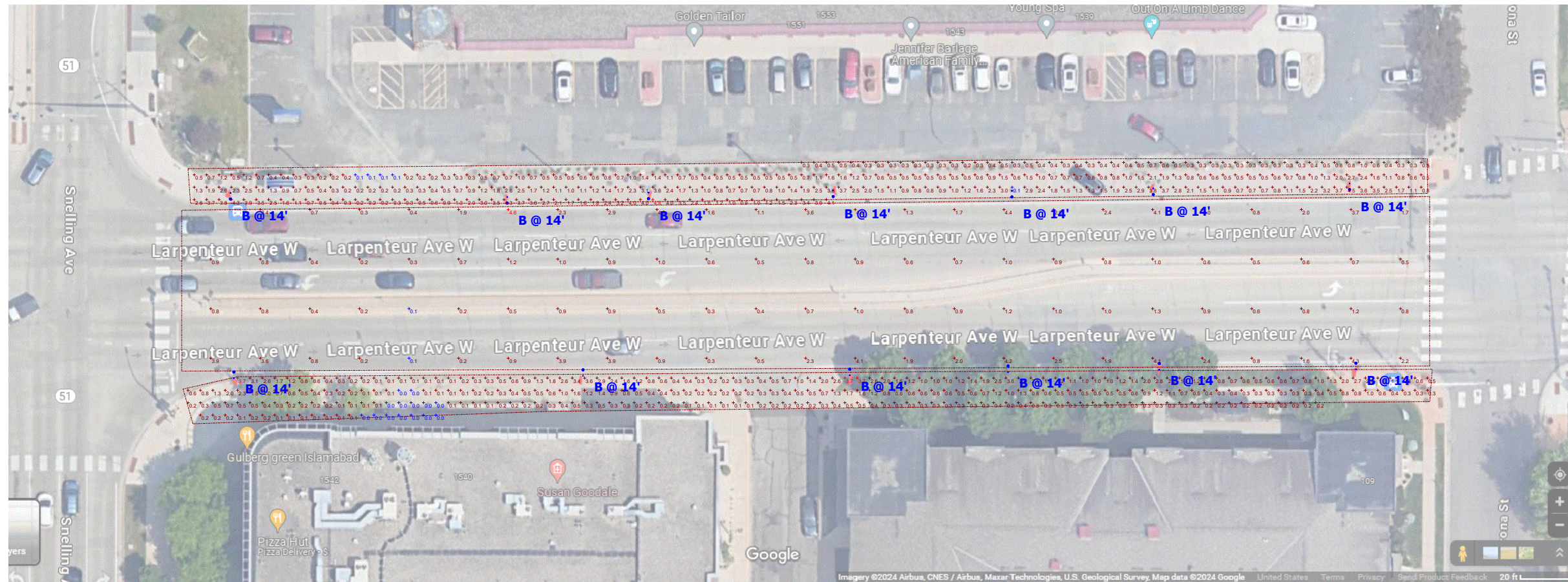
Pole Base Data

Bolt Circle Dia. (in): 14
Allowable Strength (psi): 5000
CSR: 0.74


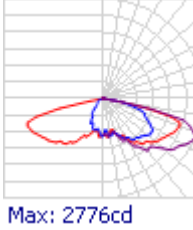
Results

Base Moment (ft lbs): 3620.59
Horizontal Shear (lbs): 350.42
Axial Load (lbs): 151.46
Shaft: PASS
Base: PASS
Anchor Bolts: PASS
Joining Bolts: PASS

Engineer:
Date: 12/4/2023 5:04:51 PM



Plan View
Scale - 1" = 50ft

Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Input Power	Polar Plot
○	B		13	Holophane	GELB3 P30 30K XXXX BG3	GlasWerks Prismatic LED Hallbrook Extended, P30 Performance Package, 3000K CCT, Bowl Glass Type 3	1	5878	0.87	50	 Max: 2776cd

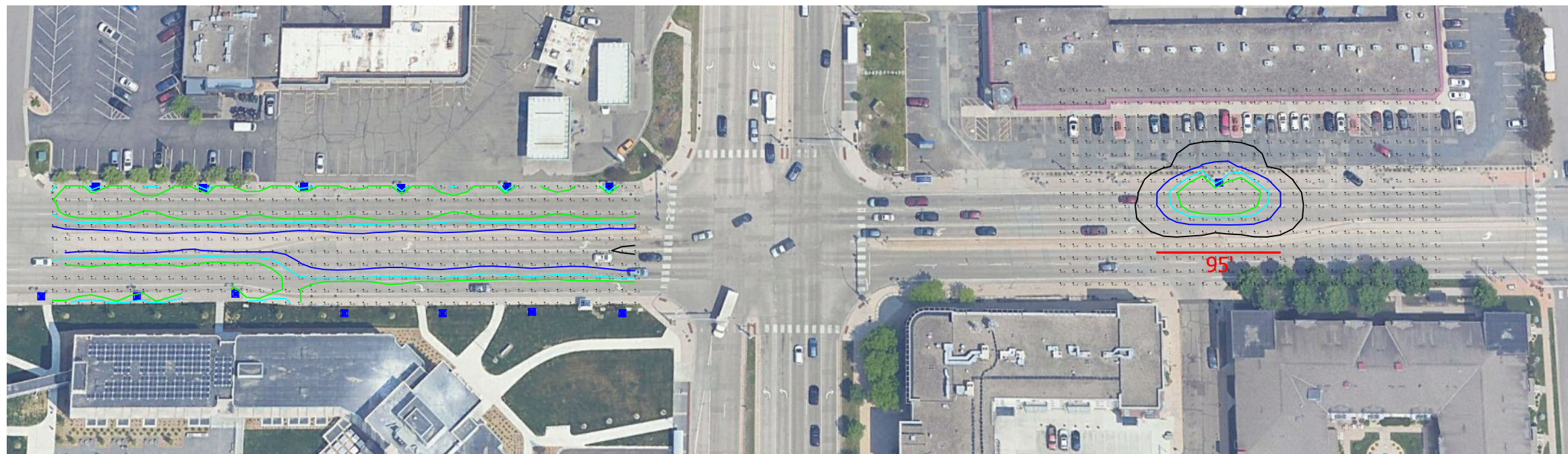
Statistics					
Description	Symbol	Avg	Max	Min	Avg/Min
North Walkway	+	1.2 fc	4.8 fc	0.1 fc	12.0:1
South Walkway	+	0.7 fc	3.7 fc	0.0 fc	N/A
Larpenteur Ave	+	1.5 fc	4.6 fc	0.1 fc	15.0:1

City of Falcon Heights
Larpenteur Ave W






Designer
Brandon Smith, LC
Date
01/12/2024
Scale
As Noted
Drawing No.

Summary


Larpenteur Avenue Photometrics - Fry Avenue to Snelling Avenue



LEGEND

-  Proposed Lighting Unit
-  0.1 Footcandles
-  0.5 Footcandles
-  1.0 Footcandles
-  1.5 Footcandles

Note - using 1.00 LLF


 N
 1" = 100' @ 11"x17"

024278-000
01.18.2024

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Meeting Date	January 24, 2024
Agenda Item	Policy C2
Attachment(s)	Proposal
Submitted By	Jack Linehan, City Administrator

Item	Goff Public Proposal
Description	<p>The City has expressed interest in working with a public relations firm to assist us with our message coordination and public outreach in 2024.</p> <p>To facilitate this, I interviewed three qualified public relations firms. Following the interviews, I am recommending the City Council consider entering in to a contract with Goff Public.</p> <p>As part of the proposal, Goff Public would assist the City on an hourly basis, with a not-to-exceed budget of \$15,000 for 2024.</p>
Budget Impact	There are available funds in the budget for consulting services.
Attachment(s)	<ul style="list-style-type: none"> • Goff Public Proposal
Action(s) Requested	The City Council is requested to provide direction to the City Administrator whether to include acceptance of the proposal on the February 14 th City Council agenda.

TO: JACK LINEHAN

FROM: SARA SWENSON
ASHLEY ARAM

DATE: JANUARY 15, 2024

RE: COMMUNICATIONS SERVICES

Thank you for the opportunity to talk with you about the City of Falcon Heights' upcoming communications needs. Goff Public has extensive experience partnering with local governments to help them communicate effectively and transparently with their constituents.

Founded in 1966, Goff Public is an independent communications agency and a WBENC-certified Women's Business Enterprise based in Minnesota offering integrated public relations and public affairs services. We are skilled, experienced problem solvers who tell our clients' stories, advocate for their interests and foster public participation. We deliver results and have the track record to prove it.

To assist, Goff Public would develop a communications plan and messaging to share your news effectively and seamlessly. We would work with your spokespeople to ensure they are comfortable delivering the messages and would assist with media relations and community engagement strategy as appropriate. Goff Public would also work with the city to respond to community inquiries and adjust the communications plan as necessary.

We pride ourselves on delivering excellent service – always on time and on budget. We are committed to working with you to determine a scope of work that is respectful of your budget and needs. For the services outlined in this document, we would bill monthly at our hourly rate of \$220, not to exceed \$15,000. This budget would cover your initial planning and communications needs.

Thank you for the opportunity to share our team's qualifications and ideas. We look forward to a potential partnership with you.

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Meeting Date	January 24, 2024
Agenda Item	Policy C3
Attachment(s)	Draft City Council Calendar
Submitted By	Jack Linehan, City Administrator

Item	Future Agenda Items
Description	<p>This is an opportunity to discuss the proposed draft calendar for Council Action, including planned workshop topics.</p> <p>Attached is a draft calendar Administrative Services Director Kelly Nelson has been working on to help us organize our annual responsibilities. It will continue to be edited, but it helps frame when certain items need approval.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Draft City Council Calendar
Action(s) Requested	The City Council is requested to provide direction to the City Administrator on future items of discussion.

CITY COUNCIL AGENDA SCHEDULE

JANUARY

- Designation of Official Newspaper (first meeting of year)
- Oath in Office (if local election occurred in November)
- Resolution Designating the Official Depositories
- Review Elected Official Out-of-State Travel Policy
- Commission Member Reappointments (second term)
- Mile Reimbursement Rate
- Council Appointment as Liaison for City Commissions (MOVED—FEBRUARY WORKSHOP)
- Review and Adopt Council Standing Rules and Council / Advisory Commission Roles and Guidelines (MOVED—FEBRUARY WORKSHOP)
- Appoint Acting Mayor
- Data Practices Policy
- Pay Equity Report (2023, 2026, 2028)
- Ramsey County Polling Place Agreement

FEBRUARY

- Workshop 2/7/24
 - Council Appointments
 - Review of Council Rules/Advisory Guidelines
 - State Fair Task Force Recommendations
- Regular Meeting 2/14/24
 - Council Appointments (?)
 - Approval of Council Rules/Advisory Guidelines(?)
 - Roselawn Ave Bid Release
- Regular Meeting 2/28/24
 - Release of Bids—Community Park

MARCH

- Grant Application of DNR Outdoor Grant
- Award Community Park Bid
- Annual Council Strategic Planning Retreat
 - Saturday, March 16th?

APRIL

-

MAY

-

JUNE

- MS-4 Permit Presentation

JULY

- Data Practices Policy (due by August; do {again} in July only if personnel has changed since January)

AUGUST

-

SEPTEMBER

- Adopt Preliminary Levy

OCTOBER

-

CITY COUNCIL AGENDA SCHEDULE

NOVEMBER

Approve City Calendar

Falcon Heights Book Club—Waive Rental Fee (revisit
December 2026)

Guidelines for Snow and Ice Control –Pathway and Side-
walk Maintenance Map

Certify Election Results (2025, 2027, 2029)

DECEMBER

Truth in Taxation and Budget Presentation

Appointment of City Attorney

Appointment of City Prosecutor

Appointment of City Auditor

Appointment of City Engineer

Cost of Living Adjustment (COLA)

Statutory Tort Limits Liability Coverage for the City

Northeast Youth and Family Services Cooperative Service
Agreement

Tubman Legal Services Cooperative Agreement

Animal Impound Services

Fee Schedule Ordinance

Tennis Sanitation Contract renewal was valid from 1.1.23
through 12.31.24. Will need to have on the 2024 agenda.

Contracts to Watch:

- Loffler Copy Machine Lease ends in 2028
- St. Paul Fire was signed in 2021 and was valid for 2 years. It will auto renew annually.
- Ramsey Co. Elections valid through Dec. 31, 2026.
- Tennis Sanitation is valid from 1.1.23 through 12.31.24.
- Rehder Forestry Consulting valid from 9.9.23— 12.31.2025
- St. Paul Water Commissioner, John Larkin— current appointment through Dec. 31, 2025. Pay Equity Report due Jan. 2026
- Work on Comprehensive Plan for 2050 will need to be started in 2027.