

City of Ramsey
Agenda
Personnel Committee
Tuesday January 22, 2013

5:00 p.m.
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
 1. Consider a Resolution to Select a Chairperson and Alternate Chairperson for the Personnel Committee
 2. Consider a Resolution to Accept a Paid-on-call Firefighter's Resignation
 3. 2013 Fire Officer Selections
 4. Consider a Resolution to Approve the 2013 Non-Union Health Insurance Contributions and Non-Union Cost of Living Adjustments
 5. Consider a Resolution to Address Building Maintenance Staffing Needs
 6. Consider a Resolution to Recruit for an Economic Development Manager
 7. Consider a Resolution Regarding a Leave of Absence (This discussion will be closed to the public)
 8. Consider a Resolution to Authorize Staff to Recruit for a Replacement Patrol Officer Position from the Recent Patrol Officer Recruitment File
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 01/22/2013

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Select a Chairperson and Alternate Chairperson for the Personnel Committee

Background:

At the first Personnel Committee meeting of the year the committee appoints a Chairperson and alternate Chairperson to serve on the Personnel Committee.

Notification:

Observations/Alternatives:

Recommendation:

To select Chairperson and alternate Chairperson to serve the on Personnel Committee.

Funding Source:

There is no funding required for this action.

Council Action:

Motion to recommend City Council adopt a resolution . . . (based on discussion)

Attachments

Resolution

Form Review

Inbox

Kurt Ulrich

Reviewed By

Kurt Ulrich

Date

01/17/2013 01:53 PM

Form Started By: Colleen Lasher

Started On: 01/11/2013 02:24 PM

Final Approval Date: 01/17/2013

Council Member introduced the following resolution and moved for its adoption:

RESOLUTION #

**CONSIDER A RESOLUTION TO SELECT A CHAIRPERSON
AND ALTERNATE CHAIRPERSON FOR THE PERSONNEL COMMITTEE**

WHEREAS, January 22, 2013 is the first Personnel Committee meeting of the year; and

WHEREAS, each year the Personnel Committee appoints a Chairperson and an alternate Chairperson to serve on the Committee.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY
OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,**

Confirms the recommendation of the Personnel Committee to appoint a Chairperson and an alternate Chairperson.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 29th day of January 2013.

Personnel Committee

4. 2.

Meeting Date: 01/22/2013

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Accept a Paid-on-call Firefighter's Resignation

Background:

Ramsey Fire Department responds from 3 different fire stations. Station #1 is located at 15050 Armstrong Blvd, Station #2 at 15153 Nowthen Blvd and Station #3 at 19800 Nowthen Blvd in Nowthen. With its 50+ Firefighters, Ramsey Fire provides emergency services for Ramsey and Nowthen.

On January 9, 2013, staff received a letter of resignation from paid-on-call Firefighter Mr. Cory Helgoe. Mr. Helgoe has served out of station #2 since early 2010; but he no longer has the necessary time to commit to the position. The Fire Chief is not requesting to fill this position until the next regular Firefighter recruitment.

Notification:

Observations/Alternatives:

None

Recommendation:

To accept the resignation of Mr. Cory Helgoe and to recruit for this position upon the next regular Firefighter recruitment.

Funding Source:

There is no funding required for this action.

Council Action:

Motion to recommend City Council adopt a resolution confirming the recommendation of the Personnel Committee to accept paid-on-call Firefighter Cory Helgoe's resignation and to recruit for this position upon the next regular Firefighter recruitment.

Attachments

Resolution

Form Review

Inbox	Reviewed By	Date
Dean Kapler	Jo Thieling	01/17/2013 04:59 PM
Kurt Ulrich	Kurt Ulrich	01/17/2013 05:59 PM
Form Started By: Colleen Lasher		Started On: 01/11/2013 03:43 PM
Final Approval Date: 01/17/2013		

Council Member introduced the following resolution and moved for its adoption:

RESOLUTION #

**CONSIDER A RESOLUTION TO ACCEPT
A PAID-ON-CALL FIREFIGHTER'S RESIGNATION**

WHEREAS, on January 9, 2013, staff received a letter of resignation from a station #2 Paid-on-call Firefighter, Mr. Cory Helgoe; and

WHEREAS, the Fire Chief is not requesting to fill this position until the next regular Firefighter recruitment.

WHEREAS, there is no funding required to accept Mr. Helgoe's resignation. .

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF
RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,**

Motions to approve resolution # 13-01-XXX, confirming the recommendation of the Personnel Committee, to accept Mr. Cory Helgoe's resignation and to recruit for this position upon the next regular recruitment.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 29th day of January 2013.

Personnel Committee

4.3.

Meeting Date: 01/22/2013

By: Dean Kapler, Fire Department

Title:

2013 Fire Officer Selections

Background:

The attached PDF has the complete case including funding source

Notification:

Observations/Alternatives:

Recommendation:

Funding Source:

Paid on Call Fire Officers pay is funded from line item 6104 Part-time Wages and Salaries

Council Action:

Motion to accept Fire Chief's recommendation for 2013 Fire Officer Selections

Attachments

Fire Officer Selection

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	01/17/2013 02:36 PM
Kurt Ulrich	Kurt Ulrich	01/17/2013 04:37 PM
Form Started By: Dean Kapler		Started On: 01/17/2013 01:50 PM
	Final Approval Date: 01/17/2013	

PAID ON CALL FIRE OFFICER SELECTIONS FOR YEAR 2013

By: Dean Kapler, Fire Chief

Background:

The Fire Department Paid on Call Officers group is made up of the following positions:

- Assistant Fire Chief (2)
- Captain (2)
- Lieutenant (5)
- Training Officer

Each position has its own job description which includes responsibilities on-scene and off. Those assigned to Officer positions must also meet all the requirements of a Ramsey Firefighter.

As in past years the Fire Chief makes a recommendation to the City Administrator, which is then given to City Council for approval.

This case specifically addresses the appointment of the paid on call officer positions for 2013/2014. Each position carries a 2 year term although the Fire Chief may shorten the term if necessary. These terms alternate, making half the positions available for application each year. It should be noted that all firefighters interested must submit a letter of interest, including those who currently hold the position and are applying again. This accomplishes both stability within the dept, while also allowing on-going opportunity for advancement.

For the term 2013/2014 the following positions were open for application:

- Assistant Chief #3
- Training Officer
- Captain #11
- Lieutenant 1,3,6

The Fire Chief conducted an interview with each applicant. The following is the Fire Chiefs recommendation. The list is the entire officers group with the **new recommendations bolded**. The Fire Chief has discussed his recommendation with the City Administrator, who has approved.

Position	Recommendation
Assistant Fire Chief #2	Tom Hoxter
Assistant Fire Chief #3	Matt Kohner
Training Officer/Lieutenant 5	John Atchison
Captain #11	Brad Jorgensen
Captain #12	Carey Schiferli
Captain #13	Bart Hayft
Lieutenant #1	Dave Weigman
Lieutenant #2	Jim Block
Lieutenant #3	Not filled
Lieutenant #4	Don Yamauchi
Lieutenant #6	Chad Sacre

Funding:

As in past years funding for the positions comes from the Part-Time Regular line item of the Fire Department Budget or line item #6104. It should be noted that funding for the Captain #13 and Lieutenant #5 position is reimbursed by the City of Nowthen per the Joint Powers Agreement.

Staff Recommendation:

Staff recommends to Council to motion to accept the Fire Chief's recommendation of Fire Department Officers for 2013/2014.

Council Action:

Motion to accept/reject Fire Chiefs recommendation.

Reviewed By:

City Administrator
Human Resources Manager
Fire Chief

PC Case #

January 22, 2013

Personnel Committee

4. 4.

Meeting Date: 01/22/2013

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Approve the 2013 Non-Union Health Insurance Contributions and Non-Union Cost of Living Adjustments

Background:

The City currently employs 65 employees, of which 63 employees are benefit eligible. Of the 63 benefit eligible employees, 21 are non-union and 42 are union. This case is specific to the City's 21 non-union employees; as of this writing the union contracts have not been settled.

Health & Life Insurance -- 2013:

January 2013 marks the beginning of the City's second year with Blue Cross and Blue Shield and Hartford Life. The City changed health insurance carriers in 2012 from HealthPartners to Blue Cross and Blue Shield as part of the Local Government Information Systems Consortium (LOGIS). The City benefited by joining the LOGIS group in many ways, as follows: gaining the opportunity to join a larger group, tiered plan options which included single, single plus children, single plus spouse, and family (as compared to only single and family plan options in previous years); options for higher deductible plans; four years of rate caps as follows: 8 1/2% in 2013, 10% in 2014, 11% in 2015, and 12% in 2016--which are not contingent upon a service contract, two networks for employees to choose from based on their healthcare needs, 100% coverage (in most plans) after the deductible is satisfied, less expensive basic life insurance and approximately \$500.00 contribution per year toward the OPEP GASB Statement No. 45 valuation fee.

The 2013 health insurance rates increased to the capped amount of 8.5% and the life insurance rates remained unchanged.

The proposed City health insurance contributions are within the budgeted amount and are the same contributions that have been proposed (but not settled on) with all other employee groups (AFSCME, LELS-Patrol and LELS-Sergeants).

See attachments for additional detail.

Option to Waive Health Insurance:

Prior to 2002, City employees that showed proof of other health insurance coverage were given the option to waive health insurance in exchange for \$290 per month as wages. However, due to the City's desire to reach enrollment of at least 50 employees (to obtain Large Group Status) this option was no longer offered after January 1, 2002. Conversely, as a result of joining the LOGIS group, the City's enrollment is now pooled with many other cities and counties. Undoubtedly, there are employees that are currently double covered and would like the option to waive coverage in exchange for a cash benefit (credit in lieu of coverage). The LOGIS membership agreement provides a formula for calculating the maximum credit in lieu of coverage allowed; in our case that amount is \$295.75 per month.

There are currently 12 employees grandfathered in and receiving the \$290 benefit and 1 employee that waives health insurance coverage, but is not eligible for the \$290 benefit.

Staff contacted Yvonne Johnson of Gallagher Benefit Services (the City's benefit Broker) and received confirmation that offering this option in no way jeopardizes the City as long as we remain with LOGIS (as planned through at least 2016). Even so, if the City were to reinstate the waiving benefit, the City may want to require new participants to agree to the following terms in order to safeguard against any unforeseeable negative impacts to the City:

1) All new participants (those that receive credit in lieu of coverage on or after 2013), would enroll or return to the City's health plan if the City were to face losing large group status (50+ employees enrolled) at any time in the future

2) If the City were to face any financial detriments as a result of offering credit in lieu of coverage, including but not limited to the loss of rate caps currently guaranteed through 2016; fines, penalties, or expenses associated with the upcoming Health Care Reform Act or any other unforeseen expense to the City

3) All participants provide the City with proof of other health insurance coverage

Lastly, to simplify the administration of the waiving benefit, the City may want to consider paying one rate of \$295.00 (a whole number divisible by 2 for payroll purposes) versus having 2 different rates (\$290.00 and \$295.00).

Non-Union Cost of Living Adjustment (COLA) -- 2013:

The purpose of the COLA is to ensure that purchasing power is not eroded by inflation. For purposes of demonstration only, the following text was obtained from the Social Security Administration (SSA) as it relates to Social Security Income COLA calculations. The cost of living adjustment is based on the percentage increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) from the third quarter of the last year. If there is no increase, there can be no COLA. The SSA calculated the COLA for January 2013 to be 1.7%. This information has been provided as supporting documentation only and does not imply that the City relies on the SSA for budgeting purposes, or otherwise - see attachment for details.

The City budgeted for a 1% cost of living adjustment for all employee groups in 2013. For information purposes, a 10-year COLA history is listed below:

- 2012 2% for all employee groups, with the exception of Department Heads at 1%
- 2011 Zero % for all employee groups
- 2010 Zero % for all employee groups
- 2003 to 2009 3% each year for all employee groups

Notification:

Health Plan Type/Tier	ACCORD Premium	City Contribution to Premium	Employee Cost for Accord Network	City Contribution to VEBA	Total City Contribution
Single Plans (Per Month)					
BCBS 100% \$30.00 co-pay	\$858.00	\$517.14	\$340.86	NA	\$517.14
BCBS \$1500 Ded. Plan w/VEBA	\$728.00	\$600.00	\$128.00	\$130.00	\$730.00
BCBS \$2500 Ded. Plan w/VEBA	\$671.00	\$600.00	\$71.00	\$130.00	\$730.00
BCBS \$4000 Ded. Plan w/VEBA	\$591.50	\$591.50	\$0.00	\$155.00	\$746.50
Employee + Children Plans (Per Month)					
BCBS 100% \$30.00 co-pay	\$1,716.50	\$831.56	\$884.94	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,456.00	\$935.00	\$521.00	\$160.00	\$1,095.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,341.50	\$935.00	\$406.50	\$160.00	\$1,095.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,183.00	\$935.00	\$248.00	\$160.00	\$1,095.00
Employee + Spouse Plans (Per Month)					
BCBS 100% \$30.00 co-pay	\$1,802.00	\$831.56	\$970.44	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,529.50	\$857.00	\$672.50	\$160.00	\$1,017.00

BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,409.00	\$857.00	\$552.00	\$160.00	\$1,017.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,242.50	\$857.00	\$385.50	\$160.00	\$1,017.00
Family Plans (Per Month)					
BCBS 100% \$30.00 co-pay	\$2,232.00	\$831.56	\$1,400.44	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,893.50	\$1,101.00	\$792.50	\$192.00	\$1,293.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,744.50	\$1,101.00	\$643.50	\$192.00	\$1,293.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,538.50	\$1,101.00	\$437.50	\$192.00	\$1,293.00

**The City's 2013 VEBA contribution includes the \$4.30 monthly claims fee.

Observations/Alternatives:

Consider approving some, but not all of the recommendations listed below. Such as:

- Approving an increase to health insurance, but not reinstating the waiving benefit or a combination thereof
- Approving a cost of living adjustment, but not the proposed health insurance increase
- Approving another combination of options - as per discussion during the Personnel Committee meeting

Pros: Possible near-term monetary savings to the city

Cons: 1) Opposes the approved budget -- the City strives to accurately budget the personnel costs associated with the next budget cycle and the City Council approves the budgets based on discussion during the budgeting process, 2) may prolong the negotiations process with the unions, 3) lowers the value of employees' total compensation.

Recommendation:

To approve resolution XX-XX-XXX, which upon City Council approval, will authorize the above listed non-union city health insurance contributions, the option to waive health insurance in exchange for a cash benefit and to increase the non-union wage scale by one percent (1%).

Funding Source:

Funding for both city contributions to health insurance and cost of living adjustment are included in the 2013 general and enterprise fund budget.

Council Action:

Motion to recommend City Council adopt a resolution . . . (based on discussion)

Attachments

- Summary of Benefits - Health Ins.
- Summary of Benefits - Life Insurance
- Supporting COLA Documentation
- Proposed Health Ins. Contributions

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/17/2013 01:37 PM
Form Started By: Colleen Lasher		Started On: 01/09/2013 11:03 AM

Final Approval Date: 01/17/2013

**2013 - City of Ramsey
LOGIS Medical Plans**

The information contained herein is subject to the disclosure and disclaimers and the final page of this illustration

Carrier:	BCBSMN	BCBSMN	BCBSMN	BCBSM
Plan	\$30 Copay Plan	\$1500 HRA	\$2500 HRA	\$4000 HRA
Network/RX Formulary	Flex Rx	Aware/Flex Rx	Flex Rx	Flex Rx
In-Network Plan Design Features				
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited
Annual Maximum	N/A	N/A	N/A	N/A
Deductible CY	None	\$1,500/person; \$3,000/family	\$2,500/person; \$5,000/family	\$4,000/person; \$8,000/family
Coinsurance	100/0%	100/0%	100% after deductible	100% after deductible
Medical Out-of-Pocket Maximum (includes Medical & Rx)	\$1,200/person; \$5,000/family	\$2,250/person; \$4,500/family	\$2,500/person; \$5,000/family	\$4,000/person; \$8,000/family
Preventive Care	100/0%	100% coverage	100% coverage	100% (deductible waived)
Office Visit/Urgent Care	\$30 copay	100% after deductible	100% after deductible	100/0% after deductible
Convenience/Retail Care Clinic	100% (copay waived)	100% after deductible	100% after deductible	100/0% after deductible
Lab & Pathology	100/0%	100% after deductible	100% after deductible	100/0% after deductible
X-ray & Other Imaging	100/0%	100% after deductible	100% after deductible	100/0% after deductible
Inpatient Hospitalization	100/0%	100% after deductible	100% after deductible	100/0% after deductible
Outpatient Hospitalization	100/0%	100% after deductible	100% after deductible	100/0% after deductible
Emergency Room Facility	\$75 copay	100% after deductible	100% after deductible	100/0% after deductible
Emergency Room Physician	100% after copay above	100% after deductible	100% after deductible	100/0% after deductible
Prescription Drugs (Rx)	Open formulary with a mandatory generic	Open formulary with a mandatory generic	Open formulary with a mandatory generic	Open formulary with a mandatory generic
Rx Out-of-Pocket Maximum	N/A	N/A	N/A	N/A
Generic/Brand/Non-Formulary	80/20% with a min/max copay of \$10/\$25 per script	80/20% with a min/max copay of \$10/\$25 per script	80/20% with a min/max copay of \$10/\$25 per script	80/20% with a min/max copay of \$10/\$25 per script
Specialty	80/20% - capped at \$200 per script per month	80/20% - capped at \$200 per script per month	80/20% - capped at \$200 per script per month	80/20% - capped at \$200 per script per month
Mail Order	80/20% with a min/max copay of \$20/\$50 per script	80/20% with a min/max copay of \$20/\$50 per script	80/20% with a min/max copay of \$20/\$50 per script	80/20% with a min/max copay of \$20/\$50 per script
Out-of-Network Plan Design Features				
Deductible	\$300/person; \$600/family	\$3,000/person; \$6,000/family	\$4,000/person; \$8,000/family	\$6,000/person; \$12,000/family
Out-of-Pocket Maximum (includes medical and rx)	\$4,000/person; \$8,000/family	\$5,000/person; \$10,000/family	\$7,000/person; \$14,000/family	\$9,000/person; \$18,000/family
Coinsurance	75/25%	75/25%	65/35%	75/25%
Blue Cross Blue Shield Aware Rates				
Employee Only	\$890.00	\$755.00	\$696.00	\$613.50
Employee + Spouse	\$1,870.00	\$1,586.50	\$1,462.00	\$1,289.00
Employee + Children	\$1,781.00	\$1,511.00	\$1,392.00	\$1,227.50
Family	\$2,315.50	\$1,964.00	\$1,810.50	\$1,596.00
Blue Cross Blue Shield Accord Rates				
Employee Only	\$858.00	\$728.00	\$671.00	\$591.50
Employee + Spouse	\$1,802.00	\$1,529.50	\$1,409.00	\$1,242.50
Employee + Children	\$1,716.50	\$1,456.00	\$1,341.50	\$1,183.00
Family	\$2,232.00	\$1,893.50	\$1,744.50	\$1,538.50

Aware Network - Open Access

Accord network is a subset of the Aware network that excludes a small number of high-cost providers. Currently the Accord network excludes the following as in network providers: Mayo Clinic Providers and Hazelden Providers.

Members who receive services at these "out of network" providers will still receive hold-harmless benefits

Rate Guarantees: 2013 = 8.5%, 2014= 9.5%, 2015 = 10.5% & 2016 = 11.5%. Regulatory mandated changes can impact rate caps.

This analysis is an outline of the coverage proposed by the carrier's), based on information provided by your company. It does not include all of the terms, coverage, exclusions, limitations, and conditions of the actual contract language. The policies and contracts themselves must be read for those details. Policy forms for your reference will be made available upon request.

City of Ramsey	Basic Life/AD&D and Supplemental Life/AD&D Benefit Highlights
Eligibility	All active full-time Employees.
Basic Life/AD&D Benefit Amount	\$20,000.
Supplemental Life/AD&D Benefit Amount	You have the option to purchase Supplemental Life/AD&D insurance coverage in increments of \$5,000 to a maximum of \$500,000.
Supplemental Life/AD&D Guaranteed Issue Amount	The guaranteed issue amount is the amount of insurance that you may elect without providing evidence of insurability. If you enroll during your initial enrollment period, the guaranteed issue amount is \$50,000 – <u>no medical information is required</u> . If you enroll after your initial enrollment period, evidence of insurability will be required for all coverage amounts.
Supplemental Dependent Coverage	<p>You may also elect coverage on the lives of your spouse and/or dependent children, <i>even if you do not elect coverage on yourself</i>. To qualify, children must be unmarried and less than 19 years (or 25 years if a full-time student). Also, unmarried children over the age of 19 who are disabled may be eligible if certain conditions are met. A Personal Health Application will not be required for your spouse or child unless you are a late enrollee or your spouse coverage exceeds the spouse Guaranteed Issue amount noted below.</p> <p>Spouse Supplemental Life/AD&D Benefit Amount: Increments of \$5,000 to a maximum of \$250,000. You may not elect coverage for your spouse if your spouse is covered as an employee under this policy. Spouse Guaranteed Issue Amount: \$30,000 - Amounts over \$30,000 require medical evidence.</p> <p>Child Supplemental Life Benefit Amount: Children between the ages of birth and 19 years are eligible for coverage of either \$5,000 or \$10,000, depending on the option you elect. Children who are full-time students are eligible for coverage until age 25.</p>
Living Benefits Option	Should you be diagnosed as terminally ill with a 12-month life expectancy, the Living Benefits Option allows you to receive an accelerated payment of a portion of your life insurance. This option is available to individuals with at least \$10,000 in group coverage from Hartford Life, subject to any maximum age limit described in your booklet. You may request a minimum accelerated payment of \$3,000 up to a maximum of 80% of your coverage not to exceed \$500,000. Funds are paid directly to you, with no policy restrictions on how you use them. The remaining benefit is then payable to the beneficiary.
Waiver of Premium	This provision applies if you become totally disabled before age 60 and your disability lasts for at least 9 months. You must provide proof of your condition within one year of your last day of work and once we approve, your coverage will continue without payment of premium up to age 65, as long as you remain totally disabled. The premium for your dependent's coverage will also be waived if you are disabled and approved for waiver of premium. Coverage for your dependents will end if the policy terminates. Payment of premium is required until waiver is approved by Hartford Life.
Contribution	The City of Ramsey pays the cost of Basic Life/AD&D coverage. You are responsible for the premium cost for Supplemental Employee and Dependent coverage.

This Benefit Highlights Sheet explains the general purposes of the insurance described, but in no way changes or affects the policy as actually issued. In the event of any discrepancy between any of these documents and the policy, the terms of the policy apply. Complete coverage information is in the certificate of insurance booklet issued to each insured individual. Please read it carefully and keep it in a safe place with your other important papers.

Cost-Of-Living Adjustment

COLA Home
Cost-of-Living Adjustments (Fact sheet)
Prior Cost-Of-Living Adjustments
History of Automatic Cost-Of-Living Adjustments

History Of Automatic Cost-Of-Living Adjustments

Automatic benefit increases, also known as cost-of-living adjustments or COLAs, have been in effect since 1975.

The 1975-82 COLAs were effective with Social Security benefits payable for June (received by beneficiaries in July) in each of those years. After 1982, COLAs have been effective with benefits payable for December (received by beneficiaries in January).

COLAs received in 1975-2012 are shown below.

Automatic Cost-Of-Living Adjustments

July 1975 -- 8.0%	January 1995 -- 2.8%
July 1976 -- 6.4%	January 1996 -- 2.6%
July 1977 -- 5.9%	January 1997 -- 2.9%
July 1978 -- 6.5%	January 1998 -- 2.1%
July 1979 -- 9.9%	January 1999 -- 1.3%
July 1980 -- 14.3%	January 2000 -- 2.5% ⁽¹⁾
July 1981 -- 11.2%	January 2001 -- 3.5%
July 1982 -- 7.4%	January 2002 -- 2.6%
January 1984 -- 3.5%	January 2003 -- 1.4%
January 1985 -- 3.5%	January 2004 -- 2.1%
January 1986 -- 3.1%	January 2005 -- 2.7%
January 1987 -- 1.3%	January 2006 -- 4.1%
January 1988 -- 4.2%	January 2007 -- 3.3%
January 1989 -- 4.0%	January 2008 -- 2.3%
January 1990 -- 4.7%	January 2009 -- 5.8%
January 1991 -- 5.4%	January 2010 -- 0.0%
January 1992 -- 3.7%	January 2011 -- 0.0%
January 1993 -- 3.0%	January 2012 -- 3.6%
January 1994 -- 2.6%	January 2013 -- 1.7%

⁽¹⁾ The COLA for December 1999 was originally determined as 2.4 percent based on CPIs published by the Bureau of Labor Statistics. Pursuant to Public Law 106-554, however, this COLA is effectively now 2.5 percent.

Related Information

[COLA, tax, benefit and earning amounts for 2013](#)

[The Story of COLAs](#)

[Actuarial resources](#)

[Press Release: Social Security Announces 1.7 Percent Increase For 2013](#)

[Effect of COLA on Social Security Benefits](#)

Last reviewed or modified 10/16/2012

Cost-Of-Living Adjustment



Social Security and Supplemental Security Income (SSI) benefits are adjusted to reflect the increase, if any, in the cost of living as measured by the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) prepared by the Bureau of Labor Statistics (BLS). The purpose of the cost-of-living adjustment (COLA) is to ensure that the purchasing power of Social Security and SSI benefits is not eroded by inflation.

For purposes of determining the COLA, the average CPI-W for the third calendar quarter of the last year a COLA was determined is compared to the average CPI-W for the third calendar quarter of the current year. The resulting percentage increase, if any, represents the percentage that will be used to increase Social Security benefits beginning for December of the current year. SSI benefits increase by the same percentage the following month (January). If the increase in the CPI-W is at least one-tenth of one percent (0.1 percent), there will be a COLA. However, if the CPI-W increases by less than 0.05 percent, or if the CPI-W decreases, there will not be a COLA.

History

Congress enacted the COLA provision as part of the 1972 Social Security Amendments. Prior to enactment, increases in Social Security benefits had to be enacted by Congress on an ad hoc basis. At that time, inflation was relatively high, so the provision enacted in 1972 provided for an automatic COLA only if the increase in the CPI-W was at least 3 percent, the so-called "3-percent trigger."

By the mid-1980s, as inflation began to wane, it became apparent that because of the 3-percent trigger, it could be possible that there would not be an annual COLA. In 1986, Congress enacted legislation to eliminate the 3-percent trigger.

Other Automatic Increases

There are a number of other automatic increases in the Social Security program. Two of these increases are based upon increases in the national average wage index, but are triggered only if there is a COLA for Social Security benefits. These increases are:

- The contribution and benefit base—the cap on the amount of wages and self-employment income subject to Social Security payroll tax; and
- Retirement earnings test exempt amounts—caps on the amount of earnings that a beneficiary can earn before a reduction in benefits will apply.

Effect on Medicare Part B Premium

Unlike the Social Security COLA, the CPI-W plays no part in the computation of the Medicare Part B premium. The Medicare Part B premium changes each year, if necessary, so that the Part B premium is sufficient to fund approximately 25 percent of the projected cost of the Part B program. Any such premium change is effective in January.

Information about Medicare changes for 2013 will be available at www.medicare.gov.

Contacting Social Security

For more information and to find copies of our publications, visit our website at www.socialsecurity.gov or call toll-free, **1-800-772-1213** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**). We treat all calls confidentially. We can answer specific questions from 7 a.m. until 7 p.m., Monday through Friday. We can provide information by automated phone service 24 hours a day.

We also want to make sure you receive accurate and courteous service. That is why we have a second Social Security representative monitor some telephone calls.



Health Plan Type/Tier	<u>ACCORD</u> Premium	<u>AWARE</u> Premium	City Contribution to Premium	Employee Cost for <u>Accord</u> Network	Employee Cost for <u>Aware</u> Network	City Contribution to VEBA	Total City Contribution
Single Plans (Per Month)							
BCBS 100% \$30.00 co-pay	\$858.00	\$890.00	\$517.14	\$340.86	\$372.86	NA	\$517.14
BCBS \$1500 Ded. Plan w/VEBA	\$728.00	\$755.00	\$600.00	\$128.00	\$155.00	\$130.00	\$730.00
BCBS \$2500 Ded. Plan w/VEBA	\$671.00	\$696.00	\$600.00	\$71.00	\$96.00	\$130.00	\$730.00
BCBS \$4000 Ded. Plan w/VEBA	\$591.50	\$613.50	\$591.50	\$0.00	\$22.00	\$155.00	\$746.50
Employee + Children Plans (Per Month)							
BCBS 100% \$30.00 co-pay	\$1,716.50	\$1,781.00	\$831.56	\$884.94	\$949.44	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,456.00	\$1,511.00	\$935.00	\$521.00	\$576.00	\$160.00	\$1,095.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,341.50	\$1,392.00	\$935.00	\$406.50	\$457.00	\$160.00	\$1,095.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,183.00	\$1,227.50	\$935.00	\$248.00	\$292.50	\$160.00	\$1,095.00
Employee + Spouse Plans (Per Month)							
BCBS 100% \$30.00 co-pay	\$1,802.00	\$1,870.00	\$831.56	\$970.44	\$1,038.44	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,529.50	\$1,586.50	\$857.00	\$672.50	\$729.50	\$160.00	\$1,017.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,409.00	\$1,462.00	\$857.00	\$552.00	\$605.00	\$160.00	\$1,017.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,242.50	\$1,289.00	\$857.00	\$385.50	\$432.00	\$160.00	\$1,017.00
Family Plans (Per Month)							
BCBS 100% \$30.00 co-pay	\$2,232.00	\$2,315.50	\$831.56	\$1,400.44	\$1,483.94	NA	\$831.56
BCBS \$1500/\$3000 Ded. Plan w/VEBA	\$1,893.50	\$1,964.00	\$1,101.00	\$792.50	\$863.00	\$192.00	\$1,293.00
BCBS \$2500/\$5000 Ded. Plan w/VEBA	\$1,744.50	\$1,810.50	\$1,101.00	\$643.50	\$709.50	\$192.00	\$1,293.00
BCBS \$4000/8000 Ded. Plan w/VEBA	\$1,538.50	\$1,596.00	\$1,101.00	\$437.50	\$495.00	\$192.00	\$1,293.00

**The City's 2013 VEBA contribution includes the \$4.30 monthly claims fee.

Personnel Committee

4. 5.

Meeting Date: 01/22/2013

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Address Building Maintenance Staffing Needs

Background:

The City previously employed two full-time and one part-time building maintenance employees (2.5 FTE). As part of the voluntary early separate program, the part-time building maintenance worker retired on June 28, 2012. Then, the position was eliminated as part of the 2013 budget process.

It was thought that any critical coverage needs could be handled by a low cost seasonal/temporary employee or, if necessary, from within the department. It was also thought that contracting out for Municipal Center snow removal (at a cost of \$16,850) would reduce the number of person-hours needed in Building Maintenance.

In July, Mr. Jeff Strelow, a parks seasonal worker was assigned to help cover some of the building maintenance needs on a part-time basis. In August, one of the two full-time building maintenance employees went out on leave due to a serious medical condition. At this point in time, the City entered into a Memorandum of Understanding (MOU) with AFSCME in order to maintain two full-time staff members covering the daily 16-hour shift. In September, the full-time building maintenance worker was authorized to return to work with restrictions. In November, he was cleared of all restrictions. However, by this time the Building Maintenance Supervisor was in need of using his vacation time, resulting in just two building maintenance staff again. At this time, the MOU has expired and Mr. Strelow is working through the notice of lay-off period. In addition, the contract with the snow removal company was terminated due to lack of performance, transferring snow removal back to the building maintenance staff.

The events that took place in the division over the late summer and Fall have served as somewhat of a trial period to see how the work would be completed. It has become very apparent that the building maintenance function requires a minimum of 2.5 FTEs, for the following reasons: 1) Overtime pay has gone up by 40%, 2) snow removal responsibilities are back with the building maintenance staff, but the City saved \$13,480 out the \$16,850 contract due to early termination, 3) Coverage for the 16-hour shift with just two employees is unsustainable—especially considering the level of public meeting space use in the Municipal Center—as of January 15th the 2013 meeting schedule is already booked at 75% capacity of the available evenings, plus some Saturdays-see attached meeting schedule , 4) there is little opportunity for staff to schedule vacation time or to stay home if needed for illness, 5) 2.0 FTEs puts the City in a reactive mode in the event that either of the full-time staff require a day off.

Notification:

It may be of interest to the City Council to know that Mr. Strelow went through a competitive recruitment process and was given a contingent job offer by the City in February 2009. Unfortunately, the offer was rescinded just prior to City Council approval due to the economy. Since then, Mr. Strelow has worked as a parks seasonal worker each year and he enjoys working for the City.

Per the MOU with AFSCME, if the City Council authorizes the City to fill this position, Mr. Strelow has recall rights to the building maintenance position; thereby eliminating the expense associated with an external recruitment process.

It may also be of interest to the City Council to know that janitorial services were contracted out in the recent past and staff feels confident that a part-time city of Ramsey employee is the best option for the best price. Previously, the City's experience with contracted cleaning services has not been good. In 2007, the City contracted with Carlson Building Services in the amount of \$38,830; which included 2 employees working a 5-hour shift, 3 days a

week. There was little consistency among workers, the building maintenance supervisor took issue with the quality of work and necessary follow-up, and worker(s) attempted to work without having a background check completed, creating a security concern, especially in the Police Department.

Observations/Alternatives:

Alternatives:

1. Leaving building maintenance coverage with just two full-time employees is not an option at the current level of service.
2. Covering some of the janitorial tasks by contract could be considered. Staff contacted Leone’s Cleaning Service in Anoka of for a bid on janitorial services; however, staff has not received a response as of this writing. If a cleaning service is hired, the lock-down of the building in the evening could possibly be performed by the Patrol staff, contingent upon the call volume or by other staff after evening meetings. However, this alternative would not be recommended for reasons mentioned above.

Recommendation:

To approve hiring Mr. Jeff Strelow as a regular part-time building maintenance worker, at step 1 of the 2012 wage scale @\$15.99 per hour for 20 hours per week; with the option to work up to 30 hours per week on occasion, as necessary, as determined by the Public Works Superintendent and approved by the City Administrator. All other personnel policies would apply and Mr. Strelow would be subject to a 6-month probation.

Funding Source:

The annual salary for this position scheduled at 20 hours per week, at step 1 of the 2012 wage scale, is \$20,864. With the savings from the plowing contract, the difference is \$3,370. The Public Works Superintendent will make cuts to his 2013 seasonal staffing budget to fund the remaining balance and/or look for savings elsewhere in the Public Works budget.

Council Action:

Motion to recommend City Council adopt a resolution to approve hiring Mr. Jeff Strelow as a regular part-time building maintenance worker, at step 1 of the 2012 wage scale @\$15.99 per hour for 20 hours per week; with the option to work up to 30 hours per week on occasion, as necessary, as determined by the Public Works Superintendent and approved by the City Administrator.

Attachments

Eval Criteria

Meeting Room Availability

Agreement and Proposal

Form Review

Inbox	Reviewed By	Date
Kathy Schmitz	Kathy Schmitz	01/17/2013 08:46 AM
Colleen Lasher (Originator)	Colleen Lasher	01/17/2013 10:24 AM
Grant Riemer	Grant Riemer	01/17/2013 10:43 AM
Kathy Schmitz	Kathy Schmitz	01/17/2013 10:47 AM
Kurt Ulrich	Kurt Ulrich	01/17/2013 02:34 PM
Colleen Lasher (Originator)	Colleen Lasher	01/17/2013 02:36 PM
Kathy Schmitz	Kathy Schmitz	01/17/2013 03:02 PM
Grant Riemer	Grant Riemer	01/17/2013 03:08 PM
Kurt Ulrich	Kurt Ulrich	01/17/2013 04:27 PM

Form Started By: Colleen Lasher

Started On: 01/14/2013 08:22 AM

Final Approval Date: 01/17/2013

Evaluation Criteria for Vacant and New Positions

1. Is the position essential?

Essential positions are those that provide core public health and safety services; emergency and disaster assistance; and preservation of the essential elements of the City's financial activities.

*While the position of **Part-Time Building Maintenance** is not essential in terms of the definition above, it is essential in the maintenance and repair of our public buildings and grounds. This position would support our full time building maintenance staff in the maintenance and repair of the following buildings: City hall, Police department, Fire stations 1 and 2, the Public Works offices, Central Park warming house, park center building, municipal parking ramp, grounds maintenance at city hall and the old Municipal Center on NowThen Blvd.*

2. Is the position critical?

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is "critical" to providing high-quality services to residents, business owners and/or employees:

- Explain how this position is key to achieving the strategic goals identified by the City Council.

Though building maintenance is not listed as a strategic goal for 2012, the City of Ramsey's investment in public structures is substantial. The investment in government buildings is approximately \$26,000,000. The municipal center represents the City of Ramsey to our residents and to anyone visiting our city. With the Anoka County License center located in our building, the municipal center is a direct representation of our city to outside visitors.

- Can the duties be re-engineered or automated? Please explain

No, though many of the functions of the building systems are automated already, the duties of building maintenance include basic janitorial services, as well as grounds maintenance; those functions could not be automated or re-engineered.

- Can the duties be reassigned temporarily or permanently? Please explain.

The position cannot be permanently reassigned. To some degree, the public works department could fill in on a temporary basis during emergencies by helping out with the basic janitorial functions, opening or closing the building, etc. However, they are needed in the public works department to carry out the primary functions of their respective areas. As mentioned earlier, the municipal center uses highly automated computer controlled systems for most building functions, such as electrical, HVAC, and security. If another employee were to fill in on a regular basis, they would have to work alongside the full time staff for a period of time and be trained on numerous computer systems.

- Can the position remain unfilled temporarily or permanently? Please explain.

No. Simply stated, two full-time and one part-time employee is the bare minimum. As a result of having just two fulltime employees performing the work we are temporarily operating under a Memorandum of Understanding (MOU) with the AFSCME union. The MOU was necessary due to an emergency medical leave with the fulltime building maintenance employee earlier this year. When the MOU runs out in the near future, we will be operating with only two staff members to cover the 16 hour shift, with no coverage for vacation time, sick time, or occasional extra project that may arise.

- Can the position be filled internally?

Yes. Currently we are using a former seasonal employee from our park department, Jeff Strelow. He has been covering during the aforementioned medical emergency and has worked out very well. He would be interested in the part time position. I have received nothing but positive feedback on his performance to date. Also, he has passed all required back ground checks to work in the secured environment of the police department.

- What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?

The municipal center is used by many civic and business groups most nights during the week and weekends for meetings. We have always had staff available to help set up for meetings and answer any questions/problems that

may arise. Some of the larger maintenance issues, such as moving furniture or floor care require two people and occasionally need to be performed before or after normal business hours. During these larger projects we would be short on coverage the remainder of the day. Also with only two employees there is no coverage for sick leave or vacation time. If someone does need the day off for any reason we either sacrifice the current level of service or go into an overtime situation. At present time the building maintenance supervisor is in jeopardy of losing accrued vacation time. He is unable to plan adequate days off because of the short staffing situation.

Can the service provided be reduced, eliminated, or contracted out?

If this service was reduced or eliminated, it would have a direct impact on building maintenance and after hour services provided to the public. The option to contract out is not cost effective – see attachments for supporting documentation.

- What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)

The previous part-time building maintenance worker retired on June 28, 2012. Since then there has been a 40% increase in overtime hours worked.

- What are the circumstances that warrant the creation of this new position?

This is not a creation of a new position. We are asking to backfill a position that was previously left vacant due to a retirement and subsequent removal from the budget.

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?

The 2012 salary range for this position is \$15.98 per hour to \$19.98 per hour. The estimated total annual cost to hire a new part-time building maintenance worker at step 1 of the wage scale is \$20,864.

Meeting Room Availability as of January 15, 2013
 Building must be Prepared, Open, and Locked Down

January 2 nd (Wed)	Total:	1
February 6 th , 13 th , 20 th , and 27 th (all Wed)	Total:	4
March 6 th , 13 th , 20 th and 27 th (all Wed)	Total:	4
April 3 rd , 10 th , 15 th , 17 th , 24 th , and 29 th (2 Mon & 4 Wed)	Total:	6
May 1 st , 8 th , 15 th , 22 nd , 29 th (all Wed)	Total:	5
June 5 th , 10 th , 17 th , 19 th 26 th , and 27 th (2 Mon, 3 Wed & 1 Thurs)	Total:	6
July 3 rd , 8 th , 10 th , 15 th , 17 th , 24 th , 25 th , 29 th , 31 st (3 Mon, 5 Wed, & 1 Thurs)	Total:	9
August 7 th , 12 th , 14 th , 19 th , 21 st , 22 nd , 28 th , 29 th (2 Mon, 4 Wed. & 2 Thurs)	Total:	8
September 4 th , 11th, 16 th , 18 th , 25 th , and 30 th (2Mon & 4 Wed)	Total:	6
October 2 nd , 9 th , 16 th , 21 st , 23 rd , 24 th and 30 th (1 Mon, 5 Wed, & 1 Thurs)	Total:	7
November 6 th , 13 th , 18 th , 20 th and 27 th (1 Mon & 4 Wed)	Total:	5
December 4 th , 11 th , 16 th , 18 th and 30 th (2 Mon & 3 Wed)	Total:	<u>5</u>

Total66

days are not booked of the
 260 Business Days in 2013,
 this represents 75% of the
 business days..

CITY OF RAMSEY

AGREEMENT FOR PARKING RAMP AND MUNICIPAL CAMPUS

SNOW REMOVAL

1. PURPOSE/INTENT

a. Ramp Snow Removal

The purpose of this agreement provides the City of Ramsey (hereinafter called CITY) and the successful bidder (hereinafter called CONTRACTOR) with a mutually acceptable agreement to provide planned and emergency scheduled snow removal operations at the Municipal Parking Ramp and Ramsey Municipal campus located at 7550/7650 Sunwood Drive NW, Ramsey, Minnesota.

b. Location

The Municipal Parking Ramp and sidewalks are located at 7650 Sunwood Drive NW Ramsey MN 55303.

The parking ramp at this time consists of 4 floors and 790 parking stalls. The surface parking lots and sidewalks are located at The Ramsey Municipal Center located adjacent to the ramp at 7550 Sunwood Drive NW. The surface parking lots consist of approximately 70 parking stalls spread over 3 lots.

c. Administration

This agreement shall be entered into with the City Council of the City of Ramsey, administered by the Public Works Superintendent and under the direct operation supervision of the Public Works Superintendent or designated representative.

d. Municipal Parking Ramp Snow Removal

The City's snow removal policy requires that the ramp, ramp entrance road, perimeter sidewalks associated with the ramp and internal exposed stairwells and crossover walkways will be cleared of all snow by 5:00 am on all levels of the parking ramp. Sidewalks and stairwells must be treated for ice as needed. Sidewalks will include approximately 500' of sidewalk used by the NorthStar Rail Station. Normal plowing operations for the City of Ramsey begin with the accumulation of two (2) or more inches of snow. For the purposes of the Parking Ramp and Municipal Center snow removal, operations will begin with the accumulation of ½" or more of snow. Deicing material will be required as needed in the ramp, especially on the ramp leading to the 4th level and the 4th level parking surface. Snow cannot be piled up on the ramp for removal. It must be removed in one continuous operation. It will be the responsibility of the contractor to supply a list of de-icing chemicals and their operating characteristics for approval by the city. Sand mix is only to be used in extreme cold or heavy ice conditions. Deicing material will be spread on all surface lots and sidewalks to provide safe driving and walking conditions. Snow is to be removed from the site and deposited at a location provided by the city. For bidding purposes the dumpsite will be located within a one mile radius of the Municipal Center. It is the intention of the CITY to retain the services of the CONTRACTOR for each snow fall requiring removal under the CITY'S current Snow Removal Policy. It will remain city staff's responsibility to respond to snowfalls and icy conditions that arise during the business day. Historically, Ramsey averages approximately 44 inches of snow per year requiring 6 - 10 separate snow removal operations. Snow removal operations should be completed in approximately 2-4 hours. www.nws.noaa.gov will be the official website for snowfall amounts for the 55303 zip code.

Municipal Surface Parking Lots and Sidewalks

The City's snow removal policy requires that all surface parking lots and sidewalks contained within the Municipal Center Campus will be cleared of snow and treated for ice by 7:00 am. It will be the responsibility of the contractor to supply a list of de-icing chemicals and their operating characteristics for approval by the city. Sand mix is only to be used in extreme cold or heavy ice conditions . Again the snow is to be removed from the site and deposited in a location provided by the city. No snow from the parking lots or sidewalks may be pushed or deposited on any city street, sidewalk or adjacent property without prior permission from the Public Works Superintendent.

e. Scope of Operations

It is the intent of the CITY that the CONTRACTOR provides adequate pieces of equipment to perform the snow removal operations. Additional pieces of appropriate type equipment for each area may be used by the CONTRACTOR for any or all snow removal operations with prior written approval of the CITY.

2. **LENGTH OF AGREEMENT**

- a. This agreement shall be a one year agreement limited to the snow removal seasons typically commencing November 1, 2012 and ending April 15, 2013 inclusive. This agreement may be renewed by written mutual consent of both the CITY and the CONTRACTOR.
- b. This agreement may be terminated for good cause, including failure to perform in accordance with this agreement, by the CITY during the agreement period subject to written notice being delivered by registered mail sent to the CONTRACTOR at the address referenced on the Proposal form.
- c. The CITY cannot and will not guarantee a minimum number of work hours for any snow removal operation for duration of the agreement.

3. **EQUIPMENT**

- a. All substantial equipment used in snow removal operations must be 2006 model year or newer. (pickups, skid steers, etc....)
- b. Accessories & Safety Equipment
All vehicles shall be properly equipped and outfitted to meet all local, county,

state or federal laws required for on-the-road emergency snow removal operations. Safety equipment will include emergency lighting that is visible 360 degrees around the vehicle. They shall provide the operator with full visibility in all directions and shall have a backup warning system. The operator's cab shall be fully enclosed and properly equipped with all equipment necessary to allow the efficient and safe operation of that vehicle. The CITY reserves the right to reject at any time, without notice to the CONTRACTOR, any vehicle that does not appear to comply with all rules or regulations required for over-the-road snow removal operations. Rejection of vehicle acceptability will also take into consideration the condition and limitations of operation of the vehicle or its accessory equipment.

c. Skid steer loaders, dump trucks and similar equipment must include emergency lighting and meet all applicable DOT safety standards

d. Vehicle Designation/Replacements

The CONTRACTOR shall provide the CITY with the vehicle identification number and license plate number (where applicable) to the CITY within ten days of execution of this contract. After inspection by the CITY, those vehicles acceptable for performance under this contract will be verified by the CITY. Except for emergencies, any planned substitution or replacement of previously approved equipment shall require prior written approval by the CITY.

4. OPERATION & MAINTENANCE

a. Operator

The CONTRACTOR shall ensure that the operator provided with each piece of equipment is fully trained and properly licensed with the State of Minnesota to operate the bid vehicle or any anticipated replacement. The CONTRACTOR shall make every effort possible to ensure that the same operator performs the snow removal operation during the length of the agreement.

b. Parts & Fuel

The rates contained herein shall cover all operation and maintenance expenses including but not limited to fuel, lubricants, supplies and support services. It shall also include depreciation on the vehicle and related equipment including the repair, maintenance and replacement of all materials and supplies including cutting edges and tire chain cross links. It shall also include all labor, tools and equipment necessary for making any and all repairs or replacements which may be necessary to keep and maintain the machine and all parts thereof in proper and safe working order and serviceable repair.

c. Storage

The CONTRACTOR shall assume all responsibility and costs associated with maintaining proper and necessary protection/shelter/storage for both the vehicle and operator.

5. PERFORMANCE REQUIREMENTS

a. Personnel

The CONTRACTOR shall provide the CITY with the name, address and telephone number(s) for at least two designated contact personnel responsible for

insuring response to the CITY'S request for services. The CONTRACTOR shall ensure that at least one of the contact persons is available and accessible 24 hours per day, seven days per week.

b. Response Time

The City will give a minimum of a (two) 2 hour advance notice of the projected start time. In the event the contractor misses a part of their assigned plowing areas they are required to respond within 30 minutes after being notified of the situation. The CONTRACTOR shall ensure that the equipment and operator are ready to report to the City garage at that time and able to continuously provide snow removal services through the completion of the areas. The CONTRACTOR shall not allow any given operator to work more than 16 consecutive hours without an eight hour break. The CONTRACTOR shall be responsible for providing replacement personnel if snow removal operations require more than 16 consecutive hours of operation.

c. Down Time

The CONTRACTOR shall ensure that all equipment provided is maintained in a proper manner to minimize required maintenance or emergency repairs during the performance of snow removal operations. If, once commencing a snow removal operation, a piece of equipment becomes disabled and non-functioning for a period of two (2) consecutive hours, the CONTRACTOR shall provide a satisfactory replacement vehicle and operator if necessary at no additional cost to the CITY.

d. Communications

The CONTRACTOR shall ensure that the operator maintains full availability for communication at all times during the snow removal operations.

e. Authority/Direction

The CONTRACTOR and his designated operators shall respond to all directions given by the CITY in a positive, courteous and timely manner during the snow removal operations. The CITY reserves the right to reject any piece of equipment or operator from continued or further engagement of services due to incompetence or insubordination or inability of the piece of equipment to function properly for the requested services.

The CONTRACTOR shall begin the snow removal operations at the Public Works garage located at 14100 Jaspar St NW. This will allow the City to bring the Contractor up to date on any changes/issues that may need to be addressed.

f. Law Obedience

The CONTRACTOR and his designated operator shall be responsible for their actions and compliance with all regulatory laws and ordinances governing the operation of the machine while performing snow removal operations for the CITY.

g. Non Performance

The CONTRACTOR shall waive any and all objections, rights to objections and claims for additional compensation, damages or loss of revenue resulting from work performed by the CITY either prior to, during or after any scheduled or emergency snow removal operation in lieu of these contractual services as may be

necessary due to non performance or excessive delays of the CONTRACTOR. The CONTRACTOR will also be responsible to supply a performance bond equal to half the annual bid.

h. Property Damage

The CONTRACTOR shall be responsible for any and all damage to private as well as public property (including public utilities) due to its own or its employee's negligence in performing snow removal operations. This includes landscaping and plant material surrounding the surface lots.

6. **COMPENSATION**

a. Payment Schedule

All pay requests must be prepared and submitted by the CONTRACTOR as verified and approved by the Public Works Superintendent. All payment requests submitted will be per snow event and dated as such. All pay requests so received shall be processed and payment made by the CITY not less than 15 and not more than 30 days after receipt.

7. **INSURANCE/LIABILITY/CLAIMS**

a. Indemnification

The CONTRACTOR indemnifies, saves and holds harmless the CITY and all of its agents and employees of and from any and all claims, demands, actions or causes of action of whatsoever nature or character arising out of or by reason of the CONTRACTOR'S performance under this agreement. It is hereby understood

and agreed that any and all employees of the CONTRACTOR and all other persons employed by the CONTRACTOR in the performance of services under this agreement, required or provided for hereunder by the CONTRACTOR shall not be considered employees of the CITY and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged in any and all claims made by any third parties as a consequence of any act or omission on the part of said CONTRACTOR'S employees while so engaged in the performance of these services, to be rendered herein by the CONTRACTOR shall, in no way, be the obligation or responsibility of the CITY.

b. Insurance

The CONTRACTOR shall, at his sole cost and expense, carry and maintain general and public liability and property damage insurance coverage of \$600,000 for any one accident and \$600,000 aggregate protecting the CONTRACTOR, his employees and the CITY against any and all claims of any kind or character whatsoever arising from damage, injury (including bodily injury or death) caused by or arising from the operation and use of the machine at the request of the CITY. Such insurance shall be in full force and effect during the time that the machine is operated at the request of the CITY. Such insurance policy shall provide for a minimum of 30 days written notice to the City Clerk of cancellation, non-renewal or material change of the required insurance coverage. The requirement and approval of this insurance by the CITY shall not in any way relieve or decrease the liability of the CONTRACTOR. It is expressly understood

that the CITY does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the CONTRACTOR.

c. Legal Compliance

The CONTRACTOR agrees to comply with all State and Federal laws and local ordinances governing the employment of personnel including, but not limited to, Minnesota Statute Section 181.59 relating to discrimination in employment, and Section 290.07 requiring the certification of income tax withholding.

d. Claims

The CONTRACTOR agrees to process and resolve all claims submitted by affected property owners of the City of Ramsey in a timely manner.

8. AGREEMENT APPROVAL CONSIDERATIONS

a. Selection

The CITY reserves the right to retain the services of the CONTRACTOR who, in the opinion of the CITY, can best provide the services requested under this agreement. Consideration shall be given to rates, availability and condition of equipment, competency of operators, previous experience, response time and specific pieces of equipment so quoted.

9. BID PROPOSALS

Quotations for snow removal services are to be submitted as a *lump sum annual fee*. Please separate bids and mark them clearly for the *Municipal Parking Ramp* and for the *Municipal Campus*. All proposals must be type written or printed in ink and properly signed by an officer of the company. If the submitted proposal is accepted by the CITY and properly countersigned, it shall constitute a formal agreement between the CONTRACTOR and the CITY with no further revisions, addenda or exceptions acknowledged unless previously noted in writing on the bid proposal form. All required performance bonds, insurance certificates and additional requested information shall be submitted in a form acceptable to the City within 15 days of execution of the agreement and request by the CITY.

DESCRIPTION OF EQUIPMENT

The following information must be completed as part of this proposal for each piece of equipment proposed to be furnished: (If quoting more than two machines, use additional sheet.)

3/4 Ton Pickup

UNIT NUMBER	1	2
MAKE		
MODEL		
YEAR		
SERIAL NUMBER		
ENGINE MAKE		
ENGINE MODEL		
TYPE OF ENGINE (GAS OR DIESEL)		
HORSEPOWER		
TIRE SIZE	FRONT WHEELS	
	REAR WHEELS	

1-Ton Pickup

UNIT NUMBER	1	2
MAKE		
MODEL		
YEAR		
SERIAL NUMBER		
ENGINE MAKE		
ENGINE MODEL		
TYPE OF ENGINE (GAS OR DIESEL)		
HORSEPOWER		
TIRE SIZE	FRONT WHEELS	
	REAR WHEELS	

Alternate Equipment

UNIT NUMBER	1	2
MAKE		
MODEL		
YEAR		
SERIAL NUMBER		
ENGINE MAKE		
ENGINE MODEL		
TYPE OF ENGINE (GAS OR DIESEL)		
HORSEPOWER		
TIRE SIZE	FRONT WHEELS	
	REAR WHEELS	

Skid Steer

UNIT NUMBER	1	2
MAKE		
MODEL		
YEAR		
SERIAL NUMBER		
ENGINE MAKE		
ENGINE MODEL		
TYPE OF ENGINE (GAS OR DIESEL)		
HORSEPOWER		
TIRE SIZE	FRONT WHEELS	
	REAR WHEELS	

Dump Truck

UNIT NUMBER	1	2
MAKE		
MODEL		
YEAR		
SERIAL NUMBER		
ENGINE MAKE		
ENGINE MODEL		
TYPE OF ENGINE (GAS OR DIESEL)		
HORSEPOWER		
TIRE SIZE	FRONT WHEELS	
	REAR WHEELS	

Small Snow Blowers and Misc. Equipment

UNIT NUMBER	1	2
MAKE		
MODEL		
YEAR		
SERIAL NUMBER		
ENGINE MAKE		
ENGINE MODEL		

UNIT NO. 1 _____

UNIT NO. 2 _____

UNIT NO. 3 _____

UNIT NO. 4 _____

UNIT NO. 5 _____

UNIT NO. 6 _____

CITY OF RAMSEY
DEPARTMENT OF PUBLIC WORKS
AGREEMENT FOR THE LEASE AND RENTAL OF
FULLY OPERATED EQUIPMENT FOR STREET SNOW REMOVAL

Proposals will be received at the City of Ramsey Municipal Center 7550 Sunwood Drive NW Ramsey Minnesota 55303 for *Snow Removal Operations* for the Municipal Parking Ramp and Municipal Campus in the City of Ramsey.

PROPOSAL OF

Firm Name (Please Print)

ADDRESS

Address

City

State

Zip

Phone

NOTE: This proposal must be signed on the last page, and all sheets in this proposal must be returned when bidding.

I

In accordance with the notice of the City of Ramsey, Minnesota soliciting quotations (I) (We), the undersigned, hereinafter called the CONTRACTOR, hereby offer to provide the City of Ramsey, hereinafter called the CITY, acting by and through its Public Works Superintendent, the Snow Removal Operations for which the quotation may be accepted, subject to the terms and conditions herein specified; and the parties further agree that this proposal form shall become the agreement for the Snow Removal Operations at the Municipal Parking Ramp and the Municipal Campus Snow Removal upon its execution by the City.

- (I) (We) hereby certify that (I am) (We are) the only person (s) interested in this proposal as principal (s); that it is made and submitted without fraud or collusion with any other person, firm or corporation; and that (I) (We) have examined this Proposal and Agreement Form, and understand its contents.
- (II) Annual fee for snow removal services at the Municipal Parking Ramp is \$ _____
- (III) Annual fee for snow removal services at the Municipal Center Campus is \$ _____

II

This Proposal must be signed below in ink by a duly authorized agent of the Contractor providing the equipment and operators.

(YOUR SIGNATURE MUST BE NOTARIZED WHEN SIGNING - SEE FOLLOWING PAGE.)

Date _____ 20____.

By: _____
Signature

Name (Please Print)

For: _____
Company

Its: _____
Title

III

The above quotation for Snow Removal at The Municipal Ramp _____ is hereby accepted.

The above quotation for Snow Removal at the Municipal Campus _____ is hereby accepted.

CITY OF RAMSEY

By: _____ / _____
Bob Ramsey Date
Mayor

Jo Thieling Date
City Clerk

Grant Riemer Date
Public Works Superintendent

Personnel Committee

4. 6.

Meeting Date: 01/22/2013

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Recruit for an Economic Development Manager

Background:

The City's Economic Development & Marketing Manager resigned in March, 2012 and the Assistant City Administrator/Community Development Director resigned in April, 2012. Both positions were significantly involved in Economic Development. Since then, with the City Administrator's general oversight and support, the Management Analyst has been covering many of the City's economic development duties; the Finance Director has been covering the Tax Increment Financing district responsibilities; and the EDA consultant Mike Mulroney has assisted with various economic development projects, as needed.

A needs analysis (see attached) has been conducted for this position. Based on results of that analysis, staff is recommending that a full-time Economic Development Manager be hired to perform the City's economic development function. This position would be responsible for the development and implementation of economic development, programs, and services for both commercial and industrial businesses.

Staff is proposing a slight restructure of this position from Economic Development & Marketing Manager to Economic Development Manager to allow this position to focus specifically on economic development. The restructure would place more emphasis on real estate and development transactions such as negotiating and securing property purchases for the purposes of development and redevelopment; as well as transferring much of the marketing and communications component (via electronic and printed media) to the Management Analyst.

Additionally, staff proposes continuing that the Management Analyst' would continue to assist in some economic development duties to ensure continuity with internal and external customers, and to provide a proactive back-up staffing for this important function.

The importance of filling the economic development position City's investment of time and resources in retaining and expanding existing businesses and attracting new businesses. Without this position it will be very difficult to attain many of the City Council's strategic goals; many of which focus on economic development. This was a key position included in the 2013 budget.

The needs analysis for the Economic Development Manager position is attached for your review and consideration. In addition, staff has included minutes from the most recent EDA meeting which indicate EDA support for hiring a full-time Economic Development Manager.

Notification:

Observations/Alternatives:

There are no viable options that will properly address the City's Economic Development needs.

Recommendation:

To authorize staff to begin the recruitment process for an Economic Development Manager.

Funding Source:

The annual funding required for this position approximately \$87,210 (TIF @ 20%, EDA 20%, HRA 60%). Funding for this position is included in the 2013 budget.

Council Action:

Motion to recommend City Council adopt a resolution to approve staff to begin a recruitment process for an Economic Development Manager.

Attachments

Draft EDA Minutes from Jan. '13

Needs Analysis

Current ED duties by MA

Job Description

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
01/17/2013 04:54 PM
Started On: 01/14/2013 07:48 AM

Form Started By: Colleen Lasher

Final Approval Date: 01/17/2013

**ECONOMIC DEVELOPMENT AUTHORITY
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, January 10, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Member John LeTourneau
 Member Wayne Skaff
 Member Jim Steffen (arrived at 7:35 a.m.) – Elected Chair 1/10/13
 Member Kristine Williams

Members Absent: None

Also Present: Patrick Brama, Management Analyst
 Kurt Ulrich, City Administrator
 Colleen Lasher, Human Resources Manager

1. CALL TO ORDER

Chairperson Riley called the Economic Development Authority meeting to order at 7:32 a.m.

2. APPROVE AGENDA

Chairperson Riley noted the addition of agenda item 4.07 – EDA staff position discussion.

Motion by Member Skaff, seconded by Member Williams, to approve the agenda as amended.

Motion carried. Voting Yes: Chairperson Riley, Members Skaff, Williams, and LeTourneau.
Voting No: None. Absent: Member Steffen.

3. APPROVE MINUTES

3.01: Approve Meeting Minutes Dated December 13, 2012

Motion by Member LeTourneau, seconded by Member Skaff, to approve the minutes dated December 13, 2012.

Motion carried. Voting Yes: Chairperson Riley, Members LeTourneau, Skaff, and Williams.
Voting No: None. Absent: Member Steffen.

4. EDA BUSINESS

4.01: Election of Officers

Management Analyst Brama stated the EDA is comprised of five at-large members and two members appointed by the City Council and the City Council recently appointed Councilmembers LeTourneau and Riley to the EDA, resulting in two at-large vacancies on the EDA which will be filled in April by City Council appointment.

Motion by Member Skaff, seconded by Member LeTourneau, to elect Jim Steffen as Chairperson of the EDA.

Motion carried. Voting Yes: Chairperson Riley, Members Skaff, LeTourneau, Steffen, and Williams. Voting No: None. Absent: None.

Motion by Member Williams, seconded by Member LeTourneau, to re-elect Wayne Skaff as Vice Chair/Treasurer of the EDA.

Motion carried. Voting Yes: Chairperson Riley, Members Williams, LeTourneau, Skaff, and Steffen. Voting No: None. Absent: None.

Chairperson Steffen then presided over the remainder of the meeting.

4.02: Discuss Future Land Use Options for the General Business District Node at 167th Avenue and Trunk Highway (TH) 47

Management Analyst Brama stated this property has struggled to remain economically viable and the City has conducted a number of studies in the past including a TIF study. He indicated the City has been contacted regarding the property at 6001 167th Avenue and one user has expressed interest in establishing a gun range/archery range on the site; staff will be meeting with this user on January 11th. He stated the other user has expressed interest in establishing a metal and/or clothing recycling facility on this site. He noted the City also received an inquiry from the property owner regarding a possible rezoning which, by law, would require the neighboring properties to be rezoned. He advised the gun range/archery range and recycling facility would require a zoning amendment and these uses cannot be conditional uses. He stated the City was also approached about the property at 5909 167th Avenue for a possible day care center and this use is allowed under existing City Code. He stated the Planning Commission and City Council will be reviewing this property from a zoning perspective to determine whether to rezone this node and the surrounding properties or whether to permit an overlay district. He requested input regarding the EDA's role in this matter as outlined in the staff report.

Member LeTourneau stated he was pleased to see this item on the agenda and encouraged the EDA to carefully review the issue and resist doing something that is reactionary versus visionary. He indicated he would like to see further efforts on the master planning aspect of this rather than introduce uses to the site that would require zoning changes.

Chairperson Steffen requested further information regarding staff's recommendation.

Management Analyst Brama explained that any master planning effort would be coordinated by the Planning Division and reviewed by the Planning Commission/City Council and the EDA

would remain in a supportive role. He added that because users have come forward expressing an interest in the property, it is the responsibility of the Planning Division to make a recommendation regarding the potential uses.

City Administrator Ulrich stated the Planning Commission and City Council would review any rezoning request and the EDA would not be involved in the rezoning request. He noted the EDA can recommend that the current zoning not be changed until a Comprehensive Plan is completed.

Member Riley stated his agreement with staff's recommendation and felt the proposed uses would help make the site economically viable.

Member Williams agreed with the recommendation to play a supportive role but expressed concern about the proposed uses adding that the proposed recycling center is not consistent with the vision previously discussed for this node and is not consistent with the retail uses located across the street. She was concerned about the Planning Commission making a decision on this node without the EDA weighing in on the matter or at least providing input as to why the EDA does not feel the uses are consistent with the vision for this site.

Discussion ensued regarding the proposed uses and the EDA's continuing role in the development of this node.

Chairperson Steffen expressed concern regarding a day care center next to a gun range.

Member Riley stated the City should make this property a priority to make it economically viable and stressed the importance of maintaining flexibility and not rezoning the property to anything that would limit the City in the future.

Member Williams stated the City should remain cognizant of the significant investment by the property owner across the street and felt the EDA should support the current zoning and any retail uses that comply with current zoning. She also felt the EDA should state it does not support light industrial on the site. She added the market has not supported redevelopment on this site until recently and suggested the EDA focus on comprehensive planning efforts in 2013.

Management Analyst Brama advised that staff will prepare a summary of the EDA's comments and concerns for presentation to the Planning Commission and City Council which indicates that the EDA is interested in the long term viability of this commercial node and is interested in what happens with the existing users as well as the overall use of the site but is concerned about the proposed uses and proposed rezoning request.

4.03: 2013 Annual EDA Business Expo and Consideration of Annual Outdoor Expo/Event (RV)

Management Analyst Brama explained that planning is underway for the Annual Business Expo scheduled for May 4, 2013, at the Fountains of Ramsey. He stated that staff contacted the local RV dealerships about joining this expo and all of the RV dealerships indicated they were interested; since that time, the RV dealerships have proposed a separate event that would allow the dealerships to remain at their locations and presented a draft of a proposed "Great Outdoors

Sale Extravaganza of Ramsey.” He reviewed costs and staffing resources needed for an additional event and requested input from the EDA regarding adding another event as requested by the RV dealerships.

Member Skaff noted it was the EDA’s intention to invite the RV dealerships to the annual business expo to provide the RV dealerships with exposure to their businesses. He stated he would be okay with the RV dealerships bringing in a couple of their units to the business expo and the City could offer a map of the RV dealership locations to people attending the expo.

Chairperson Steffen agreed and stated he would prefer that the City move forward with the business expo and invite the RV dealerships to participate.

Member Riley agreed and stated he would encourage the RV dealerships to hold their own outdoor sale event. He suggested that the City continue to work with the RV dealerships on promoting their dealerships at the business expo.

It was the consensus of the EDA to direct staff to move forward with the traditional business expo.

4.04: Business Retention Program Update

Management Analyst Brama advised that 17 business visits have been completed and three business visits are scheduled for today, including Life Fitness, Lakes Region RV, and Arrow Components Corp. He indicated that a summary of the meetings will be contained in the February EDA agenda.

4.05: Updates: Old City Hall Development (data center), Nordvick Property Demolition, Kuro Fitness RLF, 6701 Highway 10, Windsorwood Sale, 8019 146th Ave.

Management Analyst Brama advised that a change order request will be submitted for the Nordvick property demolition for removal of an oil separation tank. He stated that further details regarding the change order will be provided at a later date. He advised that the shovel ready application for the old City Hall site will be submitted next week. He added that the cost-benefit analysis for this site will be presented in February.

4.06: Prospect Update

This item was noted but not discussed.

4.07: EDA Staff Position Discussion

Human Resources Manager Lasher presented the draft job description for the EDA staff position.

City Administrator Ulrich stated one of the primary changes to the job description from the former position includes the requirement for real estate expertise.

Member Riley indicated he had some suggested revisions and would provide them to staff.

Human Resources Manager Lasher stated that staff hopes to post the position by February 4th with an early May hire date. She indicated that City policy allows the City Administrator to make the decision whether to post the position internally prior to posting the position externally and it is recommended that the City use one recruitment period and invite internal applicants to apply if interested. She stated that she would be conducting interviews along with City Administrator Ulrich and Development Services Manager Gladhill. She added that second round interviews may include City Councilmembers if desired by the City Council.

Chairperson Steffen stated he would prefer to have Councilmembers included in the interviews.

Human Resources Manager Lasher invited the EDA members to forward any comments or questions regarding the job description and stated the City will advertise through the EDA Association, City website, League of Minnesota Cities, cable TV, and City email notifications.

5. Member/Staff Input

City Administrator Ulrich stated that the City Council approved the hiring of an organizational assessment consultant and the EDA members will be contacted to obtain input on the survey. He advised that the City will hold a joint City Council meeting with the City of Anoka on March 11th to discuss Highway 10 and other mutual issues. He also advised that the Wiser Choice property was on the HRA agenda this week and was continued to the January 22nd meeting after further follow-up by staff. He stated that Riverdale Drive is moving forward and a feasibility study was presented to the City Council.

Chairperson Steffen stated he visited Kuro Fitness on Saturday and they were getting ready to open on Monday.

6. Adjournment

Motion by Member Skaff, seconded by Member LeTourneau, to adjourn the meeting.

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, LeTourneau, Riley, and Williams. Voting No: None. Absent: None.

The regular meeting of the Economic Development Authority adjourned at 8:59 a.m.

Respectfully submitted,

Kurtis G. Ulrich, City Administrator

ATTEST:

Patrick Brama, Management Analyst

Draft by Barbara Hughes (*TimeSaver Off Site Secretarial, Inc.*)

Needs Analysis for Vacant and New Positions

Position: Economic Development Manager

1. Is the position essential?

Essential positions are those that provide core public health and safety services; emergency and disaster assistance; and preservation of the essential elements of the City's financial activities.

The Economic Development Manager position plays a key role in preserving and ensuring the growth of the City's tax base in its industrial and commercial sectors. This tax base and job creation has a direct relationship to the financial health of the City and our opportunities for continued growth into the future. At no time greater than the present have our efforts in retaining and attracting businesses to the community been more important. Our local businesses require our support and advocacy in ensuring that they survive this downturn in the economy. The following is a summary of key responsibilities of the Economic Development Coordinator:

Staff Liaison to EDA:

- Provide staff support to Economic Development Authority, prepare agendas, cases for consideration, follow-up on direction, manage projects, develop annual work plan and goals, act on initiatives established.

TIF and Job Creation Reporting/Tracking:

- MBAF reporting for job creation. due annually April 1 – Reporting on job creation from subsidies awarded.
- TIF reporting due annually August 1- Report summary of expenditures for year prior.
- Manage escrow accounts – Manage escrow accounts for past industrial projects.
- TIF Analysis, projections and runs

Economic Development and Marketing Events:

- Business Expo
- Business Appreciation Day
- Business Network Meeting and Small Business Seminar

Business Retention and Relationship Management:

- Business Retention – Coordinate appointments to meet and greet businesses on a regular basis. This is important during these tough economic times to meet with businesses and ask if there is anything the city can do to help. It is critical to stay in touch with our local businesses during this time to identify assistance that can keep them in business, identify opportunities to partner or collaborate, provide good analysis for business expansion.

Property Management:

- Property management (including RALF properties):
 - Develop property profiles, conduct property analysis, market, manage records
 - Negotiate leases, sales, acquisitions and assist formation of agreements
 - Coordinate maintenance

Communications and General Information

- Provide expertise, guidance and information on economic development tools, programs and incentives.
- Bank Network Group – Participate and provide an update to the group regarding economic development activity in the City.
- EDA Website – Work with the Management Analyst to update listings as brokers provide new information
- Update MNPRO site and listing information. This is done at a minimum twice a year and when the most current tax info is available.
- Current Business List – Work with Chandra Kreyer, PD to keep list current. Try to get out and verify vacancies and be sure to coordinate when a new business moves in.
- Develop and Maintain EDA Map – map of properties that should be looked at for purchase, redevelopment, clean up, etc.
- There are numerous key projects that the Management Analyst is in the midst of shepherding, including new development, expansion and retention. The following is a summary of the projects that will need to see that continued effort on behalf of the City’s economic development to come to fruition:

Currently, the City’s Management Analyst is shepherding a number of projects, programs and Economic Development functions for the City. Upon hiring an Economic Development Manager, a number of projects will transition from the Management Analyst to the new position. Projects include:

- Demolition/Redevelopment of EDA owned property, 8020 147th Ave NW
- Demolition/Redevelopment of City owned property, 15153 Nowthen Boulevard NW
- Negotiate Sale of City Owned Property, 14280 Azurite
- 167th Ave and Highway 47 Commercial Node, consider City/EDA involvement
- Follow up with a number of prospects:
 - Anderson Dahlen
 - Minnesota Tool & Die
 - B&F Fastener
 - Diamond Graphics
 - MMI EDA Martin
 - Vision Ease Lens
 - NAU Country
- Projects outlined in EDA workplan

2. Is the position critical?

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is “critical” to providing high-quality services to residents, business owners and/or employees:

a. Explain how this position is key to achieving the strategic goals identified by the City Council.

Strategic Goals – 2012

- Review strategy for the sale of land in The COR
- Pursue change to Met Council policy regarding RALF lease revenue—that it be shared with the City or the City gets to keep it if there is no plan to improve US10 or figure out a plan to convert those dollars to support funding Armstrong Interchange
- Review Economic Development effort for business recruitment, expansion, retention-assess value of efforts (evaluate smoke stack chasing and grow your own)
- Review City facilitation efforts to help businesses grown—assistance with identifying lending, funding, help through the process of expanding or developing a new business
- Facilitate review of costs of operating a business: example provide information about how to reduce assessed value of a property, other operational expenses of businesses
- Consider additional commercial nodes (167/47 and Armstrong/181)

b. Can the duties be re-engineered or automated? Please explain.

While there are technical skills necessary for the economic development function of the city, the art of establishing and building relationships with the business community is the most important component of economic development for the city. This position is a resource for the business community for retention, expansion and bringing new businesses to the city.

c. Can the duties be reassigned temporarily or permanently? Please explain.

No

d. Can the position remain unfilled temporarily or permanently? Please explain.

No

e. Can the position be filled internally

Staff would recommend conducting a broad, external recruitment process to capture the public and private sector development experience the focus of this position as redefined.

f. What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?

The impact of not filling this position is significant to the economic vitality of the City of Ramsey. It is imperative that the City continue to support the work of the EDA to grow our industrial sector, expand our commercial offerings and attract office users. This has a direct relationship to our tax base and the ability to grow our future tax base which supports the general fund budget operations.

g. Can the service provided be reduced, eliminated, or contracted out?

Since the departure of the Economic Development & Marketing Manager left, existing staff has absorbed much of the work load as well as utilizing consultant Mike Mulroney for assistance with various EDA projects. It is staff's opinion that this is a key role for the City that has a direct relationship to the economic vitality of the City and our ability to grow tax base. While consultants help to meet the needs for project specific work, having a full-time Economic Development staff member in house is a

much more efficient and cost effective way to ensure that the needs of the business community are being addressed and relationships are being maintained. See Attachment for a summary list of current duties.

h. What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)

The budgetary impact of not replacing this position is the potential loss of tax base or the inability to increase tax base due to lack of position to shepherd and encourage expansion and retention and new businesses in the community. In addition, it is staff's opinion that there is a high risk of burn out of existing staff due to the work load being spread too thin to be effective.

i. What are the circumstances that warrant the creation of this new position?

This is not a new position.

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?

If the (salary & benefits) starting salary for this position is \$87,210 (TIF @ 20%, EDA 20%, HRA 60%).

Current Duties Covered by Management Analyst

Responding to prospect businesses/leads (interested in relocating to Ramsey)

Administration of three annual EDA events:

- o Business Expo
- o Golf Tournament
- o Fall Networking Event

Maintaining EDA Webpage

Administer and Facilitate EDA Meetings (liaison)

Property Management, Various Properties (RALF Program)

- o Developing property profiles, rent analysis
- o Negotiating leases, showing properties
- o Coordinating property maintenance

Business Retention and Expansion Program (BR&E) Administration

- o Annual report
- o Conducting visits, responding to inquiries, following up with leads

Represent City at Local/Regional Economic Development Meetings

Develop and Maintain an Inventory of Land/Leasable Space

Project Management, Various

- o 15153 Nowthen Blvd (Data Center Development)
- o 8020 147th Ave (Demolition)
- o 14280 Azurite (Sale)

Administer EDA Workplan

Providing guidance, assistance and information on a number of EDA programs

- o Revolving Loan Fund (RLF)
- o EDA Fund
- o Tax Increment Financing (TIF) and Tax Abatement

Reporting, Business Subsidy Agreements

Administer Business Spotlight Article in Ramsey Resident

Other Duties as Assigned

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Economic Development Manager

DEPARTMENT: Administrative Services

POSITION TITLE OF IMMEDIATE SUPERVISOR: City Administrator

FLSA STATUS: Exempt

PRIMARY OBJECTIVE OF POSITION: This position works under the general direction of the City Administrator while collaborating with other City staff, including but not limited to staff responsible for supporting the role of economic development and its strategic initiatives.

This position manages all aspects of the City's economic development and redevelopment activities by designing and implementing economic development plans, programs, and services for both commercial and industrial businesses via a variety of complex and routine professional, technical and administrative functions.

RESPONSIBILITIES:

- A) Economic Development Authority (EDA) Manager**
- B) Economic Development Events**
- C) Business Retention and Relationship Management**
- D) Real Estate and Development Transactions**
- E) TIF and Job Creation Reporting/Tracking**
- F) Right of Way Acquisition Program Management (Met Council RALF Program)**
- G) Communications and General Information**
- H) Perform a wide range of other tasks (within the ability and resources of the Economic Development Manager) at the verbal or written direction of the City Administrator/**

TASKS RELATED TO RESPONSIBILITIES:

- A) Economic Development Authority (EDA) Manager**
 - Provide professional and technical advice and support the work of the EDA
 - Prepare monthly EDA agendas & cases, and follow-up on direction given
 - Oversee administration of the EDA Website
 - Update listings as brokers provide new information, verify listings periodically, update MNPRO site and listing information as needed
 - Develop annual work plan and goals
 - Perform cash flow analysis for prospective businesses locating in the City
 - Work with Economic Development Consultant on business contracts and prepare business relocation proposals for businesses including use of financial assistance and other incentives
 - Plan and coordinate various annual community EDA events and act on initiatives established

- Review of blighted properties for possible purchase from willing sellers for redevelopment
- Develop strategies for working with other appropriate commissions and task forces

B) Economic Development Events

- Coordinate ongoing COR (downtown development) meetings with potential developers, retailers, and office users for sites in the COR as a part of the Development Management Team
- Coordinate economic development and promotional activities aimed at attracting new development and investments
- Prepare business update article for the Chamber (twice annually)
- Write Business Spotlight articles by selecting a business, interviewing the business owners and promoting the business in the Ramsey Resident newsletter.
- Coordinate Business Spotlight for QCTV airing with video visits to a selected Ramsey business
- (moved to D)Develop short and long range economic development and redevelopment plans
- Coordinate Business Expo (Annually in the Spring)
- Coordinate Business Appreciation Day (Annually the third Tuesday in August)
- Coordinate Business Networking Meeting (Annually in the Fall)
- Coordinate activities with other City staff , agencies, local groups and others as needed

C) Business Retention and Relationship Management

- Develop and maintain Business Expansion and Retention Program via regular contact with business owners while possessing the background knowledge and understanding of each business in order to demonstrate a sincere appreciation for the business
- Develop and/or revise and manage economic development incentive programs for recruitment, expansion, and retention of industry and commerce projects
- Manage established and emerging projects
- Coordinate infrastructure needs for economic development projects and manage financing of improvement phase of project
- Identify methods to assistance local businesses remain solvent, identify opportunities to partner or collaborate and provide analysis for business expansion
- Develop retention tools, programs, strategies, and financing to retain and expand current businesses and develop, grow, and attract new businesses to the City
- Attend local business networking meetings to provide updates on development and opportunities in the city
- Negotiate and implement development agreements for new and redevelopment projects including coordination of business subsidy requirements, property acquisition, relocation efforts, site preparation, and related actions.

D) Real Estate and Development Transactions

- Negotiate and secure property purchases for the purposes of economic development and redevelopment, including coordinating and representing the City at real estate closings
- Provide business knowledge of available public and private business financing resources including local bank financing, small business administration loan programs, state assistance, and other funding sources
- Understand key real estate terms to to foster communications with developers and retailers
- Recognize the roles and responsibilities of others in the development process

E) TIF and Job Creation Reporting/Tracking

- Coordinate and complete annual business subsidy reports to the State of Minnesota
- Maintain COR TIF District and manage resources for districts set to decertify in next five years
- Manage escrow accounts for past industrial projects
- Prepare MBAF reporting (due annually April 1) on job creation from subsidies awarded

F) Right of Way Acquisition Program Management (Met Council RALF Program)

- Coordinate appraisal process on RALF projects
- Oversee Property Management of RALF properties
- Manage lease agreements activities, as well as maintain property files
- Develop and maintain a comprehensive inventory database of available buildings, land, and sites in the community for economic development purposes

G) Communications and General Information

- Collaborate with City communications staff to maximize economic development communications and marketing efforts
- Respond to requests for information for economic development or redevelopment purposes by preparing data sheets, coordinates site plans, GIS maps
- Respond to citizen inquiries about local economic development activities and opportunities
- Respond to general inquiries such as answering property tax related questions and running tax and TIF estimates for industrial projects
- Prepare and maintain information on utilities, taxes, zoning, transportation, community services, financing tools, etc.
- Monitor local, state and federal legislation and regulations relating to economic development
- Utilize Starlite System though Anoka County to obtain property information
- Update and verify Current Business List to serve as a contact list for the Business Expo and the Business Appreciation day event
- Develop and research economic development trends and present recommendations to the City Administrator , EDA, and the City Council
- Prepare and present cases for projects to City Council as needed

- Gather, interpret, and prepare data for studies, reports and recommendations
- Assist in the application and submission of grants and other outside funding opportunities to further the economic development goals of the City

H. . Perform a wide range of other tasks (within the ability and resources of the Economic Development Manager) at the verbal or written direction of the City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES

- (A) Knowledge of business retention programs and economic development and redevelopment principles
- (B) Knowledge of municipal zoning and infrastructure and planning programs and processes
- (C) Knowledge of public relations programs/initiatives related to economic development
- (D) Considerable knowledge of tax increment financing law and TIF district administration and the Minnesota property tax system
- (E) Knowledge of real estate and development transactions
- (F) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, EDA, City Council, and the general public
- (G) Ability to establish effective working relationships
- (H) Ability to perform work and manage projects in a timely and thorough manner
- (I) Ability to demonstrate initiative and excellent problem solving skills
- (J) Ability to effectively handle a wide variety of city projects and problems in an effective and professional manner
- (K) Ability to maintain a positive image of the city through effective handling of problems and sound coordination of multi-department programs
- (L) Ability to anticipate communication needs of public, Council and staff and effectively act to meet those needs
- (M) Skill in the operation of job-related equipment
- (N) Ability to develop a project management schedule for carrying out assigned tasks and meet the schedule in a timely manner.

MINIMUM QUALIFICATIONS

- At least 18 years of age
- Bachelor's degree in Urban Planning, Land Use Planning, , Public Administration, or a closely related field
- Progressively responsible project management experience
- Municipal planning/development experience
- Five years professional experience in the private/public sector with leading/managing development and marketing initiatives within a community or experience relating to economic development
- Proficiency using computers – word processing, spreadsheet programs, GIS
- Excellent written and verbal communication skills
- Valid unrestricted class D state driver's license with a good driving record

DESIRABLE QUALIFICATIONS

- Private sector development experience
- Masters degree in Urban Planning or closely related field
- National Development Council-Economic Dev. Finance Professional Certification

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	X			
2. Sitting	X			
3. Walking			X	
4. Lifting			X	
5. Pushing/Pulling			X	
6. Carrying			X	
7. Climbing				X
8. Kneeling (bending leg at knee and resting on knee)				X
9. Crawling (moving about on hands and knees)				X
10. Crouching (bending at knees)			X	
11. Bending at waist			X	
12. Reaching (extending hands and arms in any direction)		X		
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion	X			
15. Use of arm muscles over extended periods			X	
16. Use of leg muscles over extended periods			X	

Personnel Committee

4. 7.

Meeting Date: 01/22/2013

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution Regarding a Leave of Absence (This discussion will be closed to the public)

Background:

This meeting will be closed to the public as allowed by Minnesota Statute, section 13D.05, Subd. (a)(3)(4)

On Friday, January 4th, staff met with the employee currently out on an extended leave of absence to discuss the status of his/her serious medical condition as it relates to fitness for duty. The employee indicated the current status has not changed and he/she would not be considered "fit for duty".

History of Leave:

1) Employee went out on FMLA on November 17, 2011; 2) was granted an extension of an additional 90-days leave by the City Administrator (as allowed by the Personnel Policy-Section 7.6); 3) the City Council authorized an initial 3-month leave of absence covering June, July, and August, 4) In August, the City Council authorized an additional 4-months leave covering September, October, November, and December; 5) the last action taken by the City Council extended the leave of absence through January; 6) the Personnel Committee discussion tonight - January 22, 2013.

Currently:

Contrary to staff's hope, the employee did not reach a definitive turning point that would allow the City to accurately predict the employee's ability to return to work. Even so, it should be noted that City Council has the authority to authorize up to 12 months of leave under the Leave of Absence policy. This employee's 12 month leave of absence period started in June, 2012 and can be authorized through May 31, 2013.

City's Leave of Absence Policy:

The City Council may grant any regular employee a leave of absence without pay for a period not exceeding 90 calendar days except that it may extend such leaves to a maximum period of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension. No vacation leave, sick leave, holiday leave or compensatory time off benefits shall be used or accrued during a leave of absence and the City will not contribute to insurance premiums. All accrued and unused paid leave will be paid to an employee prior to the employee commencing the leave of absence. In determining entitlement to seniority and seniority-based rights and benefits, the period of absence from employment due to a leave of absence constitutes a break in service. The City of Ramsey does not guarantee job restoration after a leave of absence.

Notification:

Observations/Alternatives:

- 1) To approve an additional leave of absence through May 31, 2013; the maximum amount of leave time allowed per the City's Leave of Absence policy (creating step 7 in this employee's leave history).
- 2) To approve a portion of the remaining allowable time and direct staff to bring this case back to the City Council to re-consider at a later date (creating a step 8 in this employee's leave history).
- 3) To deny any additional leave of absence.

Pros:

Extension of the leave gives the employee hope of returning to work, with no additional direct cost for City to do so.

Cons:

Adds to the City's personnel costs for staff to continue re-evaluating the situation.
The employee may not be able to meet the physical requirement for the job at the end of the LOA period
Prolongs the department's staffing shortage, if position is "held" for employee's return

Recommendation:

To direct staff to discontinue any additional leave of absence time.

Funding Source:

There is no funding required; there have been no expenses related to this employee since June 1, 2012.

Council Action:

Motion to recommend that the City Council adopt a resolution approving an additional leave of absence through May 31, 2013; the maximum amount of leave time allowed per the City's Leave of Absence policy.

Form Review

Inbox	Reviewed By	Date
Jim Way	Jim Way	01/16/2013 08:39 AM
Kurt Ulrich	Kurt Ulrich	01/17/2013 02:04 PM
Form Started By: Colleen Lasher		Started On: 01/14/2013 07:46 AM
	Final Approval Date: 01/17/2013	

Personnel Committee

4. 8.

Meeting Date: 01/22/2013

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Authorize Staff to Recruit for a Replacement Patrol Officer Position from the Recent Patrol Officer Recruitment File

Background:

The Police Department started 2012 with 23 licensed officers, including the Chief of Police, two Captains, four Sergeants, two Investigators and 12 Patrol Officers.

Changes to the department's staffing of Patrol Officers include, one officer out on an unpaid extended leave of absence, one officer that resigned and one officer that retired as part of the City's Voluntary Early Separation program. The opening left by the resignation was filled in November; however, the number of officers currently available to provide the City with 24-hour protection is still down by two officers. Twenty-four hour protection consists of a minimum of two officers working at all times. During peak times there may be up to four officers on duty. Officers work a rotation of five days on duty, five days off, then two days on and two days off. There are four officers assigned to work 6:30 am to 6:30 pm each day as well as four officers working 6:30 pm to 6:30 am.

It is anticipated that the officer on unpaid extended leave of absence will not be in a position to return to work. The absence of the Patrol Officer is taking its toll on the department by reducing scheduling flexibility, reducing officers' ability to use vacation time, and creates a liability for the department in the event that another officer would require an unplanned leave.

Aln order to fill our last vacancy, a Patrol Officer recruitment was last held in the Fall, resulting in the receipt of 140 applications. Staff held 15 first interviews and 4 candidates were interviewed a second time. In addition to the interview process, candidates were required to pass a report writing exercise and a physical agility test. The top 4 candidates were required to pass a "shoot / don't shoot" exercise.

Drawing upon the recent Patrol Officer recruitment file, staff feels confident that the next highest scoring candidate would be a good fit for the department. Or, at the very least, there are viable candidates left in the 125 remaining applicants that were not interviewed.

Notification:

Observations/Alternatives:

Alternatives

1) Not hire an officer at this time.

2) Hire an officer at this time.

3) Wait until the officer on leave is able to return. This is not likely to happen within the formal Leave of Absence period.

Pros: Hiring at this time would bring the department to a more desirable staffing level and would allow the use of the recent hiring process for candidates, saving the city money. Getting a new officer started now will ensure that they are trained and ready for the summer months when the department is busiest.

Cons: The Police department continues to operate two officers below the number recommended by the Chief. Not hiring an officer at this time shorts the schedule of needed coverage. If an new process has to be completed in the

future it would add additional costs to the city.

In the event the officer on leave is able to return, he would need to be part of the application pool, and compete for the next available opening.

Recommendation:

To approve resolution 13-01-XXX which, upon City Council approval, authorizes staff to recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the officer on an extended leave of absence.

Funding Source:

This Patrol Officer position (currently vacant) is budgeted for approximately \$102,429. The estimated annual funding required for a new officer in 2013 is between \$65,488 and \$72,292 (for a full year). Therefore, no additional funding is required.

Council Action:

Motion to recommend that the City Council adopt a resolution to proceed with hiring an officer at this time.

Form Review

Inbox	Reviewed By	Date
Jim Way	Jo Thieling	01/16/2013 09:24 AM
Kurt Ulrich	Kurt Ulrich	01/17/2013 02:18 PM
Form Started By: Colleen Lasher		Started On: 01/14/2013 07:50 AM

Final Approval Date: 01/17/2013