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

AGENDA
Wednesday, May 13, 2026
6:00 P.M.

A. CALL TO ORDER:

B. ROLL CALL: GUSTAFSON____ MAY___
MIELKE___ MOGEN ___ WASSENBERG___

STAFF PRESENT: LINEHAN___

C. POLICY ITEMS:
1. Discuss Potential of Council Liaison to the Community Advisory Committee (CAC) (6:00 P.M.)
2. Ramsey County EDA Implementation Next Steps (6:25 P.M.)
3. Administrative Citations for Parking Violations (6:35 P.M.)
4. State Fair Task Force 3.0 Guidance (6:50 P.M.)

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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REQUEST FOR COUNCIL ACTION

Meeting Date	May 13, 2026
Agenda Item	Policy C1
Attachment	
Submitted By	Jack Linehan, City Administrator

Item	Discuss Appointment of a Council Liaison to the Les Bolstad Golf Course Redevelopment Community Advisory Committee (CAC)
Description	As the University of Minnesota moves forward with selecting potential candidates for the Les Bolstad Golf Course sale, the City will form two committees: a Technical Advisory Committee and a Community Advisory Committee for developing a master plan for the redevelopment. The Technical Advisory Committee will be made up of individuals from organizations such as Ramsey County, the Met Council, St. Paul Regional Water, Rice Creek Watershed District, Capitol Region Watershed District, Falcon Heights staff, and any other appropriate parties. The Community Advisory Committee is made up of local community members who represent various economic, demographic, and neighborhoods within the City of Falcon Heights and adjacent cities. During the April 22, 2026 City Council Meeting, Council appointed nine representatives to the CAC. The CAC was formed without a designated City Council liaison. However, members of the City Council have requested if there is a potential to have a liaison on the committee. The discussion will be to answer whether: 1) There should be a City Council liaison to the CAC; and 2) If so, who should be the appointment If Council elects to have a liaison and designates who it may be, an amendment to the regular meeting agenda can be done during the May 13th, 2026 regular meeting at 7:00 p.m. to officially appoint a member. This timing would be to allow the potential member to be active for the kickoff meeting of the CAC at 6:30 p.m. on May 20th, 2026.

Budget Impact	N/A
Attachment(s)	
Action(s) Requested	Staff recommend that Council discuss whether they would want to appoint one City Council Member as liaison to the Community Advisory Committee, and if so, who that member is.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	May 13, 2026
Agenda Item	Policy C2
Attachment(s)	See below
Submitted By	Jack Linehan, City Administrator

Item	Consideration to Approve a Resolution Opting In and Supporting the Ramsey County Economic Development Agency (EDA)
Description	Ramsey County took the initial step to formally create the Economic Development Authority in December 2025, prior to this year's legislative session. The Falcon Heights City Council was asked in 2025 to consider approving a resolution of support for legislation HF 2349 / SF 2521 that would expand Ramsey County Housing and Redevelopment Authority (HRA) to include Economic Development Agency (EDA) powers for small business assistance. Council approved Resolution 25-27 on March 26, 2025, in support. Legislation HF 2349 / SF 2521 paved the way for Ramsey County Housing and Redevelopment Authority (HRA) to include Economic Development Agency (EDA) powers for small business assistance. But, legislation also outlined two conditions: • The EDA will have no taxing authority. This county EDA will only receive and spend funding from the existing Ramsey County Housing and Redevelopment Authority (HRA) levy. Expansion of the HRA to include EDA powers, as described by state statute, allows the county to utilize a portion of HRA levy funding for purposes of small business support and enhanced business programming. • Each city in the county is required to "opt in" to this enhanced business programming. This process requires a city by resolution to state its intention to participate in the program by June 1, 2026. Once this deadline passes for cities to elect to "opt in," the county would then establish the EDA Area of Operation on or by June 15, 2026. Enhanced business programming is expected to begin as of January 1, 2027. Ramsey County has stated that its tentative plan is to allocate approximately $1.5 to $2 million yearly from the existing HRA levy directed toward new business programming. Since there is no additional tax levy being proposed through the county's HRA and there is no impact on Falcon Heights' economic development and business programs,

	Council is asked to consider opting into the program so that community businesses may have additional resources. So far, most cities in Ramsey County have joined with the exception of the two communities with their own HRAs (St. Paul / North St. Paul), and North Oaks If City Council directs, staff would bring the resolution to opt-in at the May 27th meeting. This will be before the County's June 1st deadline.
Budget Impact	
Attachment(s)	Resolution Draft
Action(s) Requested	The City Council is requested to discuss joining other cities in Ramsey County to participate in receiving HRA funds for small business development purposes.

--VERSION 3/14/2025--

Statutory Change Expanding Use of Ramsey County Housing & Redevelopment Authority (HRA)

SF 2521 (Hawj) HF 2349 (Lee)

Small businesses are the backbone of Ramsey County. It's critical to our region that we continue to invest in our business community in the wake of the pandemic. Ramsey County seeks to amend the HRA statutory language to expand authority to better support diversifying industries, communities, and emerging entrepreneurs as best as possible.

FREQUENTLY ASKED QUESTIONS

Why is Ramsey County not just revising its Housing and Redevelopment Authority to include business programming as an allowable use? Why is establishment of an economic development authority included in this legislation?
A: Ramsey County Housing and Redevelopment Authority is established under state statute. The state statute is narrowly worded to the support and funding of affordable housing and redevelopment projects and programs. Small business programming is defined as allowable uses with economic development authorities. Ramsey County does not currently have an economic development authority. Based on legal guidance, the proposed legislation expands the powers of the Ramsey County Housing and Redevelopment Authority through the establishment of an economic development authority.

Will this legislative change result in a new property tax to Ramsey County property owners?
A: No. This legislative change has no change on property taxes. This legislative change simply expands the list of eligible activities in which Ramsey County's Housing and Redevelopment Authority levy is used. The text change would additionally add programming for entrepreneurs and small businesses as an eligible use for the Ramsey County Housing and Redevelopment Authority levy.

What is the county seeking from Ramsey County cities? If the legislation is successful, what is required from Ramsey County cities?
A: The County does not require approval from Ramsey County cities for this proposed legislation. The County does however seek support from our cities for this legislation.

<u>If the legislation is successful</u>, cities within the existing Ramsey County Housing and Redevelopment Authority area of operation will have the choice whether to:

- <u>Opt-in</u>: A city that chooses to opt-in will receive the greatest flexibility of eligible programming. In addition to the current portfolio of affordable housing and redevelopment programing, business programing will be provided. City Councils will be asked to pass resolutions 'opting-in' by June 2025. With the first year of HRA levy funded business programming occurring in 2026.
- <u>Opt-out</u>: A city that chooses to opt-out will continue to receive the current portfolio of affordable housing and redevelopment programing.

The City of North Saint Paul is not to be a part of the Ramsey County Housing and Redevelopment Authority Area of Operation. There is no change to North Saint Paul as a result of this legislation.

250 Courthouse
15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-8010
www.ramseycounty.us

Ramsey County Housing & Redevelopment Authority

What is the current levy of the Ramsey County Housing & Redevelopment Authority (HRA)?
A: The 2024 HRA Levy is $12,595,222. HRA Levy spending maintains a directed parity of 50% of the levy spent within suburban Ramsey County and 50% within the city of Saint Paul.

How is the Ramsey County Housing and Redevelopment Authority levy currently used?
A: The Ramsey County HRA levy is in its third year of operation. Over the last two years, the general breakdown of HRA levy usage was (Avg. of 2022 & 2023):

Housing Programing	Redevelopment Programs	Administration
73%	17%	10%

Current suite of HRA levy programming

Housing Programs	**Redevelopment Programs**
Affordable Housing infrastructure Investments	Critical Corridors – Development + Infrastructure;
FirstHome Down payment assistance	Critical Corridors Suburban Commercial Corridor Initiative **Suburbs only**
Emerging & Diverse Developers Program	Critical Corridors Planning
	Site Assessment Grants

▶ **HRA 2024 Annual Report –** *Highlights (3rd year of operation)*
Final Report is currently in production with a final version published in Q1 2025. General highlights to include:
- Affordable Housing Investments. $6.5M of HRA levy obligated to affordable housing projects in 2024.
- Emerging & Diverse Developers (EDD). Over 30 developers received technical assistance in 2024. County invested $2.4 million (HRA Levy only) into projects led by EDD.
- FirstHome Down Payment Assistance. 46 closings in 2024.
- Critical Corridors. Assisted 9 qualifying applicants/projects with $1.76 million in Housing & Redevelopment Authority levy funding for place-based investments in three core areas: pre-development planning, commercial corridor initiatives (suburban only) and development and infrastructure
- Site Assessment Grants. Supported 16 projects with site investigation in 2024.

▶ **HRA 2023 Annual Report –** *Highlights (2nd year of operation)*
- Affordable Housing Investments. $6.15M of HRA levy obligated to affordable housing projects in 2023. Across all funding streams, County invested in the construction of 1,365 new and 767 preserved rental housing units in 2023. Of the total, 988 were classified as deeply affordable for residents earning at or below 30% Area Median Income.
- FirstHome Down Payment Assistance. Of the 27 closings, 25 were first-generation homebuyers.
- Emerging & Diverse Developers (EDD). EDD is a two-part program initiated in second half of 2023.

    - Part A is provides technical assistance and cohort group learning to strengthen the pipeline of local emerging and diverse developers in real estate. 48 developers received technical assistance in 2023.
    - Part B is a solicitation for projects led by EDD. County invested $3.1 million (across all funding) into projects led by EDD.
- Critical Corridors. Assisted 10 qualifying applicants/projects with $2.1 million in Housing & Redevelopment Authority levy funding for place-based investments in three core areas: pre-development planning, commercial corridor initiatives (suburban only) and development and infrastructure
- Site Assessment Grants. Program initiated in late 2023. Supported one project in 2023.

▶ **HRA 2022 Annual Report –** *Highlights (1st year of operation)*

- Affordable Housing Investments. $7.2M of HRA levy obligated to affordable housing projects in 2022. Across all funding streams, Ramsey County leveraged multiple funding sources in 2022 to bring dozens of affordable housing projects closer to realization and invested in the construction of 1,128 new rental housing units and preserved 1,029. Of the total, 571 are classified as deeply affordable for residents earning at or below 30% Area Median Income.
- FirstHome Down Payment Assistance. In Fall 2022, County relaunched its down payment assistance program to better align with market realities and offer first-time and first-generation homebuyers with down payment assistance. $187,500 in down payment assistance loans disbursed in 2022.
- Critical Corridors. Established in the Fall 2022, 14 grants in its first round of solicitations, totaling roughly $2.3 million in three core areas: pre-development planning, development and infrastructure, and commercial corridor initiatives.

Will this change result in Ramsey County shifting its focus from supporting the preservation and expansion of deeply affordable housing?
A: No. Ramsey County remains focused on the improving affordable housing infrastructure throughout the county. The MN Legislature made unprecedent investments in housing and housing infrastructure as part of the 2023 Legislative session. The Local Affordable Housing Aid (LAHA) or housing sales tax is estimated to bring resources comparable to that of the HRA levy. This additional funding for affordable housing allows for a slight adjustment of funding priorities of the HRA levy without deviating from the County's primary focus on expanding and improving affordable housing infrastructure.

Who decides on funding priorities on HRA Levy?
A: Ramsey County HRA Board is responsible for establishing funding priorities and make final decisions regarding spending of HRA levy.   While the County HRA outlines its priorities, it relies on city partners as well as community organizations and developers to ready important projects. Prior to the county's funding in a project, projects are required obtain a municipal resolution in support in accordance with state statute.

EDA and business programming

What type of business activities does the County intend to do with this legislative change?
A: The County is responding to community requests for enhanced business programming. The small business support (EDA eligible activities) realized by this legislative flexibility would be a strong reelection of those local requests and would initially start at $1.5 - $2 million of our yearly HRA levy to ensure the bulk of resources are remain available and prioritized for housing programs and projects. Funding will continue to align with HRA levy spending directives where 50% of HRA levy spending occurs in suburban Ramsey County and 50% with the City

of Saint Paul. Areas of need identified to strengthen the small business ecosystem are informed by the County's involvement and engagement with cities, business support organizations and small businesses that include:

- ***Capacity building*** of small business support organizations to meet current and future needs
- More *technical assistance/advisory services* to better serve targeted geographies, communities and/or industries
- Additional *flexible capital* to enable greater business retention, expansion and attraction

Did the County attempt to form an EDA previously?
A: During the 2024 Legislative Session, Ramsey County introduced proposed legislation amending HRA statutory language and establishing an EDA to allow for business programming to be an eligible use of Ramsey County HRA levy funding. HF 3784 (Lee) / SF 4655 (Hawj) was later amended based on feedback from cities. A redlined version, including a memo from the County Attorney's office describing the changes is available. The current draft version for the 2025 Legislative session of the bill reflects this city feedback in 2024.

In 2016, the County did submit legislation that would have created a Ramsey County EDA. The legislation was pulled by the County following community concerns around the creation of a new taxing authority. The county's current legislation would not create a new taxing authority as it merely allows for additional eligible uses (i.e. business programming) of the County's existing Housing and Redevelopment Authority.

Does Ramsey County provide business programming? If so, what programs? How much does it spend? And how does it pay for business programs?
A: Ramsey County provides limited business programing. The County funds the programming through the County's general property tax levy. Current business programming totals $345,000.

- Entrepreneur support: Open to Business – Provides no cost direct technical assistance and other forms of support to small business owners and aspiring entrepreneurs. This program was expanded countywide in 2019 in response to direct city requests for this program.
- Small Business Growth: Ramsey County has two cohort-based leadership programs geared for established businesses. Both programs are a partnership with Hennepin County.
  - CEO Next – Group learning leadership program for CEOs/founders of second stage businesses that are growth-minded ($1M-50M in revenues, 10-99 employees, etc.)
  - CEO Now – Group learning leadership program for CEOs/founders of first stage businesses that are growth-minded ($250K-2M in revenues, more than one employee, operating for two years, etc.) Newly established in 2024.
- Marketing & attraction programming: RamseyCountyMeansBusiness.com An online portal providing workforce and economic development resources throughout the county to current and prospective businesses and investors. This online portal went live in 2019 and was refocused during the pandemic as a central repository for covid business relief resources. A redesign of the portal is underway and will be live in early 2025.

How do other metro counties support business programming and how did they obtain authority to provide economic development activities?

A: Hennepin County received special legislation (MN Statute 383B.79) - *A multijurisdictional reinvestment program is authorized involving Hennepin County, the Hennepin County Housing and Redevelopment Authority, and one or more of the following political subdivisions: the cities of Minneapolis, Brooklyn Center, and other interested statutory or home rule charter cities in Hennepin County, the Minneapolis Park Board, the Three Rivers Park District, and any* *watershed district entirely or partially located in Hennepin County. The multijurisdictional program may include plans for housing rehabilitation and removals, industrial polluted land cleanup, water ponding, environmental cleanup, community corridor connections, corridor planning, creation of green space, acquisition of property, development and redevelopment of parks and open space, water quality and lakeshore improvement, development and redevelopment of housing and commercial projects, economic development, and job creation.*

- Hennepin County utilizes Housing and Redevelopment Authority funding for a variety of economic development programs including their CEO Next and Elevate Business platform. Due to the broader nature of this statute, this has limited applicability to Ramsey County.

Dakota County has a Community Development Agency. Under MN Statute 383D.41, subdivision 7, *After December 31, 1999, the Dakota County Housing and Redevelopment Authority shall be known as the Dakota County Community Development Agency. In addition to the other powers granted in this section, the Dakota County Community Development Agency shall have the powers of an economic development authority.*

- A core focus of local Community Development Agencies (CDAs) is the ability to own and operate affordable housing. Ramsey County has expressed no interest in owning and operating affordable housing, so this the CDA statute has limited applicability to Ramsey County.

Washington County has a Community Development Agency. In 2016, Washington County successfully sought special legislation to amend their Housing & Redevelopment Authority and created a Community Development Agency. Under MN Statute 383D.41, section 2, subdivision 2a, *Request to handle economic development, housing, or redevelopment duties. The governing body of a statutory or home rule charter city or township with an existing municipal economic development authority may request the Washington County Community Development Agency to handle the economic development, housing, or redevelopment duties of the authority and, in such an event, the Washington County Community Development Agency shall act and have exclusive jurisdiction for economic development, housing, or redevelopment duties in the statutory or home rule charter city or township pursuant to the provisions of the Economic Development Authorities Act, Minnesota Statutes, sections 469.090 to 469.1081.*

- A core focus of local Community Development Agencies (CDAs) is the ability to own and operate affordable housing. Ramsey County has expressed no interest in owning and operating affordable housing, so this the CDA statute has limited applicability to Ramsey County.

Scott County and Carver County each have a Community Development Agency. CDA's provide the most diverse array of eligible programing for housing, redevelopment and economic development uses.

Other questions:

JENNIFER O'ROURKE	JOSH OLSON
Director of Government Relations	Director of Community & Economic Development
651-366-7276	651-295-0370
jennifer.orourke@ramseycounty.us	josh.olson@ramseycounty.us

DATE: March 6, 2026

TO: Ramsey County City Administrators and Community Development Directors

FROM: Josh Olson, Director, Community & Economic Development Department

CC: Ling Becker, County Manager

Kari Collins, Deputy County Manager, Economic Growth & Community Investment

RE: Ramsey County EDA Implementation Next Steps

Thank you for your ongoing support of the Ramsey County's housing and redevelopment programming. I look forward to the continued partnership in ensuring all in Ramsey County are valued and thrive.

I am reaching out to provide you with information regarding the next steps to enhancing programming for entrepreneurs and small businesses as result of last year's approved 'EDA Bill.' On December 2nd, 2025, the Ramsey County Board of Commissioners took an initial step to formally create the Ramsey County Economic Development Authority. This was a required first step, prior to the beginning of this year's legislative session, but it is the first of many steps required to allow enhanced business programming to be funded through the Ramsey County Housing and Redevelopment Authority levy.

While the legislation allowed for the creation of the Ramsey County Economic Development Authority (EDA), it outlined two important conditions:

1. **The EDA will have no taxing authority.** This was intentional as the EDA will only receive and spend funding from the existing Ramsey County Housing and Redevelopment Authority (HRA) levy. Expansion of the HRA to include EDA powers, as described by state statute, allows the county to utilize a portion of HRA levy funding for purposes of small business support and enhanced business programming.
2. **Each City is required to 'Opt In' to this enhanced business programming.**

'Opt-In' Process

The process for a City to Opt-in requires a city resolution by June 1, 2026. Receipt of approved resolutions from cities will create a map that shows the EDA's Area of Operation. Ramsey County would then establish the EDA Area of Operation on or by June 15th, 2026. Enhanced business programming will begin January 1, 2027. A draft resolution for city council approval is provided below.

Tentative Programming

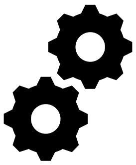
Tentative plans continue to plan for an allocation of $1.5 - $2 million yearly from the existing Housing and Redevelopment Authority levy towards business focused programming. Programming and total budget allocation have not yet been formalized as the County awaits final decisions from cities regarding their intent to opt-in. While the approved EDA's Area of Operation is a critical consideration to determining the scale and scope of final programming, we have identified five core focus areas for enhanced business support and growth programming. These areas include (further details below):

- Improve the capacity of Business Support Organizations
- Expand technical assistance service offerings to businesses
- Create new cohort-based learning opportunities
- Establish data gathering, research & reporting capabilities
- Provide direct support to projects and businesses that deliver business growth

Please note: The County's existing portfolio of business programming (Open to Business, CEO Next, CEO Now, and RamseyCountyMeansBusiness.com) remains unchanged for this year.

Please reach out if you would like to further discuss this process and/or tentative programming, including any additional questions. Lastly, while it is not expected, if you are able to communicate your council's intentions ahead of the June 1st deadline that would be appreciated.

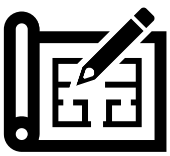
Proposed Core Programmatic Areas for Enhanced Business Programming



Improve the Capacity of Business Support Organizations

Business Support Organizations (BCOs) are important lifelines to entrepreneurs and small businesses. Any many instances BCOs are a first stop of businesses looking to get a business started, navigate regulatory and technical hurdles, and seek financing. As the County, we saw first-hand during recent crises and business interruptions that our BCOs require resources to effectively and proactively respond. The ongoing ***Business Reimagination Center*** initiative is piloting efforts in 2026 that support capacity of BCOs. This piloted effort will inform future programming.

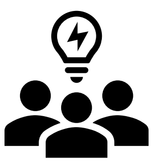
High Level Budget Estimate: $250,000



Expand Technical Assistance Service Offerings to Businesses

Small businesses often seek a myriad of technical assistance services in order for them to growth and prosper. The County currently invests in the Open to Business program that offers no cost direct technical assistance and other forms of support to small business owners and entrepreneurs. Enhanced technical services support general business challenges like accounting, marketing, digital literacy and/or could support business sectors. The ongoing ***Business Reimagination Center*** initiative is also piloting new and enhanced technical services that will inform future programming.

High Level Budget Estimate: $250,000



Create New Cohort-Based Learning Opportunities

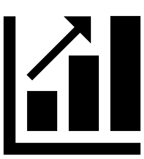
Cohort-based learning programs like CEO Next and CEO Now allow business leaders to learn with and alongside their peers. CEO Next and CEO Now are a regional partnership with Hennepin County. Hennepin County currently operates these programs. Ramsey County is exploring possibilities for Ramsey County only cohorts as well as cohorts serving business at different growth stages.

High Level Budget Estimate: $250,000

Establish Data Gathering, Research & Reporting Capabilities

Data is everywhere, and it is increasingly playing a role in business growth and innovation. Decision making driven by robust data can create transformational impacts in assisting businesses in their growth, as well as support more robust and coordinated business retention, expansion and attraction efforts by the county and cities.

High Level Budget Estimate: $250,000



Provide Direct Support to Projects and Businesses That Deliver Business Growth

Accelerate business growth by providing direct, targeted support to projects and businesses with strong economic potential through mechanisms such as grants, low-interest loans, etc.

High Level Budget Estimate: $1,000,000

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ________________EXERCISING THE CITY'S AUTHORITY TO OPT-IN TO, AND SUPPORT, THE RAMSEY COUNTY ECONOMIC DEVELOPMENT AGENCY ("EDA")

WHEREAS, the Commissioners of Ramsey County ("County") and the ______________City Council ("City") consider small businesses to be the backbone of stability and growth for their respective local government and municipality; and

WHEREAS, the County and the City also consider continued investment in small businesses as critical for sustaining stability and growth in their respective local government and municipality; and

WHEREAS, the County sought special legislation from the State Legislature that expanded the eligible uses of the County's Housing and Redevelopment Authority (HRA); and

WHEREAS, the special legislation, often referred to as the EDA Bill (Bill), expanded the use of HRA Levy funding to include entrepreneurship and business programming and necessitated the creation of the Ramsey County Economic Development Authority (EDA); and

WHEREAS, the EDA Bill was approved by the Legislature in 2025; and

WHEREAS, the EDA Bill contained two provisions, (1) the EDA would not have tax levy authority and (2) Cities within the County's HRA Area of Operation would be required to 'Opt In' to business programming by the EDA; and

WHEREAS, pursuant to state statute, projects funded with HRA levy will continue to require consent by the City; and

WHEREAS, pursuant to Ramsey County Board of Commissioners Resolution B2025-229 dated December 2, 2025, and to filing with the Secretary of State a Certificate of Approval of Special Law By Governing Body (pursuant to Minnesota Statutes, 645.02 and 645.021) December 16, 2025, as Document No. 20254239, the County has legally established an EDA through which the above-referenced funds and programs supporting small business in the City may flow; and

WHEREAS, the City supports the County in promoting growth and sustainability for small businesses within its jurisdiction and therefore supports, and wishes to avail itself to, funding and programs made available by the County's EDA and deems it a positive mechanism for doing so; and

NOW, THEREFORE, BE IT RESOLVED, that the City affirmatively "Opts-In" as a participant in the County's EDA Area of Operation, and supports the County in its EDA use, funding and programs established, and

BE IT FURTHER RESOLVED that the City commits to the collaboration with the County and the processes necessary for implementing the County's EDA programs as an integral part and shared goal of supporting and sustaining entrepreneurs and local small businesses.

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REQUEST FOR ACTION

Meeting Date	May 13, 2026
Agenda Item	C3
Attachment	See below
Submitted By	Jack Linehan, City Administrator

Item	Consideration of Administrative Citations for Parking Violations
Description	State Fair Task Force 2.0 met throughout 2024 and 2025 to continue the work of the original State Fair Task Force, which focused on improving quality of life conditions for residents during the Minnesota State Fair while balancing neighborhood access, parking management, traffic circulation, and public safety needs. As part of the 2025 State Fair operations, the City implemented a pay-by-mobile parking program that generated approximately $49,000 in net program surplus revenue in 2025. During its final recommendations to the City Council on January 28, 2026, State Fair Task Force 2.0 recommended that the City evaluate the use of administrative citations for non-moving parking violations associated with the City's parking management program. The Task Force specifically recommended evaluating a civil administrative enforcement model that would allow parking violations to be handled outside of the criminal misdemeanor process, while still preserving due process and appeal rights for individuals receiving citations. Under the City's current enforcement structure, parking violations are generally processed through the criminal petty misdemeanor system. Fees are $50 for most of the year, and double to $100 for August 15th – September 15th, although the courts do not always correctly assess these costs. Administrative citation programs are increasingly utilized by Minnesota cities as an alternative enforcement tool for non-moving violations because they provide a more streamlined, efficient, and cost-effective process for addressing routine parking and code enforcement matters. Administrative citations are civil penalties rather than criminal charges and are intended to provide compliance-focused enforcement while reducing administrative burdens on law enforcement agencies and the court system. The draft ordinance attached for Council discussion would establish a formal administrative citation process within Chapter 30 of the Falcon Heights City Code. The proposed ordinance would authorize the City to issue

	administrative citations for violations of Chapter 46, Article II related to parking regulations and non-moving parking violations. Key components of the proposed ordinance include: • Establishment of administrative citations as a civil enforcement mechanism for non-moving parking violations; • Authorization for citations to be issued either directly to an individual or attached to a vehicle parked in violation of City Code; • Creation of an administrative hearing process allowing individuals to appeal citations before an independent Hearing Examiner; • Requirements for written notice, hearing procedures, timelines, and findings to ensure due process protections; • Authority for the City Council to establish administrative penalty amounts and late fees through the City fee schedule; • Clarification that administrative penalties would function as civil penalties and would not constitute criminal misdemeanor charges unless separate enforcement action is pursued; • Authorization for the City to continue utilizing other enforcement remedies when necessary. The draft ordinance also establishes procedures regarding hearing requests, payment deadlines, hearing examiner authority, and judicial review rights. Under the proposed program, individuals receiving citations would have 14 business days to either pay the citation or request an administrative hearing. Failure to respond within the required timeframe would constitute a waiver of hearing rights and admission of the violation. Staff and the City Attorney have prepared the attached draft ordinance to provide guidance for Council discussion at the May 13, 2026 workshop meeting. Currently, no formal ordinance adoption is being requested. Staff is seeking policy direction from the City Council regarding whether the City should proceed toward implementing an administrative citation program for parking violations, including refinement of ordinance language, development of a fee schedule, operational procedures, hearing administration processes, and enforcement protocols.
Budget Impact	N/A
Attachment(s)	• Draft Ordinance 26-05
Action(s) Requested	Council should consider and provide direction for administrative citations.

ORDINANCE NO. 26-0X

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 30 OF THE FALCON HEIGHTS CITY CODE CONCERNING ADMINISTRATIVE CITATIONS

Section 1. Chapter 30, Article III of the Falcon Heights City Code is amended in its entirety to read as follows:

ARTICLE III - ADMINISTRATIVE CITATIONS

Sec. 30-44 – Purpose

(a) The City Council seeks to offer an alternative method of enforcement for city code violations rather than relying on the criminal court system. The formal criminal prosecution process does not provide an environment to adequately address the unique and sensitive issues that are involved in city code violations, including, but not limited to, economic impact, physical limitations of the offenders and the stigma and unintended consequences of being charged with or convicted of a misdemeanor offense. In addition, the court system is a slow, overburdened and methodical process that is not conducive to dealing with the violations in a prompt and timely manner. Finally, the penalties afforded the criminal court system are restricted to fines or physical confinement, which are not always effective solutions to address city code violations.

(b) In order to provide more flexibility in addressing city code violations on an individualized basis that will be more efficient and effective, the City Council finds that an alternative enforcement process is necessary. Therefore, to protect the health, safety and welfare of the citizens of the city, it is the City Council's intent to create a process for the use and imposition of administrative civil penalties that will provide the public and the city with a more effective alternative method for addressing city code violations.

Sec. 30-45- Definitions As used in this Article, the following terms shall have the respective meanings ascribed to them:

Administrative Citation or Administrative Penalty: A civil fine that is issued in response to a violation of this Code.

Administrative Hearing: A scheduled opportunity for parties to present testimony and question witnesses related to a specific Administrative Citation or appeal.

Sec. 30-46 – Administrative Citations

(a). The administrative procedures and penalties in this Article may, in the discretion of the City, be used for the provisions of Chapter 46, Article II of this Code,

(b) Except as expressly provided in this section, the provisions of this section may be used concurrently with or in addition to any other procedure or remedy, criminal or civil, the City may pursue under the Code, State law, or Federal law. Nothing herein restricts the right of the City to enter property immediately or to seek other remedies in emergency or other situations as authorized by the Code, State law, or Federal law. Where differences occur between provisions of this Article and other applicable Code sections, this Article controls to the extent of such differences. No provision of the Code that provides a criminal procedure or penalty, or an administrative or civil procedure or penalty, for a violation of the Code will preclude the application of this section in its entirety to such violation.

(c) The penalties and procedures provided by this Article will apply to any amendment of the Code, whether or not such penalty is reenacted in the amendment, unless otherwise provided in such amendment.

(d) Enforcement and Administrative Citation Issuance

(1) A citation issued under Chapter 46, Article II may be issued in person to the alleged violator or attached to the motor vehicle parked in violation of this code. The citation must state the date, time, and nature of the offense, the name of the issuing officer, the amount of the scheduled fine, and the manner for paying the fine or appealing the citation.

(2) The failure to pay an Administrative Citation within 14 business days after the citation is issued, or failure to attend a scheduled Administrative Hearing, constitutes a waiver of the violator's right to a future Administrative Hearing and is an admission of the violation.

(e) Administrative Hearings

(1) Request for Hearing. Anyone receiving an administrative citation under this Article may either pay the Administrative Penalty, or petition the City for an Administrative Hearing.

(2) All such petitions must identify with specificity the basis for the objection to the Administrative Citation and the interpretation of the Code, as well as summarizing any evidence the petitioner intends to present. Such requests must be filed in writing to the City Administrator, or their designee, within 14 business days after the date the Administrative Citation is issued.

(f) Hearing Procedure. Any person issued an Administrative Citation within the City may petition the City, in writing, for an Administrative Hearing before a Hearing Examiner.

(1) The City will confirm the petitioner's request of an Administrative Hearing and include information regarding payment of the Administrative Hearing Fee as set forth in the in the Article and the Schedule of Fees. This fee will be refunded if the Administrative Citation is dismissed, but not if it is affirmed or modified.

(2) Administrative Penalties and Fees. The Council may adopt by ordinance a schedule of penalties and fees for violations of the Code and the enforcement of this Article.

(a) Unless expressly provided otherwise in the Code, each day a violation exists constitutes a separate administrative offense.

(b) When an Administrative Citation is issued and served as described in this Article, the party receiving service has up to 14 business days to pay the Administrative Citation fee as outlined in the City's schedule of fees. If payment is not received, or an Administrative Hearing is not requested within 14 business days of the citation being issued, a late fee will be incurred. The Administrative Penalty Late Fee is outlined in the City's schedule of fees adopted by ordinance.

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(3) Payment Process.

(a) A party who has received an Administrative Citation must, within 14 business days of the date that the Administrative Citation is issued, pay the amount of any Administrative Penalty set forth therein, unless that party has requested an Administrative Hearing as authorized by this section. If the Administrative Citation penalty is upheld in full or in part by the Hearing Examiner, the petitioner must make payment to the City within 14 business days of the date of issuance of the Hearing Examiner's decision, unless another term is prescribed therein.

(b) Any Administrative Penalty may be paid in person at City Hall, by mail or by other method set forth by the City.

(c) Payment of any Administrative Penalty will be deemed a final admission of the violation, and thereafter the City may not bring a criminal charge for the same violation. Ongoing or continuing violations will constitute a new violation for each day that it is occurring.

(c) Payment of an Administrative Penalty will not excuse the failure to satisfy compliance orders referenced in the Administrative Citation and such payment will not bar further enforcement activity by the City for a continuing violation, including without limitation, the issuance of additional Administrative Citations.

(4) Disposition of Penalties. All penalties collected pursuant to this Article must be paid to the City Treasurer and deposited in the appropriate fund and with the appropriate parties.

(6) Maximum Penalty. Each day a violation exists is a separate offense. The maximum amount of an Administrative Penalty charged for a single offense, as determined by the City, may not exceed twice the maximum fine authorized by State law for misdemeanor offenses, or the maximum fine authorized by State law for an administrative process.

Sec. 30-47 Administrative Hearings

(a) Hearing Examiner. The position of Hearing Examiner is hereby created. The City Administrator, or their designee, may, at their discretion, contract with third parties for the furnishing of all services of the Hearing Examiner as contained in this section and set the rate of compensation therefor.

(b) Qualifications. The Hearing Examiner will be an individual trained in law; however, it will not be required that the Hearing Examiner be currently licensed to practice law in the State of Minnesota.

(c) Duties. The Hearing Examiner will have the following duties:

(1) Schedule hearing dates and hear all appeals;

(2) Take testimony from all interested parties;

(3) Examine all facts, evidence and testimony presented at the hearing;

(4) Make a complete record of all proceedings including findings of fact and conclusions of law; and

(5) Affirm, dismiss, or modify the Administrative Citation and/or the Administrative Penalty assessed or in the case of an appeal of a City decision, order such action as may be deemed appropriate.

(d) Hearing Procedure.

(1) All Administrative Hearings will take place at the Falcon Heights City between 8:00 a.m. and 8:00 p.m. Monday through Friday. The Hearing Examiner may schedule an alternative date and time upon the written consent of all parties subject to the Administrative Hearing.

(2) The Hearing Examiner must provide all parties involved with a written Notice of Hearing at least five business days prior to the Administrative Hearing.

(3) All Administrative Hearings will be recorded with an audio recording device. A transcript of the Administrative Hearing will be transcribed and retained pursuant to the Minnesota Government Data Practices Act.

(4) The Hearing Examiner will take testimony from the petitioner and any corroborating witnesses who wish to testify. The Hearing Examiner will then take testimony from the City. Both the petitioner and the City may appear with legal counsel.

(5) The Rules of Evidence do not apply. The Hearing Examiner will determine the admissibility of any evidence or testimony.

(6) The Hearing Examiner will render a written decision to affirm, dismiss, reduce or waive the penalty. Within 14 business days after the Administrative Hearing, the Hearing Examiner must provide written findings of fact, conclusions of law and if applicable, issue a timeline to pay any applicable penalties and fees. The decision of the Hearing Examiner will be final unless otherwise stated in an applicable section of the Code.

(7) Judicial review. If authorized by law, an aggrieved party may obtain judicial review of a final decision of the Hearing Examiner in a court of competent jurisdiction within the time limit prescribed by law.

(e) Failure to Appear. The failure to attend the Administrative Hearing constitutes a waiver of the petitioner's rights to an Administrative Hearing and an admission of the violation or dismissal of the appeal, whichever may be applicable. The Hearing Examiner may waive this result upon good cause shown. "Good cause" may be determined by the Hearing Examiner and may include: death in the immediate family or documented incapacitating illness of the petitioner, a court order requiring the petitioner to appear for another hearing at the same time, or lack of proper service of the administration citation or notice of the Administrative Citation or Notice of Hearing.

(f) Failure to Pay Is Separate Violation. The following are separate violations of the Code, punishable as misdemeanors in accordance with State law:

(1) Unless a notice of appeal has been timely filed, failure to pay the Administrative Penalty within the time required after issuance of an Administrative Citation.

(2) Failure to pay the Administrative Penalty or fine imposed by a Hearing Examiner within 30 days after it was imposed, or such other time as may be established by the Hearing Examiner, unless judicial review has been sought for the matter in accordance with State law.

Section 2. This ordinance is effective immediately upon its passage and publication.

ADOPTED this ___ day of ________, 2026, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: ________________________________
Randall C. Gustafson, Mayor

ATTEST:

____
Jack Linehan, City Administrator

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REQUEST FOR ACTION

Meeting Date	May 13, 2026
Agenda Item	C4
Attachment	See below
Submitted By	Jack Linehan, City Administrator

Item	Consideration of State Fair Task Force 3.0
Description	**Background** The City Council created a State Fair Task Force on February 8, 2023, to address the concerns over the impact of the Minnesota State Fair events on the quality of life of residents. The SFTF consisted of ten members, who met over a dozen times, and provided recommendations that improved conditions for residents. Such recommendations included designating the hydrant side of all streets in the Northeast Quadrant to be deemed no parking zones, to add more temporary signage, and to mark 30-feet from stop signs to indicate "no parking here to stop" areas. In addition, a policy was passed to double the parking violations between August 15 and September 15. But, with work to be continued, it was determined that State Fair Task Force 2.0 would be created for 2024 and 2025 to continue to address the quality of life of residents, to maintain positive relationships with our neighbors and community partners, and to consider the impacts of decisions on all residents so that they are not negatively impacted by policies or procedures. The State Fair Task Force 2.0 implemented pay-by-mobile parking, which generated a surplus of $49,000 in 2025, and which residents credit for calmer and safer streets during the fair. Although the sunset date of SFTF 2.0 was to be December 31, 2025, Council extended the date to January 31, 2026, to allow the State Fair Task Force 2.0 to present their recommendations to Council during the January 28, 2026 City Council meeting. With several recommendations from State Fair Task Force and continued work to be done, the Council is asked to consider the formation of a State Fair Task Force 3.0 so that work can continue in these areas: • Evaluate administrative citations for non-moving parking violations • Finalize the commercial parking lot license process • Improve cell service • Establish a Joint Powers Agreement with the State Fair • Codify State Fair Administrative Manual items into City Code

	And, if Council is generally in favor of SFTF 3.0 continuing the work, Council should also provide direction on how members will be selected, how many members will comprise the task force, how often the task force will meet, etc.
Budget Impact	N/A
Attachment(s)	• State Fair Task Force 2.0 Final Report
Action(s) Requested	Council is asked to consider the formation of a State Fair Task Force 3.0 and to provide direction on how and when to bring the items forward.

Falcon Heights State Fair Task Force 2024–2025 Final Report

Executive Summary

- The State Fair Task Force 2.0 was convened in 2024 and met monthly to provide recommendations to the City Council to improve the resident experience around the State Fair.
- To measure the success of recommendations, an annual post-State Fair survey has been conducted to gather feedback. The results show the resident experience during the 2025 State Fair improved significantly across safety, traffic and parking metrics. Visibility of police patrols rose, parking enforcement was adequate, and traffic was much less of a problem. Most respondents felt that their neighborhoods were safe.
- Pay-by-mobile parking was implemented on select streets, and one hang tag was mailed to each eligible household
- The program raised enough revenue to cover the city's costs, and generated a surplus of $49,000 which was transferred to the general fund. The transfer allowed for a 2% reduction of the property tax levy for 2026.
- In survey results, residents widely credited the parking program and ambassadors for calmer and safer streets during the Fair.
- The State Fair Task Forces recommends continuing the program, with clearer signage and continued transparency on program costs and revenue.

Acknowledgements:

State Fair Task Force 2.0 was charged to continue work through December 31, 2025. The following individuals volunteered many hours to help improve community safety during the busiest time of year for our city:

- Ross Allard
- Tom Baldwin (2025)
- Tom Brace
- Ricé Davis
- Alice Hausman (2024-2025)
- Jennifer Johnson (Secretary)
- Georgiana May
- Mona McGarthwaite (Chair)
- Jennifer Paulus

- Nicole Porter (Vice Chair)
- Tom Prather
- Paula Mielke (Council Liaison)
- Jack Linehan (Staff Liaison)

Background and Charge (2024 – 2025)

The City continued the State Fair Task Force 2.0 in 2024-2025 to:

- Improve resident quality of life impacted by fair-related activity.
- Sustain positive neighbor/partner relations.
- Consider equity impacts across all residents (renters, seniors, minority populations).
- Sunset deadline was December 31, 2025, unless extended (council extended to January 31, 2026).

The policy directives in the January 2024 report from the previous task force included an emphasis on clearer parking regulations, licensing of commercial lots, and codifying the administrative manual items for enforceability.

Task Force Accomplishments (2023 – 2025)

To equitably address quality of life, traffic safety, access for emergency vehicles, and parking compliance during the State Fair we:

- Continued to build relationships with State Fair leadership, including an agreement for the State Fair to provide and empty 25 garbage cans.
- Worked with District 10 Council for a more coordinated approaches to neighborhood safety during the Minnesota State Fair.
- Developed State Fair Resource Guide for residents which includes parking information and nightly grandstand fireworks schedule.
- Restricted parking to one side of the street in Northome and Northeast Quadrant.
- Expanded resident permit parking and created resident only parking zones.
- Worked collaboratively to address parking concerns for all residents, including seniors, renters and those with disabilities. These values were taken into consideration for each parking decision.
- Improved signage for no parking and permit parking.
- Made a clear and easier to understand map of parking regulations citywide.
- Marked stop signs, alleys and driveways to reduce access violations.
- Doubled fine for parking violations during the State Fair.
- Implemented pedicab registration ordinance to allow for better enforcement of safety regulations.

- Researched and implemented pay-by-mobile on-street parking and parking ambassador programs.
- Developed a survey to gain feedback from residents and reviewed the results as a body to develop future recommendations.

Evaluation of the 2025 Pay-by-Mobile Parking Program

In 2025 the city implemented a pay-by-mobile parking program. The two primary goals of the program were to create safer streets and to generate revenue to offset the city's expenses during the fair. Paid parking was introduced to most east-west streets in the Northome and Northeast Quadrant neighborhoods. ParkMobile provided signage and tools to collect parking fees. Hangtag parking permits were mailed to households in the affected area to allow residents to park at no charge in their neighborhood and transfer the permit easily between vehicles. Temporary parking ambassadors were hired to provide assistance to visitors, support SAPD with parking enforcement and be a consistent presence in the neighborhood during peak parking hours.

The program proved successful on both goals. $49,000 was generated above the program expenses. This net revenue represents significant non-tax income for the city and these funds were used to offset the 2026 levy. In the future, such revenue could be invested in the Capital Project Fund and proceeds used to decrease street repair assessments or to fund other capital improvement projects. The State Fair Task Force survey results indicated that residents enjoyed safer streets. 89% felt that they were safe in their neighborhoods, a 25% increase over previous years; 72% felt that traffic was less of a problem than in previous years. Written comments, also indicated that the parking ambassadors were friendly and helped visitors with the parking program.

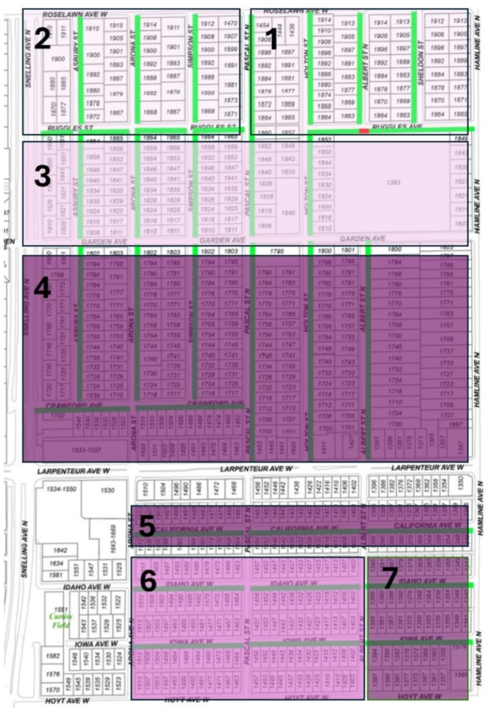
What worked:

- Noticeable reduction in traffic in Northeast and Northome neighborhoods that have historically been impacted by high traffic levels, speeding, and parking violations. Residents reported calmer, safer streets.
- Parking ambassador presence and St. Anthony Police Department coordination supported compliance with the program and a sense of safety.
- Resident parking permits (hangtags) and digital parking permits (by license plates) and zones designated resident-only parking preserved resident access to parking spaces, and allowed for resident gatherings.

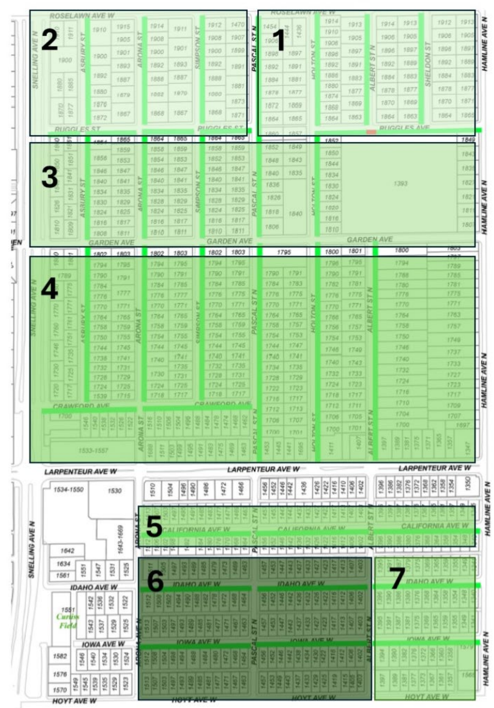
Parking Utilization Analysis:

- During the 2025 Minnesota State Fair, members of the State Fair Task Force tracked how parking was utilized in each region of the pay-by-mobile parking program.
- Graphs below show what percentage of available parking spots were used by either residents with a permit or paid customers. If utilization was over 100%, it reflects that all spots were fully utilized, and that there was turnover throughout the day.

Resident Permit Utilization



Paid Parking Utilization



Region	Resident parking permit utilization (%)	Paid utilization (%)*
1	6%	5%
2	6	1
3	12	9
4	21	49
5	21	72
6	16	135**
7	22	83

* Utilization of remaining spaces available after hangtag use.

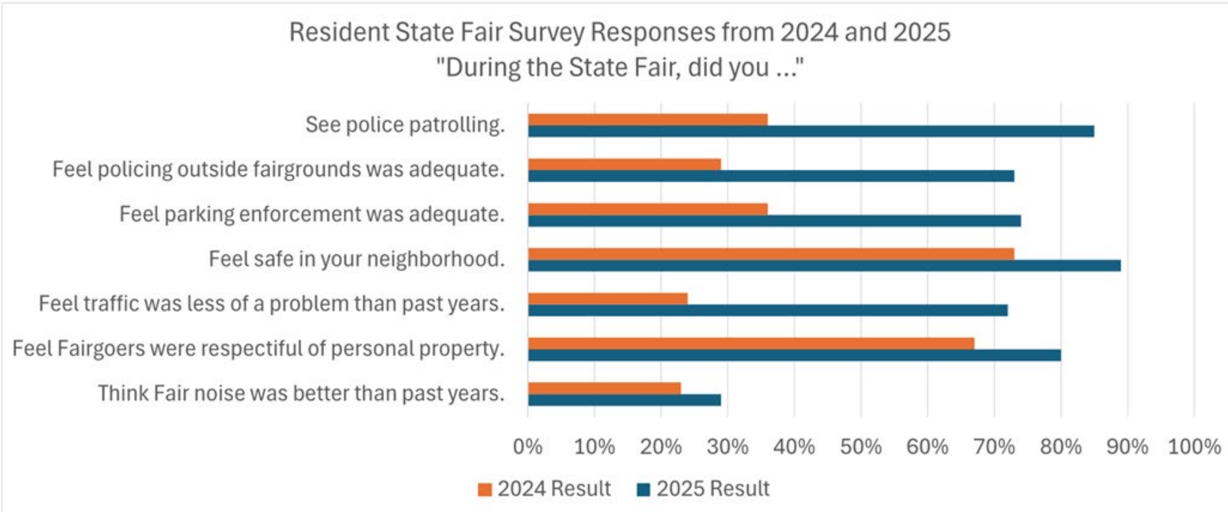
** Turn-over – spaces used more than once.

Considerations for further policy exploration:

- Resident parking permits use may impede paid parking in the areas of highest parking demand (e.g. region 6) and during high-use times such as weekends. Importantly, if additional permits per household were allowed, residents may be competing for street parking near their homes in many areas.
- Results for 2025 showed that, for the most part, residents obtained and used parking permits that fit their needs. Exceptions can be made as needed, so issuing more permits than currently allowed is not recommended.
- Proximity-based and demand-based pricing is unlikely to generate additional revenue and risks may increase traffic and speeding on north/south streets to reach the cheaper parking regions.
- Hourly parking rates in the evenings are unlikely to generate additional revenue because parking utilization is very low after 6 pm. Moreover, additional signage and instructions, as well as possible changes in monitoring patterns, would be required and might be confusing.

Comparison: Post State Fair Survey

An online survey was conducted after the State Fair to assess public opinion on a variety of topics related to the fair. With 195 responses, most metrics analyzed showed significant improvement from 2024 to 2025. More than 70% of residents felt that traffic was less of a problem than in previous years, up from approximately 25% in 2024. The number of residents that reported seeing police patrols during the fair, and that felt policing outside of the fairgrounds and parking enforcement was adequate more than doubled. Nearly 90% of residents felt safe in their neighborhood, up from approximately 75% in 2024. Residents even reported that they felt fairgoers were more respectful of their personal property, and that fairground noise was improved from previous years.



What to improve in 2026:

- Signage: Ensure every block-face sign includes price and active hours, and a QR code that links to a web-based information page, improve sightlines/placement, and consider two-sided signs facing in each direction.
- Communications: Publish and post a parking program fact sheet addressing costs and revenues for the city, explore ways of promoting the program such as social media ads, and working with traditional media, community partners, and State Fair to share messaging.
- Pedestrian safety: Explore pedestrian safety control devices, engage partner agencies to improve traffic control at Larpenteur and Fry crossing during peak visitor times.
- Noise: Convey resident concerns to State Fair (banner planes, concert volume) and track responses the State Fair receives. We understand that we do not have control over this, but feel it is necessary to track.

Final Recommendations (for 2026 season and beyond)

1. **Continue the Parking Program with strategic improvements**
   - Standardize sign content (include $ price and hours) and placement.
   - Continue fixed pricing tied to parking fees charged State Fair parking lots.
   - Explore solutions for residents impacted by paid parking areas that do not receive passes (Hoyt/Larpenteur/Snelling Service Drive) and adopt a method to support their parking needs.
   - Change the format of resident parking passes to improve visibility (i.e. larger hang tags or window clings) and mail out new permits to the same area for 2026.

Residents will have the option to get a second parking permit by applying and an additional parking code may be available for extenuating circumstances. Consider turnover of residents and limiting parking passes in circulation.

Deliverables: Program goals defined by March 2026; 2026 signage plan and new hangtags ordered by June 2026. Letters to residents out by July 15th.

2. **Evaluate Administrative Citations for non-moving parking violations**
   - Direct the City Attorney to return options for decriminalizing parking violations via an administrative penalty framework (civil citations), incorporating appeal rights and due-process standards. Administrative citations enable police to prioritize traffic safety and patrol while trained parking enforcement/ambassadors handle non-moving violations.

   Deliverables: Conclude findings by March 2026; draft ordinance and fine schedule in April 2026; Council consideration by May/June 2026.

3. **Finalize the Commercial Parking Lot License process**
   - Advance the draft license ordinance to adoption.
   - Ordinance to include: hours, noise/litter controls, traffic/queuing plan; on-site management; ADA compliance; incident log; and enforcement provisions tied to license renewal.

   Deliverables: Final ordinance language to Council by April 2026; application materials ready by May 2026; outreach to affected businesses in June 2026.

   - *Note: the need to ensure businesses using third-party parking services are licensed was identified in the 2024 State Fair Task Force report.*

4. **Improve Cell Service**
   - Request a portable cell tower be placed at Curtiss Field during the State Fair. A temporary tower in the city would improve cell service and would improve safety. It will be utilized by parking ambassadors, visitors and residents.

   Deliverables: Send out requests to carriers by March 2026 and finalize by June 2026.

5. **Establish Joint Powers Agreement with State Fair**
   - A Joint Powers Agreement would guarantee funds for policing during the State Fair and would allow us to better address safety hot spots such as the Larpenteur/Fry crossing.

Deliverables: Connect with State Fair in January 2026 and present to City Council.

6. **Codify State Fair Administrative Manual items into City Code**
   - Convert recurring manual practices (e.g., no lawn parking, selling of parking spots or vending in residential districts; allowing only kids' lemonade stands) into ordinance text for transparency and enforceability during fair periods.

   Deliverables: Draft code amendments by April 2026; adopt by June 2026; publish a consolidated "Resident's State Fair Guide" each July.

7. **Improve pay-by-mobile signs for 2026**
   - Standard template: "PAID EVENT PARKING — $25 per day — 8 a.m.–8 p.m.", zone number, call-in option, and resident-permit exceptions where applicable
   - Consider placement and visibility such as two-sided signs, sign retroreflectivity, mounting height, and placement clear of foliage.
   - Signage for resident only parking should be more prominent and above the height of parked cars.
   - Sandwich boards at each corner of impacted streets with the above information, and a QR code that points visitors to web-based information pages that can be translated to other languages.

   Deliverables: New signage plan and signs by July 2026.

8. **Continue a Task Force in "as-needed" format**
   - Transition to a standing, as-needed advisory group meeting three times annually (June/July pre-fair plan review; September post-fair debrief; November recommendations). Maintain resident, City Council, and staff liaison participation while preserving community collaboration.

2026 Timeline

- January–February 2026: Present the final report at the January 28, 2026 City Council meeting; convene task force; initiate administrative citation issue paper. Contact Cell Phone providers regarding a temporary tower and start joint powers discussion.
- March 2026: Draft ordinance(s) — admin citations and commercial lot license; sign standards finalized; continue to communicate clear goals of the pay-by-mobile program – improve safety and resident quality of life, and generate new revenue sources that cover city's costs and reduce resident tax burdens.

- April–May 2026: City Council consideration of ordinances; procure signs and finalize zone map. Meeting between City Council and the Fair. Initiate and finalize Joint Powers Agreement.
- June–August 2026: Commercial lot licensing window; publish updated Resident Guide; ambassador hiring/training; website, communications live, hang tags live and contract signed for cell tower.
- August–September 2026: In-season monitoring; post-fair survey launch; after-action debrief.

Proposed 2026 success metrics (to be tracked and published):

- Mobility/safety: work with the SAPD to monitor traffic speeds, crash/near-miss events at priority intersections and neighborhoods, calls for service near gates and in neighborhoods.
- Parking compliance: pay-by-mobile transactions, citation volume and resolution time, resident permit usage.
- Equity and access: distribution of citations by area, hardship pass approvals; access of caregivers to unpaid parking; multilingual outreach.
- Resident experience: post-fair survey core question consistency (visibility, enforcement adequacy, safety, traffic) with year-over-year dashboard.

Conclusion

- Over the 2024–2025 term, the State Fair Task Force advanced practical, resident-focused solutions to long-standing State Fair impacts. Building on the 2024 report and incorporating 2025 survey findings and meeting deliberations, the Task Force:
    - Implemented and evaluated a pay-by-mobile on-street parking program that contributed to calmer neighborhood streets and improved compliance.
    - The program raised enough revenue to cover the city's costs and generated a surplus of $49,000, which was transferred to the general fund. The transfer allowed for a 2% reduction of the property tax levy for 2026.
    - Coordinated enforcement and ambassador presence, correlating with greater perceptions of safety, policing adequacy, and traffic management in 2025.
    - Identified improvements for 2026; notably, signage that clearly states price and hours, published survey results, and continued improvement in achieving program goals. Other recommendations include regulating commercial parking activity through licensing, adding administrative

    - citations and codifying recurring administrative practices for transparency and consistent application.
    - Proposed an “as-needed” advisory group structure that preserves community collaboration.
- Collectively, our work reflects a balanced approach: Protecting neighborhood livability, supporting fairgoer access, and using City resources efficiently. The 2025 results show measurable progress and provide a clear path for continued refinements in 2026.