

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

AGENDA
Wednesday, March 5 2025
6:30 P.M.

A. CALL TO ORDER:

B. ROLL CALL: GUSTAFSON___ LEEHY___
MEYER___ MIELKE___ WASSENBERG___

STAFF PRESENT: LINEHAN___ JOHNSON___

C. POLICY ITEMS:

1. Continuation or Recap of the 2025 Council Goal Setting Session
2. State Fair Task Force Recommendation on E-Meter Street Parking
3. Class & Comp Study
4. Future Agenda Topics

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 (RCA)

Meeting Date	March 5, 2025
Agenda Item	C1
Attachment(s)	
Submitted By	Jack Linehan, City Administrator

Item	Continuation or Recap of the 2025 City Council Goal Setting Session
Description	This is an opportunity to continue to discuss items from the March 4, 2025 Goal Setting session, or if completed, to recap the meeting from the previous night.
Budget Impact	N/A
Attachment(s)	
Action(s) Requested	The City Council is requested to either continue discussion or the City Administrator will provide a summary of the discussion from the previous day.

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REQUEST FOR ACTION

Meeting Date	March 5, 2025
Agenda Item	Policy C2
Attachment	ParkMobile Presentation, Draft Ordinance
Submitted By	Jack Linehan, City Administrator

Item	State Fair Task Force Recommendations Regarding E-Meters and Paid On-Street Parking During the State Fair Proposal
Description	The State Fair Task Force met on February 19th, 2025 to make formal recommendations to the City Council on the consideration of partnering with a mobile parking solutions vendor to provide e-meters on city streets. The State Fair Task Force took the following action: 1. Member Georgiana May made a motion to recommend that e-meters be instituted during Fairground Events on the non-water side of streets that are currently free parking in Northeast Quadrant (Roselawn to Larpenteur / Hamline to E Snelling Service Drive and Northome (Larpenteur to Hoyt, Hamline to E Snelling Service Drive). Approved 7-0. 2. Member Nicole Porter made a motion that one complimentary parking permit would be available upon request per household on designated streets in the Northome and Northeast Quadrant area, and additional permits could be purchased in a banded method that is similar to our fee schedule for year-round permit parking. Approved 7-0. As the next step in the process, the City has identified a public hearing opportunity on Wednesday, March 26th at 7:00 p.m. for residents and interested parties to present feedback on the proposal. In the interim, the City Council is asked to review the recommendations from the Task Force and provide staff with direction on how to frame the materials for the March 26th meeting.
Budget Impact	N/A
Attachment(s)	• State Fair Parking Map
Action(s) Requested	Staff recommends the City Council review the recommendations and provide staff with direction on next steps.



No Parking Any Time
No Parking During State Fair
State Fair Permit Parking Only
Residential Permit Parking
Parking Permitted During State Fair
***Note - Parking within 30' of a stop sign or in front of a driveway is never permitted and will result in a fine or towing.**

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	March 5, 2025
Agenda Item	C3
Attachment(s)	Draft RFP for Classification and Compensation Study Consultant
Submitted By	Jack Linehan, City Administrator

Item	Release of Request for Proposal (RFP) for Classification and Compensation Study Consultant
Description	In the 2025 budgeting process, funds were reserved for the City to undertake a class & compensation study. A class & comp study will evaluate each full-time and in some instances part-time position within the city, evaluate comparable positions in competing cities, and develop a pay plan for the City. The City currently does not have pay ranges, and in some cases, position descriptions. The classification and compensation study will help the City establish these and include a market analysis of similarly-sized cities within the metro area. Staff has worked on a draft RFP, but is seeking direction from the City Council how extensive the study should be. With this direction, we will bring the request to Council on 3/12/25, and release the RFP if approved the next day. We would begin accepting proposals from consultants/consulting firms, evaluating proposals on criteria including, but not limited to, the implementation strategy with the lowest financial impact on the City's operating process and greatest gains to positions that fall outside of a designated range. In addition, upon implementation of the compensation system, the consultant will provide training to City staff on the utilization and maintenance of the system. Namely from the City Council, we are seeking direction whether to include a study on Council/Commissioner salaries in addition to FT employees, and whether we want to include part-time or seasonal positions. Additionally, the study gets more complex if we include a holistic review of benefits beyond just pay and thus more costly, but a look in to our full benefits package may provide additional insight in to whether we are competitive in our other offerings as well.

Budget Impact	Funds are budgeted in the 2025 under our Consulting line item.
Attachment(s)	Request for Proposal for Classification and Compensation Study Consultant (draft)
Action(s) Requested	Staff recommends that City Council discuss the upcoming class and compensation study, and what all we should request from potential vendors.



March 12, 2025

REQUEST FOR BIDS

The City of Falcon Heights

Job Classification and Compensation Study Services

Bid Submittal Deadline: April 2, 2025 at Noon.

Prepared By:
Jack Linehan, City Administrator
City of Falcon Heights
2077 Larpentuer Ave West
Falcon Heights, MN 55113
jack.linehan@falconheights.org
651-792-7611

Request for Proposal

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SECTION 1

INTRODUCTION

City of Falcon Heights Background Information

The City of Falcon Heights, located within Ramsey County in Minnesota, has a reported population of 5,369, according to the 2020 U.S. Census. The City of Falcon Heights follows the "Plan A" weak-mayor statutory city form of government, which is the most common type of city government in Minnesota. Four council members and a mayor are elected at large and serve four-year terms. A mayor-elected City Administrator oversees the daily activities of the City. The City Council is responsible for adopting the City's budget and tax levy, adopting resolutions and ordinances, hires and terminations of employment, policy-making, development and growth planning, and the overall direction of the City. In addition to providing general government services, the City offers other services such as building permits, rental licenses, street cleaning and snow removal. For fire services, the City contracts with St. Paul Fire Department; for police services, the City contracts with St. Anthony Village Police Department.

Employee Demographics

The City of Falcon Heights employs **ten** full-time employees (FTE) in the following departments: Administration (3), Community Development (1), Finance Department (2), and Public Works Department (4). At any given time, there are a handful of seasonal/temporary/intern employees. The current classification/compensation plan was conducted in (INSERT YEAR) and implemented the same year. Step increases are outlined in the current compensation plan. Pay may be adjusted annually as a result of an across-the-board general increase (COLA) granted by the City Council. The City is currently in compliance with pay equity requirements, and any new system would also need to meet the State of Minnesota pay equity requirements.

The four (4) Councilmembers and the Mayor should be included in this study as a separate proposal.

The City of Falcon Heights (City) is accepting proposals for a comprehensive review of the current position descriptions, classifications, equity (internal and external), compensation structure, and evaluation process for its full-time, part-time, seasonal and variable hour employees. The external comparison group would be Twin Cities Metropolitan Area cities with comparably sized cities.

SECTION 2

PROCESS

Notice is hereby given that proposals will be received by the City of Falcon Heights, Ramsey County, Minnesota for professional services for the review, update and implementation of the current job evaluation and compensation and classification study from experienced consulting firms. The City of Falcon Heights (the City) invites qualified firms to submit proposals to provide a Classification and Compensation Study, based upon the scope of work contained herein. In order to ensure a fair *review and selection process*, *firms submitting proposals are specifically requested not to make other contacts with the City staff or council members regarding these proposals. Failure to comply with this request may result in disqualification of the proposal.* Information regarding the RFP process, if not found within this document, should be directed to Jack Linehan, City Administrator, by email at jack.linehan@falconheights.org or by phone at 651-792-7611. Find additional information about the City of Falcon Heights at www.falconheights.org

2-1 **Requests for Proposal**

The City of Falcon Heights invites qualified firms to submit proposals for a compensation and classification study, as described in the scope of work set forth in Section 3 of this Request for Proposals (RFP).

2-2 **Schedule (tentative)**

Issue Date: March 13, 2025

Closing Date: April 2, 2025

Anticipated Award Notice: April 9, 2025

Anticipated Contract Approval: April 11, 2025

Service to Begin: April 12, 2025

2-3 **Official Contact**

Questions regarding the scope of services shall be directed to:

Jack Linehan, City Administrator
City of Falcon Heights
2077 Larpentuer Ave West
Falcon Heights, MN 55113
jack.linehan@falconheights.org
651-792-7611

2-4 **Proposal Due Date:**

One (1) copy of the proposal must be delivered to Jack Linehan, 2077 Larpenteur Avenue West, Falcon Heights, MN 55113, no later than 12:00 p.m. on April 2, 2025. A proposal may alternatively be emailed by April 2nd at 12:00 p.m. to jack.linehan@falconheights, and must receive acknowledgement of receipt by April 2nd at 12:00 p.m. to be considered. Proposals should be marked “RFP for Classification and Compensation Consulting Services”. Late proposals will be kept by the City, but not considered for award. Proposals must be sealed and clearly addressed and marked with the RFP title.

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

The City may cancel, delay or suspend this solicitation if in the best interest of the City as determined by the City. The City may reject any or all proposals, in whole or in part, if in the best interest of the City as determined by the City. The City reserves the right to reject any or all proposals not in compliance with public bidding procedures.

2-6 Incurred Costs

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

2-7 Confidentiality of Information

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

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

SECTION 3

SCOPE OF SERVICES

The City of Falcon Heights welcomes proposals from individuals or firms in response to specific work products identified below.

The City of Falcon Heights is soliciting proposals for professional consulting services for the review, update, and implementation of the current job evaluation and compensation system as meets Federal and State Compensation Standards.

3-1 Scope of Work and Deliverables

- Conduct a full market analysis of the compensation, classification and benefit structure for regular (non-seasonal) designated positions in Appendix B. This should include

providing an action plan that specifies how the analysis will be conducted including how input and involvement of staff will occur, what steps will be taken to ensure objectivity and impartiality, and how the market rates for similar jobs in the relevant market will be identified. **A separate proposal should be provided for the City Council market analysis.**

OPTION 1 to state Scope of Work

- Create a compensation and classification system based on results from the market analysis that meets the requirements of the law, recognizes tenure, assures internal equity and external competitiveness and incorporates the market conditions identified in the study.
- Design and recommend an implementation strategy for the new compensation system with the lowest financial impact on the City's operating process and greatest gain to positions that fall outside of a designated range. This plan may be implemented over multiple years.
- Upon implementation of the compensation system, the consultant will provide training to City staff on the utilization and maintenance of the system. Additionally, the consultant will provide the necessary documentation and other materials so the City will be able to maintain the system independent of the consultant following the implementation of the job evaluation/compensation plan.
- The successful consultant must agree to comply with all federal, state, and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, national origin, sex, marital status, status with regard to public assistance, disability or age.
- The City is also requesting a separate proposal to review benefits to include health insurance, dental insurance, life insurance, short-term disability program, long-term disability, paid leave time, and employee wellness program.

Option 2:

- The City is also seeking to create a pay plan for seasonal positions with a market analysis completed as part of the proposal. The list of those jobs can be found at the end of Appendix B. Proposals should list this as a separate line item when providing cost and timeline.
- Determine the need for a new compensation and classification system or recommend improvements to the current system based on results from the market analysis that meets the requirements of the law, recognizes tenure, assures internal equity and external competitiveness, has the ability to be coordinated with current labor agreements, and incorporates the market conditions identified in the study.
- Design and recommend an implementation strategy for the updated compensation system with the lowest financial impact on the city operating process and greatest gain to positions that fall outside of a designated range. This plan may be implemented over multiple years.

- Upon implementation of the compensation system, the consultant will provide training to City staff on the utilization and maintenance of the system. Additionally, the consultant will provide the necessary documentation and other materials so the City will be able to maintain the system independent of the consultant following the implementation of the job evaluation/compensation plan.
- The successful consultant must agree to comply with all federal, state, and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, national origin, sex, marital status, status with regard to public assistance, disability or age.

OPTION 3

1. Provide professional services with integrative support services to evaluate and analyze needs, design, develop and implement a position evaluation and compensation system that includes the following milestones:

- Evaluation and analysis of City needs and philosophy.
- Evaluation of each position to determine a job value by assigning points to the position based on standard factors or a thorough review of the current position evaluations with recommendations for necessary revisions.
- Objective classification ranking of each position and the provision of internal pay equity.
- Evaluation of existing job descriptions and the recommendations of revisions to assure compliance with ADA and other state and federal requirements.
- Provision of a wage/labor market survey for non-represented positions and the analysis thereof as supporting data for the development of a pay structure, while assuring internal and external equity and compliance with state pay equity compensation standards.
- Provide recommendations and options for newly designed evaluation and compensation system.
- Provide system testing to assure compliance.
- Provide recommendation on a system for determining the validity for requests for reclassification and/or compensation changes.
- Evaluation of the step pay system with recommendations.
- Determine exempt and non-exempt status for each position.
- Provide implementation support and maintenance training on the system.
- Post contract services involving review of new job descriptions and determination of points and salary for the new position, as well as assistance with the City's next State of Minnesota pay equity report following compensation review to assure compliance.

2. Establish and provide concrete schedules for each of the above proposed developments.
3. Present findings and recommendations, including written and/or oral reports and policies at various meetings, such as employee gatherings and city council sessions.
4. Propose contract terms; including an itemized fee schedule for work included in the scope of work and a payment plan based on measurable contract milestones.

C) Evaluation

Proposals will be screened and the top candidates selected by the City Administrator and City Council. The qualifications for the top candidates will be verified and references will be checked. In reviewing proposals, the City will carefully weigh:

- Depth and breadth of experience and expertise, specifically in those areas most often encountered in municipal government operations;
- Capability to perform Position Classification and Compensation Services promptly and in a manner that permits the Council and staff to meet established deadlines and to operate in an effective and efficient manner;
- Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems;
- Communication skills;
- Cost of services; and
- Other qualifications/criteria, as deemed appropriate by the Council.

The City will require that the firm selected maintain general liability, automobile, workers' compensation, and errors and omissions insurance. The City will also require the selected individual or firm to indemnify the City and provide that they are an independent contractor serving at the will of the Council. Other required provisions will include the Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.

D) Communication

The successful consultant will be required to meet with the key personnel at the initiation and conclusion of each phase of the study. Additionally, any reports on the results of the study or recommendations during any part of the project will also be provided in writing. The City further expects ongoing and open communications between designated City representatives and the consultant over the course of the project. All products and recommendations must comply with applicable State and Federal law and enhance the City's ability to obtain and retain qualified personnel.

SECTION 4

PROPOSAL FORM AND CONTENT

4-1 Proposal Submittal

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content and cost-effectiveness of the proposal.

4-2 Proposal Form and Content

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

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

- 1. Approach to the Development of a Compensation System for the City of Falcon Heights**

Information stating your organization's approach to the development of a compensation system for the City of Falcon Heights. Include information and outcome documents on the job evaluation system being proposed as well as sample job descriptions, policies and procedures, and questionnaires employees will be required to complete. Also include information on how your organization will handle evaluation of each aspect identified.

- 2. Proposed Consultant's Qualifications**

Summarize your or the firm's background and history, including the names and relative backgrounds of the personnel to be assigned to the project.

- 3. Scope of Services Offered**

Provide a detailed breakdown of how you would approach the Scope of Work proposed in Section 3. Include specific information on the steps that would be taken to address each of the primary areas of need.

- 4. References**

Proposals shall list a minimum of three (3) references that can attest to the qualifications of you and/or your firm. Include the contact name, email, telephone number and the nature of relationship for each reference. Municipal references who have implemented and are currently utilizing the

compensation system being proposed or a similar system designed, developed, and implemented by your organization are preferred.

5. Timeline

Identify a concrete, but reasonable timeline for the completion of each component in the process as well as implementation guidelines.

6. Additional Information

Any information that the proposer feels is applicable to the evaluation of the Proposal or of their qualifications for accomplishing this request for services should be included in this section. You may use this section to address the aspects of your services that distinguish you or your firm from other firms.

7. Fees

The consultant must provide a proposal with maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this request for proposal.

This may have to be updated/deleted depending on Section 3 (SCOPE)

The proposal should clearly define the timelines, proposed fees, and the scope of services to be provided during each of the following specific project components:

1. Introduction and Project Orientation.
2. Position Analysis and descriptions for full-time, part-time, seasonal, and variable hour.
3. Position Classifications/Ranking/Grades/Evaluation.
4. Develop list of comparable organizations.
5. Market Study.
6. Design total compensation structure according to Falcon Heights' compensation philosophy.
7. System testing for equity and fairness.
8. Preparation of final documents for the plan, including presentation, policy, guidelines and procedures for implementation and any other pertinent information. Any written and computerized data and supporting information must be submitted as appropriate or requested.
9. Training on the system maintenance and updating such as position additions, position reclassifications, and wage structure updates.
10. System Implementation.
11. Future assistance that can be provided by your organization.

a) Proposals shall clearly define additional services and/or reimbursable costs not included in the basic fees, including any hourly rates or fees for post contract services.

b) Proposals shall include a “not to exceed” lump sum fee protection.

c) Identify cost estimates for all aspects including potential areas in which the City of Falcon Heights staff can provide assistance resulting in cost savings to the City.

SECTION 5

EVALUATION CRITERIA

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

1. Depth and breadth of experience and expertise, specifically in those areas most often encountered in municipal government operations;
2. Capability to perform Position Classification and Compensation Services promptly and in a manner that permits the Council and staff to meet established deadlines and to operate in an effective and efficient manner;
3. Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems;
4. Communication skills;
5. Cost of services; and
6. Other qualifications/criteria, as deemed appropriate by the Council.

SECTION 6

CONTRACT ETHICS

1. No elected official or employee of the City who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any City employee or council member, or for any City employee or council member to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

3. The firm shall not accept any client or project that places it in a conflict of interest with its services rendered to the City of Falcon Heights. If such a conflict of interest is subsequently discovered, the City shall be promptly notified.

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REQUEST FOR COUNCIL ACTION (RCA)

Meeting Date	March 5, 2025
Agenda Item	C4
Attachment(s)	
Submitted By	Jack Linehan, City Administrator

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