

**Personnel Committee**

4. 1.

**Meeting Date:** 05/14/2013

**By:** Colleen Lasher, Administrative Services

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**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Development Manager be extended in order to increase the pool of qualified candidates as the top previous candidate has withdrawn from consideration.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.

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**Attachments**

042313 CC Case

021213 Report from the PC

020513 Worksession

Resolution

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
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
Form Started By: Colleen Lasher		Started On: 05/08/2013 10:28 PM
	Final Approval Date: 05/09/2013	

Meeting Date: 04/23/2013

By: Colleen Lasher, Administrative Services

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### Information

**Title:**

Report from the Personnel Committee - April 23, 2013 / Resolution to Hire an Economic Development Manager

**Background:**

Earlier this evening the Personnel Committee motioned to recommend approval of this case. The case was presented as follows:

At the February 12, 2013 meeting, the City Council motioned to approve a resolution directing staff to conduct a recruitment for an Economic Development Manager.

Staff conducted a recruitment based on the newly updated job description, including the addition of the Housing and Redevelopment Authority (HRA) duties and other updates necessary to best meet the needs of the City. Staff received fourteen applications; conducted six interviews and three candidates were interviewed a second time.

The top candidate, Mr. Sean Sullivan, was selected to advance in the recruitment process and was provided with a contingent job offer on April 9, 2013. Following that, Mr. Sullivan successfully passed the City's background check, reference checks and drug screen, as well as the work-style assessment.

It may be of interest to note that Mr. Sullivan worked for the City of Ramsey as an Economic Development Coordinator from 2000 to 2010 and is therefore very familiar with many of the City's current businesses, the economic development function, many City staff members and other professional contacts in the area. Since then, Mr. Sullivan has continued in his role as an economic development professional and has gained additional skills and credentials.

**Notification:**

History: The City employed an Economic Development & Marketing Manager from November of 2010 through March 2012. This position was vacated in March 2012, following a resignation. In April 2012, the Assistant City Administrator/Community Development Director position was vacated. Both positions were significantly involved in Economic Development.

Since then, with the City Administrator's general oversight and support, the Assistant to the City Administrator (previously known as 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 was conducted for this position. Based on results of that analysis, staff recommended 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. Without this position it would be very difficult to attain many of the City Council's strategic goals; many of which focus on economic development.

Staff proposed a slight restructure of the 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 Assistant to the City Administrator. Lastly, staff proposed continuing the Assistant to the City Administrator's role of assisting in some economic development duties in order to ensure continuity with internal and external customers, and to provide proactive back-up staffing for this important function.

**Observations/Alternatives:**

Staff recommends this hiring as the best way to properly address the City's economic development priority.

The Council may deny or postpone action on this recommendation to allow further review. However, neither of these alternatives allow this position to be hired in a timely manor.

**Recommendation:**

The Personnel Committee recommended hiring Mr. Sean Sullivan as the City's new Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour (step 4 of the 2013 wage scale) with a credit of 5 vacation days for a mid-career hire.

**Funding Source:**

The annual funding required for this position, based on salary (step 4) and benefits is approximately \$91,895 (TIF @ 20%, EDA 20%, HRA 60%). Funding for this position is included in the 2013 budget.

**Council Action:**

Motion to approve resolution #13-04-075, to hire Mr. Sean Sullivan as the City's new Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour with a credit of five vacation days.

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**Attachments**

Resolution

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**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**

04/18/2013 03:03 PM

Form Started By: Colleen Lasher

Started On: 04/15/2013 09:03 AM

Final Approval Date: 04/18/2013

Meeting Date: 02/12/2013

By: Colleen Lasher, Administrative Services

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**Information**

**Title:**

Report from the Personnel Committee - Meeting Date: January 22, 2013

**Background:**

Case 1: Consider a Resolution to Select a Chairperson and Alternate Chairperson for the Personnel Committee

Case 2: Consider a Resolution to Accept a Paid-on-call Firefighter's Resignation

Case 3: 2013 Fire Officer Selections

Case 4: Consider a Resolution to Approve the 2013 Non-Union Health Insurance Contributions and Non-Union Cost of Living Adjustments

Case 5: Consider a Resolution to Address Building Maintenance Staffing Needs

Case 6: Consider a Resolution to Recruit for an Economic Development Manager

Case 7: Consider a Resolution Regarding a Leave of Absence (This discussion will be closed to the public)

Case 8: Consider a Resolution to Authorize Staff to Recruit for a Replacement Patrol Officer Position from the Recent Patrol Officer Recruitment File

**Notification:**

See the attached Personnel Committee packet from the January 22, 2013 meeting for additional detail.

**Recommendation:**

Case 1: The Personnel Committee unanimously recommended appointing Councilmember Tossey as Chair of the Personnel Committee and Councilmember Backous as the alternate.

Case 2: The Personnel Committee unanimously recommended accepting the resignation of Mr. Cory Helgoe and to recruit for this position upon the next regular Firefighter recruitment.

Case 3: The Personnel Committee unanimously recommended approving the Fire Chief's recommendation for 2013 Fire Officer Selections.

Case 4: The Personnel Committee recommended 3/3 authorizing the non-union city health insurance contributions, 2/3 the option to waive health insurance in exchange for a cash benefit and 3/3 to increase the non-union wage scale by one percent (1%). Councilmember Backous was not in favor of offering the option to waive health insurance in exchange for a cash benefit.

Case 5: The Personnel Committee tabled this case pending additional information regarding room rental revenue.

Case 6: The Personnel Committee unanimously recommended authorizing staff to begin a recruitment process for an Economic Development Manager.

Case 7: The Personnel Committee unanimously recommended 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.

Case 8: The Personnel Committee unanimously recommended authorizing 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:**

Case 1: There is no funding required for this action.

Case 2: There is no funding required for this action.

Case 3: Paid on Call Fire Officers pay is funded from line item 6104 Part-time Wages and Salaries

Case 4: Funding for both city contributions to health insurance and cost of living adjustment are included in the 2013 general and enterprise fund budget.

Case 5: N/A (This case was tabled.)

Case 6: 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.

Case 7: There is no funding required; there have been no expenses related to this employee since June 1, 2012.

Case 8: The 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:**

Case 1: Motion to adopt resolution #13-02-033, Councilmember Tossey as Chair of the Personnel Committee and Councilmember Backous as the alternate

Case 2: Motion to adopt resolution #13-02-034, confirming the recommendation of the Personnel Committee to direct staff to accept the resignation of Mr. Cory Helgoe and to recruit for this position upon the next regular Firefighter recruitment.

Case 3: Motion to accept Fire Chief's recommendation for 2013 Fire Officer Selections

Case 4: Motion to adopt resolution # 13-02-035, confirming the recommendation of the Personnel Committee to authorize the 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%).

Case 5: N/A

Case 6: Motion to adopt resolution # 13-02-036, confirming the recommendation of the Personnel Committee to authorize staff to begin a recruitment process for an Economic Development Manager.

Case 7: Motion to adopt resolution # 13-02-037, confirming the recommendation of the Personnel Committee 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.

Case 8: Motion to adopt resolution # 13-02-038, confirming the recommendation of the Personnel Committee 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.

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**Attachments**

PC Packet of 01-22-13

Draft PC Minutes of 01-22-13

Resolutions

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**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich  
Form Started By: Colleen Lasher

**Date**  
02/07/2013 02:03 PM  
Started On: 01/25/2013 04:55 PM

Final Approval Date: 02/07/2013

**CC Work Session****2. 3.****Meeting Date:** 02/05/2013**By:** Colleen Lasher, Administrative Services

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**Title:**

Discussion Regarding the Economic Development Manager Position

**Background:**

At the January 22, 2013 Personnel Committee meeting, the Committee recommended that the City Council motion to approve a resolution directing staff to conduct a recruitment for an Economic Development Manager. The City Council will take action on the recommendation at the February 12, 2013 Council meeting.

In anticipation of this direction and in an effort to be immediately prepared to begin the recruitment following the February 12, 2013 meeting, staff is seeking the City Council's input on finalizing the position description, especially with regard to HRA related duties.

Development Services Manager/Alternate HRA Executive Director Tim Gladhill will be present to discuss ways the Community Development Staff will assist the Economic Development Manager with housing related duties.

Traditionally, the Community Development Department has provided support to the HRA in terms of bringing forward requests from housing developers for assistance, seeking feedback from the community on housing issues, and generally seeking to maintain and improve the quality of the City's housing stock. In addition, the Community Development Department often serves as a primary City contact for current and potential residents for identifying housing related assistance programs available in the area.

Management Analyst Patrick Brama will also be on hand to present information on the Business Retention and Expansion (BRE) Program -- 2012 Executive Report. The BRE program is expected to be an ongoing City economic development effort under the new position. The report is of interest now, as it identifies potential priority areas for the City to consider.

**Attachments:**

- 1) Business Retention and Expansion Program -- 2012 Executive Report.
- 2) Personnel Committee draft minutes -- documenting the Committee's desire to include HRA duties within the Economic Development Manager's role.
- 3) EDA minutes reviewing position description.

**Notification:****Observations/Alternatives:**

1) To accept the staff recommendation below with the addition of directing staff to supplement the Economic Development Manager's HRA duties/time commitments, on an as needed basis, with any available internal/external HRA resources, based upon the Development Services Manager's discussion.

2) Alternatively, the City Council may direct staff to involve the Economic Development Manager with HRA duties up to but excluding serving as the HRA Executive Director; with the City Administrator or the Development Services Manager serving as the HRA Executive Director. This option does not consolidate the economic development role for the City, which staff believes would be desirable. This option may be viable if all economic development duties are removed from the HRA.

3) Or, to direct staff to remove all HRA related duties from this position, redistribute the HRA portion of the funding for the Economic Development Manager's position, and look to other internal/external resources to address HRA related needs. With the current duties and holdings of the HRA, staff believes it is important to have this position assigned to the HRA.

**Recommendation:**

Staff recommends that the Economic Development Manager position be responsible for HRA related duties, including serving as the HRA Executive Director. If implemented, the combined role will create clarity for the City's internal and external customers and serve to streamline both functions.

**Funding Source:**

Not applicable at this time.

**Council Action:**

Consensus to move forward with recruitment of the Economic Development Manager position based upon the above staff recommendation.

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**Attachments**

PC Draft Minutes 01-22-13

Draft Job Description

Bus. Ret. and Exp. Report

EDA Minutes 01-2013

Needs Analysis

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	01/31/2013 12:22 PM
Colleen Lasher (Originator)	Colleen Lasher	01/31/2013 01:00 PM
Kurt Ulrich	Kurt Ulrich	01/31/2013 02:24 PM
Form Started By: Colleen Lasher		Started On: 01/29/2013 03:59 PM

Final Approval Date: 01/31/2013

Councilmember     introduced the following resolution and moved for its adoption:

**RESOLUTION #13-05-085**

**RESOLUTION TO EXTEND THE RECRUITMENT FOR AN ECONOMIC DEVELOPMENT MANAGER AND TO HIRE ONE ADDITIONAL ADMINISTRATIVE INTERN**

**WHEREAS**, staff recently conducted a recruitment for an Economic Development Manager; and

**WHEREAS**, the finalist submitted a letter to the City Council resigning from the position which he was scheduled to begin on May 29, 2013; and

**WHEREAS**, staff is requesting authorization to extend the Recruitment for an Economic Development Manager; and

**WHEREAS**, staff is requesting to back-fill necessary administrative services work via hiring one additional intern to work on an as needed basis.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

Confirms the recommendation of the Personnel Committee to do the following:

Motion to recommend the City Council adopt resolution #13-05-085 to approve staff to extend the recruitment process for an Economic Development Manager and to Back-fill Necessary Administrative Services Work by hiring one additional intern.

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 14<sup>TH</sup> day of May 2013.