

City of Ramsey
Agenda
Personnel Committee
Tuesday, May 14, 2013
5:30 pm

Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
 1. Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.
 2. Consider Authorization to Hire a Building Inspection Intern
 3. Consider Authorization to End Contracted Building Official Services and Recruit a Regular, Full-Time Building Official
 4. Title of the Command Position Created by a Recent Resignation Within the Police Department
- 5. Adjournment**

Personnel Committee**4.1.****Meeting** 05/14/2013**Date:**

Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

Information**Title:**

Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

Background:

This case will be acted upon by the City Council later this evening at the regular meeting as part of the consent agenda.

Staff was previously authorized to recruit and hire this position. Now, it is recommended that recruitment for the Economic Development Manager be extended in order to increase the pool of qualified candidates as the top previous candidate has withdrawn from consideration.

Also, staff anticipates bringing a revised hiring process and schedule forward for Council consideration at the next regular meeting May 28th.

For a more detailed account of the Economic Development Manager position and the previous recruitment process please see the attachments.

Also, staff was previously authorized to hire an Administrative Intern to assist with event specific work, such as Happy Days. The recruitment process for this position was completed with great success. We interviewed many highly qualified candidates and are in the process of on-boarding one candidate. With the delay in the hiring of an Economic Development Manager, the upcoming special election, the un-winding of the Landform contract, the implementation of the strategic plan, and a variety HR projects; staff is seeking to bring on one additional intern to work on an as needed basis within Administrative Services. The costs associated with an additional intern would be well within the budget considering the salary expense not generated due to the delay in the Economic Development Manager hiring process. Not back-filling this work will possibly result in missed project deadlines, unsustainable workloads, below-standard work product, and/or overtime expenses for non-exempt employees.

Notification:**Observations/Alternatives:**

Council may approve, reject or modify this proposal as desired. The rationale for hiring a full time Economic Development Manager has been previously demonstrated. The internship position provides a good value, and a needed staffing supplement, for the summer season.

Staff will also continue to use the development consultant, Mr. Mulrooney, on an as-needed basis.

Recommendation:

To authorize staff to extend the recruitment process for an Economic Development Manager and to hire one additional Administrative Intern.

Funding Source:

The maximum annual funding required for the Economic Development Manager position is estimated to be approximately \$101,000 (TIF @ 20%, EDA 20%, HRA 60%). Funding for this position is included in the 2013 budget.

The funding required for an additional Administrative Services Intern is approximately \$9305, and will be covered with the savings from the delay in hiring of the ED Manager.

Council Action:

Motion to recommend the City Council adopt resolution #13-05-085 to approve staff to extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	05/09/2013 03:47 PM
Colleen Lasher (Originator)	Colleen Lasher	05/09/2013 04:59 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 05:47 PM
Kurt Ulrich		05/09/2013 05:47 PM
Colleen Lasher (Originator)	Colleen Lasher	05/09/2013 04:59 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 05:47 PM
Form Started By: Colleen Lasher		Started On: 05/08/2013 10:28 PM
	Final Approval Date: 05/09/2013	

Personnel Committee**4.2.****Meeting** 05/14/2013**Date:**

Consider Authorization to Hire a Building Inspection Intern

Information**Title:**

Consider Authorization to Hire a Building Inspection Intern

Background:

Building Permit levels have consumed existing staffing and contracted service levels to the point where Staff cannot address non-permit administrative tasks without impacting response times to an unacceptable level. Staff is seeking a more cost-effective solution to addressing entry-level, routine administrative needs.

One such administrative task is the administration of the Subsurface Sewage Treatment Systems (SSTS). Per Minnesota Rule 7800, these private septic systems must be visually checked for evidence of leaks and measure and/or remove certain accumulations no less than once every three (3) years. The purpose of this provision is to ensure that systems are adequately maintained and do not pose a threat to public safety, water supplies, and soil conditions. The City has additional background on-line at www.cityoframsey.com/septic.

The City has over 4,200 private septic systems that the City is responsible for ensuring compliance with Minnesota Rules 7800. In conjunction with current permit levels and the number of systems that must be monitored, Staff does not have the capacity with existing staffing levels to even begin the process for 2013. In order to remain in compliance with Minnesota Rules, Staff is seeking authorization to recruit a temporary Building Inspection Intern.

Notification:

No notification is required.

Observations/Alternatives:

The current fee for a Septic Pumping Permit is \$10. Based on a cursory review, this rate does not cover all City costs associated with administering the program. The City incurs cost related to software, database administration, mailing, follow up, and data entry. There is also other costs including soft costs, overhead, IT, human resources, finance, etc. True costs to the City are likely closer to \$30 per permit. Staff is recommending that the City Council amend the 2013 Rates and Fees to change the Septic Pumping Permit to \$20. The rate has not changed since circa 2005/2005. Based on 2012 permits, that would bring a potential for an additional \$15,000 that could be used as revenue for the Building Inspection Intern. A separate case has been prepared to introduce an ordinance to amend the 2013 Rates and Fees related to Septic Pumping Permits.

This program is guided by Minnesota Statute and Minnesota Rules. If the City Council feels that the current arrangement or standards are not consistent with our vision, values, and goals, then Staff would recommend that the City Council work with the Minnesota Pollution Control Agency (MPCA) to review other alternatives. This would be a legislative issue that applies statewide.

Alternatives

Alternative #1 - Recruit a Temporary Building Inspections Intern. Staff recommends that the City Council authorize Staff to recruit for a Building Inspections Intern to assist with administrative tasks. The current workload of permit-related activities has stretched the department's capabilities to complete routine administrative tasks in a timely manner. This would be a temporary position that hours would be dependent upon permit levels and need. This recommendation would be contingent on amending the 2013 Rates and Fees.

Alternative #2 - Do not Recruit a Temporary Intern. This alternative is not recommended. Staff will continue to fall behind in data entry and administrative tasks, especially in terms of administration of Minnesota Rules 7800 (septic systems). Over the past three (3) years, the City has already struggled to keep up with administering the program, and recently upgraded its software system to assist.

Note: Staff has become aware of a number of grant and third-party funding sources that may be available to assist the City in 2014. These opportunities may help to ease the burden of the City, and could be part of an analysis at the end of the year as to the effectiveness of the delivery and administration of this service by the City.

Recommendation:

Staff recommends that the City Council authorize Staff to recruit and hire a temporary Building Inspection Intern from the existing Intern pool, or if necessary, conduct a new recruitment; the hiring range is \$9.00 to \$11.00 per hour, D.O.Q.

Funding Source:

Funding for the position would be provided by revenue generated by Building Permits. Staff recommends that the rate for the Septic Pumping Permit be adjusted as noted above.

Council Action:

Motion to recommend that the City Council authorize Staff to recruit and hire a temporary Building Inspection Intern from the existing Intern pool, or if necessary, conduct a new recruitment; the hiring range is \$9.00 to \$11.00 per hour, D.O.Q.

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	05/08/2013 05:25 PM
Diana Lund	Diana Lund	05/09/2013 07:40 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 09:54 AM
Colleen Lasher	Colleen Lasher	05/08/2013 05:25 PM
Diana Lund	Diana Lund	05/09/2013 07:40 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 09:54 AM
Form Started By: Tim Gladhill		Started On: 04/08/2013 08:39 AM
Final Approval Date: 05/09/2013		

Personnel Committee**4.3.****Meeting** 05/14/2013**Date:**

Discussion Regarding Contracted Building Official Services

Information**Title:**

Consider Authorization to End Contracted Building Official Services and Recruit a Regular, Full-Time Building Official

Background:

Staff is seeking authorization to end contracted Building Official services and to recruit for a regular, full-time Building Official. Per Minnesota State Building Code, the City is required to have a Building Official, whom is responsible for the local administration of the code, in some capacity. The City currently chooses to contract for professional services for this role. This is more of a leadership role for the Building Division compared to solely building inspection and plan review services. By recruiting a regular, full-time Building Official, that position can take a more active role in the daily management of the division, thus reducing the workload of existing staff, allowing time for other important tasks. The City's approach to delivering inspection and plan review services by way of contracted employee would not change.

In December of 2011, the City began contracting for Building Official services due to a vacancy in the position. The City had already been contracting for building inspection and plan review services. As part of this restructuring, it was determined that the Building Official role would be evaluated in six (6) months to determine a long term solution to this role. On July 10, 2012, the City Council discussed the potential to recruit a Building Official in Work Session. At that time, City Council chose to continue to contract for Building Official services. The 2013 Strategic Plan identifies a potential recruitment of a Building Official.

The Building Division is currently comprised of a Building Official (contract services-40 hours per week), a Building Inspector (contracted services-10 to 40 hours per week), a Permit Technician, and is supervised by the Development Services Manager. As part of the expense analysis of the Building Division, Staff recommends that the Building Official is needed 40 hours per week in order to provide timely response to plan review, inspections, customer service inquiries, administrative projects, and code enforcement throughout the year. This analysis is based on current and trending permit levels. It should be noted that a portion of the Building Official's time is spent on activities that are not directly tied to an active Permit review or inspection (such as administrative tasks and code enforcement activities). Some of these activities are delayed during peak permit levels to allow Staff to focus on administration of active permits.

The current contracted services provided by Inspectron, Inc. have been positive and have provided good customer service in a timely manner. Staff would recommend to retain Inspectron for the remainder of the services, such as building inspection, currently provided by this firm.

Notification:

No notification is required.

Observations/Alternatives:Strategic Goals

As part of the 2013 City Council Strategic Goals, Staff has been analyzing expenses related to the administration of building permits, as well as the most cost effective way to deliver these services while providing continuity and stability in an efficient manner. The 2013 Strategic Plan notes a recruitment of a Building Official, a position that is currently being served by contracted services. After a full calendar year of analysis of contracting for Building Official services, it appears that recruiting a Building Official as a full-time, regular City employee remains fairly budget neutral. In addition, Staff is currently exploring ways to effectively and efficiently deliver these services. Staff is currently exploring such things as ePermits, electronic/wireless field data entry, and streamlined/automated reporting; many of which have already been implemented.

The current rate for contracted services with Inspectron is \$50 per hour. Current service levels have required 40 hours per week of Building Official services and 20-30 hours per week of building inspection and plan review services. Specific to the Building Official function (not base inspection and plan review), it is assumed that the need is 2,000 hours of work hours required for the Building Official. The potential annual budgetary impacts are estimated at \$100,000. However, in 2012, the budgetary impact was \$91,000. Note: Due to the fact that the original contract was to provide building inspection and plan review services, and did not include providing Building Official services, it is anticipated that the contract may need to be revised to reflect the actual services provided in the future. Staff would recommend that the City remain with contract services for building inspection and plan review services on an as needed basis. Contracted services allow the City to respond better to seasonal variations in service level needs. In addition, the contracted services provide access to additional areas of expertise and review.

However, contracted services for the Building Official role presents the possibility of disruption in the continuity of delivery of services. There are two (2) options to consider for providing Building Official services, depending on the level of guaranteed coverage the City Council is comfortable in providing. Option 1 would be to hire a Building Official as a regular, full-time employee of the City. This option would appear to be the preferred option if the City Council decides 40 hours of coverage per week is necessary year round. However, Option 2 would be to continue with contracted services for the Building Official. This option would be acceptable if the City Council is comfortable in assuming that the Building Official hours could be reduced in the non-peak times, thus creating some gaps in coverage.

The City does not have full control over assignments directed by the contracted services. The contracted service could decide to re-assign its staff over time to other locations resulting in the loss of expertise and know how specific to Ramsey. As each community has slightly different processes, rates, and permit software, it is necessary to provide the individual contractor with professional development related to the City's unique features and culture. Naturally, there are direct and indirect costs involved in contractor development and staff is concerned with potential turnover.

Staff would recommend an external recruitment to hire a full-time regular Building Official. Given the current fees paid for contracted Building Official services and the City's current Building Official pay scale, the net savings to the City could be approximately \$16,000 the first year with continued savings in years 2, 3, 4, 5. Year 6 (step 6---top of the scale) would be the only year when

costs would be slightly more than the contracted rate (approximately \$1,972.00 more). These calculations include salary and benefits, are based on the 2012 pay scale, and are estimates only. The current contract for services is for \$50 per hour. Since the City does not pay vacation time to the contracted employee, the maximum number of hours paid for a full-time equivalent is 2,000 hours (\$50 x 2,000 hours = \$100,000). Savings would still be realized in monitoring contracted inspection hours and using only as needed. Finally, it is anticipated that the rate may increase slightly if the City chooses to continue to contract for Building Official services, which is in addition to the original scope of the contract. The current supervision structure is proposed to remain in place, with the Development Services Manager leading the Planning Division and the Building Division.

Note: The two (2) individuals currently serving Ramsey in contracted services would not be eligible for an internal recruitment. It is important to note that the contract with Inspectron includes a 'buy-out' clause if the City chooses to hire a current employee of Inspectron within one (1) of said employee providing service to the City. Said buy-out would be 10% of the employee's first year annual salary with the City.

Alternatives

Alternative #1 - Recruit for a full-time, regular employee to serve as the Building Official. Based on the size of the City, size of the organization and department, and sustained permit levels, Staff recommends that the City recruit a full-time regular Building Official. Based on the Development Services Manager's observations over the past two (2) years, this appears to be the most efficient way for the City to deliver the services of administering the Building Code. Staff is comfortable making this recommendation, as it appears to be fairly budget neutral in the early stages of the pay scale of the position. In terms of long-range goals for the Community Development Department, Staff recommends that this is the most logical way to deliver the services in an efficient, consistent, and quality manner.

Alternative #2 - Remain with the current contracted employee arrangement for Building Official services. For reasons already mentioned above, Staff does not recommend this alternative at this time. That being said, the current arrangement has worked in an effective manner. Staff would be comfortable in continuing this arrangement if the City Council is comfortable with the current service levels and potential for more frequent turnover in the position.

Recommendation:

Staff recommends that the City Council authorize Staff to begin a recruitment to hire a regular, full-time Building Official.

Funding Source:

The Building Official position, whether a regular, full-time employee or contracted services, is a component of the General Fund. Expenses of the Building Division are paid by Building Permit revenue collected when Building Permits are issued. Assuming revenue projections in the 2013 budget are met, the costs of the position would already be covered as part of the current Professional Services Line Item. In response to revenue projections, the base permit levels are currently exceeding those year to date in 2012.

Council Action:

Motion to recommend that the City Council authorize Staff to begin a recruitment to hire a regular, full-time Building Official.

Form Review

Inbox	Reviewed By	Date
Colleen Lasher (Originator)	Colleen Lasher	05/08/2013 05:44 PM
Diana Lund	Diana Lund	05/09/2013 07:40 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 11:32 AM
Colleen Lasher (Originator)	Colleen Lasher	05/08/2013 05:44 PM
Diana Lund	Diana Lund	05/09/2013 07:40 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 11:32 AM
Form Started By: Colleen Lasher		Started On: 05/07/2013

Final Approval Date: 05/09/2013

Personnel Committee**4.4.****Meeting** 05/14/2013**Date:**Title of the Command Position Created by a Recent Resignation Within the Police Department

Information**Title:**

Title of the Command Position Created by a Recent Resignation Within the Police Department

Background:

At the regular Council Meeting on April 23, 2013, Council directed staff to to begin the process for filling the Police Captain position created by the resignation of Captain Dwyer. The process to fill the command position is currently underway. One item that was not covered at the April 23 meeting was the title of the position to be replaced.

At the time of Captain Dwyer's resignation, the police department had been functioning with two Captains. One of the Captains oversaw the Support Services Area of the department. This area includes the two investigators, a Crime Prevention Specialist, a Community Service Officer, the Office Supervisor and three Police Technicians. The second Captain oversaw the patrol area of the department. This includes the four patrol sergeants and 13 patrol officers. The 15 Reserves and 10 Explores also fall under this area.

Attached to this case is the current Police organizational chart.

Observations/Alternatives:

The police department has been functioning very well under the current format of two Captains. It was very clear who reported to whom and who supervised whom within the department.

An alternative to the current structure would be one Captain and one Lieutenant. The Lieutenant would then report to the Captain who would then report to the Chief. The pro's of this structure would be be a slight savings to the City in wages. The con of this structure is that there is not currently a pay structure for a Lieutenant and there is not any space in the current pay structure to add this position. Additionally, this format creates a lineal structure rather than a compound structure in the organization.

Recommendation:

Staff recommends keeping the current command structure that was in place at the time of the Police Captain resignation. The current structure allows the Captains to be trained in both command areas and for a seamless transition to each duty. It would continue with the compound command structure with easy identifiable supervisors of the department.

Funding Source:

Position was budgeted for and a savings will occur because the new commander, whether it is a Captain or Lieutenant, will not be at top of the wage scale. All Sergeants are at the Step 6 or top of

the wage scale for that position. They would start at the Step 4 of the Captains position. Attached to this case is the current pay scale for Sergeant and Captain position.

Council Action:

Consensus on title for command position.

Action to be place on May 28 Regular Council Agenda

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	05/09/2013 02:33 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 02:33 PM
Form Started By: Jim Way		Started On: 05/08/2013 08:40 AM
Final Approval Date: 05/09/2013		