

City of Ramsey
Agenda
City Council Work Session
Tuesday, October 13, 2015
5:30 pm
Lake Itasca Room 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Discussion Regarding the Proposed 2016 Staffing Changes
 2. Confirm Council Direction for the Ramsey Resident in 2016
 3. Discuss Potential Tenant for Leasing Space on the Second Floor of the Ramsey Municipal Center
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 10/13/2015

Information

Title:

Discussion Regarding the Proposed 2016 Staffing Changes

Purpose/Background:

The purpose of this discussion is to provide the City Council with an opportunity to address each of proposed staffing changes effecting the upcoming budget. All of the proposed staffing changes have been proposed in order to meet the strategic goals of the City. In addition, this discussion includes an immediate need in the Community Development Department related to the current Permit Technician Assistant position, currently budgeted for 20 hours per week.

Types of Changes and Current Policies

There are four types of proposed changes which will be explained in detail, including the associated budget impact, services provided, and strategic imperatives that can be achieved as a result. This includes, additional hours to current positions, new positions, reclassifications, and market rate adjustments. The City's Personnel Policy, adopted in August 2014, and scheduled for updating and re-adoption, has policies in place governing reclassifications and market rate adjustments. Staff would like to address any possible changes to those policies in the coming months. The reclassifications and market rate adjustments planned for 2016 fall within the current policies. Note, that previous iterations of the budget had a reclassification request for the Public Information and Events Specialist. This reclassification request has been withdrawn due to the fact that this is a new position and that was recently established in 2014. Staff would like to examine a policy in regard to the purpose and frequency of reclassifications and market adjustments prior to recommending any change to this position.

The remaining proposed market rate adjustments for consideration this evening impact two groups: the City's Paid-on-call Firefighters, and selected AFSCME employees under a wage study that was committed to during the last round of negotiations for the 2015 - 2016 AFSCME contract.

Additional Hours - Current Need

Community Development Director Gladhill would like to provide the City Council with an update on his Department's immediate need regarding additional hours now and continuing into the future due to current and ongoing workload demands. He would like the City Council to consider approval for changing the current Permit Technician Assistant to a full-time employee, taking action at the October 27, 2015 meeting. Within the proposed 2016 Budget, this position is proposed to be re-classified as a Permit (or Community Development) Technician, a regular full-time employee. Staff recommends that the 2016 change in title follow the standard process. Increasing the Permit Technician Assistant's hours to 40 hours per week for the remainder of 2015 will increase expenditures by \$13,511. This assumes an additional 560 hours with health insurance waived. The increase in expenditure is offset by the increase in actual revenue from Building Permits. The increase in hours has already been factored into the proposed 2016 Budget and has a net effect of an increase of \$4,480 following other line item reductions. This increase cost is also offset by additional revenues over and above the original forecasted levels for 2015. Permit levels in all sectors are exceeding original expectations for 2015 and are outlined in the attached spreadsheet.

Additional Hours - 2016 Proposal

The IT Manager would like to increase the hours of its IT Support Tech in response to the increasing number and complexities of technologies requested and utilized by City staff. Since 2011 the City has continued to add technologies, but has actually reduced staff hours in the IT department. Without an increase in hours, staff technology needs may be prioritized under larger projects or vice versa. Either scenario could cause delays to requests from the public.

New Positions - Three New Positions are Proposed in 2016

- 1) Assistant Planner/Code Enforcement & Licensing Coordinator
 - a. Budget impact in 2016 will be \$73,897 / see attached documentation for full justification and details
- 2) Public Works Streets Maintenance Worker (April 1 hire date)
 - a. Budget impact in 2016 will be \$49,039 / see attached documentation for full justification and details
- 3) Drug Force Task Officer
 - a. Budget impact in 2016 will be \$76,185 / see attached documentation for full justification and details

Reclassifications - Five Reclassifications are Proposed in 2016

From	To	2016 Impact
1) Accounting Clerk	Senior Accountant Clerk	\$1867
2) Accountant I	Accountant II	\$1440
3) Permit Technician Assistant	Permit Technician	\$1177 (This figure assumes the position is changed to FT in Oct. 2015. The increased funding is the amount required for the reclassification only.)
4) Civil Engineer II	Civil Engineer IV	\$1,466
5) Streets Maint. Worker	Mechanic	\$3551

#1 above - Reasoning: Accounting Clerk to Senior Accounting Clerk: Since employment over 11 years ago, this employee has taken on additional responsibilities that greatly exceed the requirements of a general accounting clerk such as property management and credit cards tracking.

#2 above -- Reasoning: Accountant I to Accountant II: The employee in this position recently earned her Certified Payroll Professional Accreditation. Positions at this level are distinguished from the Accountant I level by the performance of the full range of duties as assigned, working independently, applying well developed accounting knowledge, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class series are flexibly staffed and positions at the Accountant II level are normally filled by advancement from the Accountant I level.

#3 above - Reasoning: Permit Technician Assistant to Permit Technician: In summary, hiring this position as a Permit Technician Assistant in 2015 rather than a Permit Technician (as planned for 2016) was done intentionally to align staffing expenditures and skills with the actual service needs of the department. This position will maintain the 10 business day plan review & 48 hour inspection window, assist in pre-development review process, and maintain the 60 day review period. The Community Development Director will be on hand to offer any additional information that may be required by the City Council.

#4 above - Reasoning: Civil Engineer II to Civil Engineer IV: In summary, the duties of the Civil Engineer II have changed significantly since being hired and are now more closely aligned with the duties typically performed by a Civil Engineer IV. Most specifically, this position has assumed an expanded role in recent years to allow the City to meet the ever increasing stormwater management requirements imposed upon the City by various stormwater regulating agencies. The City Engineer will be on hand to offer any additional information that may be required by the City Council.

#5 above - Reasoning: Streets Maintenance Worker to Mechanic: In summary, with the increasing number of vehicles, heavy and light equipment in the city's fleet (PD, PW, FD, engr., and admin.), the demand for a mechanic has doubled. A current maintenance worker is working out of his job class by fulfilling this role now. The Public Works Superintendent will be on hand to offer any additional information that may be required by the City

Council.

Market Rate Adjustments -- Three Market Rate Adjustments are Proposed in 2016

Title	Pay Range From	Pay Range To	% of Increase (\$Annual)
1) Paid-on-call Firefighter	\$12.88 per hour	\$14.50 per hour	12.6% (\$17,490)
2) AFSCME PW Maint. Worker	\$20.52 to \$25.65	\$20.72 to \$25.90	1% (\$2,835)
3) AFSCME Eng. Tech II	\$22.16 to \$27.70	\$23.93 to \$29.91	8% (\$5,365)

#1 above - Reasoning: In 2014 a POC FF survey was completed on similar sized cities. Wages ranged from \$7.75 to \$21/hr. Fire Chief also completed a 2015 survey of Anoka County Depts. which ranged from \$10 to \$16.95/hr. with average of \$14.93/hr. The Ramsey POC rate has not changed in many years. This will bring FF's close to the average. The Fire Chief will be on hand to offer additional information.

#2 and #3 above - Reasoning: As part of the 2015-2016 AFSCME negotiations, the City committed to reviewing certain jobs that were known to be under the market. Of the 16 AFSCME jobs, the 2 jobs listed above met the criteria for an adjustment. As with the LELS contracts, this market rate adjustment will be effective on April 1, 2016.

Conclusion

This concludes staff's discussion regarding the staffing changes planned now and through the 2016. Staff will be happy to provide the City Council with additional information that may not have come to light during the writing of this case.

Note: There are many supporting documents attached.

Timeframe:

30 to 45 minutes

Funding Source:

The funding for each proposed staffing change is identified in the in the narrative above as well as the preliminary 2016 budget.

Responsible Party(ies):

Colleen Lasher, Human Resources Manager in cooperation with all City Department Heads.

Outcome:

To direct staff to bring forward increasing the hours to full time in 2015 for the Permit Technician Assistant's position

- and -

To receive City Council Direction with regard to the Proposed 2016 Staffing changes and to direct Staff to proceed accordingly.

Attachments

2016 Position Justification Forms

Minutes from Sept 2 2014 Work Session

Revenue Tracker 20150716

Permit Update 20150916

Development Overview

Civil Engineer IV

Accountant II

Sr Accounting Clerk Rev

PW Mechanic

Permit Technician

2016 Staff Plan Strategic Alignment

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 10/08/2015

Reviewed By

Kurt Ulrich

Date

10/08/2015 04:37 PM

Started On: 09/28/2015 02:03 PM

**Evaluation Criteria for Vacant and New Positions – Code Enforcement & Licensing
Coordinator - 2016**

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.

Portions of the position can be classified as essential. The Code Enforcement Coordinator will manage sensitive casework that will, from time to time, include a public safety and/or health component. For example, some of the City's nuisance complaints will involve potential public health and/or safety. The same can be said when responding to complaints governed by the Property Maintenance Code, which involves the long term maintenance and habitability of homes and other structures.

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. The Strategic Plan establishes key metrics related to timeframes for compliance to Code Complaints and Enforcement. This position is key in maintaining 14 day compliance timeframes for code enforcement. Currently, Staff is lagging in property maintenance code (buildings and other structures) not tied to permit applications. Compliance for these timeframes are well in excess of 30 days for compliance. In addition, the Strategic Plan establishes a tactic to create some sort of Corridor Improvement Program. A key component of the improvement of the image of these key corridors will involve code enforcement. The City simply is unable to take a proactive approach on key corridors in any fashion with existing resource levels.
- Can the duties be re-engineered or automated? Please explain. The duties of the code enforcement activity for the City cannot be re-engineered or automated. Case management for code enforcement requires on-site

inspections, manual input in Notices of Violation for necessary level of specificity (see previous unsuccessful legal defenses), and often mediation between parties.

- Can the duties be reassigned temporarily or permanently? Please explain. The duties can technically be reassigned. Historically, the code enforcement program had been managed by a full-time Community Service Officer. Recently, the Police Department restructured the Community Service Officer position into two (2) part-time positions. The program is currently managed by a temporary internship position. This leads to inefficiencies by continual retraining, and only provide necessary coverage for a portion of the year. Additionally, much of the code enforcement workload is tied to Zoning Code and Building Code. Staff within Community Development are well equipped to respond to these complaints.
- Can the position remain unfilled temporarily or permanently? Please explain. The position cannot remain unfilled in any capacity. Residents' expectations have become that the City will follow up to these public nuisance issues and code violations. Reduction in the code enforcement program will reduce the vitality of residential neighborhoods and business districts. The City will continue to receive code complaints regardless of if a system for follow up is in place. The 2015 internship is set to expire in August.
- Can the position be filled internally? The position may be able to be filled internally. There are multiple internal candidates that may qualify for the position.
- What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled? The City will no longer be able to respond in a timely manner to code enforcement complaints, leaving potential blight, public health, and public safety issues. Compliance timeframe could exceed 30+ days or longer. Some of the key issues most visible could include long grass, unfinished exteriors of buildings, off-street parking, and storage of waste and other debris. Some lesser visible issues could include lack of follow up to public health issues such as non-functioning septic systems. The City will continue to lag in maintenance of its own leased properties, most notably along Highway 10. Finally, without the addition of this position, the activity will default back to the Police Department, which feels that it is not adequately equipped to manage the program at this time (can certainly manage inspections and follow up, but will lack in case management).

- Can the service provided be reduced, eliminated, or contracted out? The services could not be eliminated. The services could be reduced, but the compliance timeframe could exceed resident expectations (30+ days). There are firms that may be able to provide these services.
- What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)? The budgetary impacts could include, but are not limited to, additional temporary position wages, consumed resources in continual, repeated training for new temporary positions. Not filling the position will also require the utilization of the City Planner and Community Development Director at a higher hourly rate. These positions already exceed acceptable workload volumes with Land Use Applications and Building Permit Levels.
- What are the circumstances that warrant the creation of this new position? The primary circumstance is a restructuring of the Police Department which resulted in a de-centralizing of the code enforcement program. There is no longer a single point of contact to manage the program and efficiently delegate workload. Additionally, the current set up requires the maintenance of two separate databases, as non-Police Department Staff do not have access to the County's Central Records System. This has led to several inefficiencies, including duplicate Notices of Violations in one circumstance.

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?
Salary, taxes, benefits, etc. in 2016 is approximately \$73,897..

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. *Public works maintenance is involved in many aspects of the core functions of our city. With the city's renewed commitment to our transportation system and particularly the long term road reconstruction policy, this position would be a key component of that commitment. This position would be directly involved in preparing the road system for reconstruction, overlays and seal coat projects and once that work is completed, they would be responsible for the long term maintenance. Maintenance activities would include street sweeping, storm sewer maintenance and repairs, traffic control signs and ROW maintenance such as mowing and tree trimming. The PW department is also a vital component of our emergency management program with key responsibilities in debris removal, utilities restoration, assisting with traffic control and other duties as assigned.*

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. *The city council has made a 5 year commitment to improving our local transportation system. This includes bonding at \$1.2 million per year for road reconstruction and overlay projects, plus \$500,000 from the general fund for seal coats, crack filling, and injection patching. This PW position would work directly on the preparation and long term maintenance needs of these projects. Under Strategic Imperative III "Smart Citizen Focused Government" this position would help us achieve our strategic initiative of "enhancing the level of customer service" by allowing the PW department to continue to respond to maintenance requests from our residents and local businesses' in a timely manner.*

- Can the duties be re-engineered or automated? Please explain. *Our department has requested the purchase of a truck mounted injection patcher in the 2018 capital equipment schedule. This would reduce a considerable amount of the hand work in road patching, but would still require a trained operator to run the equipment. This position would still be involved in other parts of our maintenance operations that can't be automated, such as snow plowing, street sweeping and ROW maintenance.*
- Can the duties be reassigned temporarily or permanently? *To a certain extent* Please explain. *Currently we are using seasonal part time help to perform some of the functions of the position. However, seasonal employees are not allowed or qualified to run most of our larger equipment. This limits our ability to take on larger summer projects, such as trail paving, summer street sweeping, storm water system repairs and larger patching projects.*
- Can the position remain unfilled temporarily or permanently? *No* Please explain. *I feel we are approaching the limit of our ability to keep up with our basic maintenance responsibilities. We spend more time than we should in a reactionary mode instead of being proactive.*
- Can the position be filled internally? *Possibly, but if it was filled internally by an employee currently working in a regular city position (not a paid-on-call firefighter or the like) the vacated position would need to be backfilled.* What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled? *The request for service from our residents' continues to increase. The PW department received and responded to 475 CRM tickets in 2014. The majority of requests come from the areas of snow plowing and potholes. The ability to respond to these requests in a timely manner is directly related to this PW position.*
- Can the service provided be reduced, eliminated, or contracted out? *Contracted out to a certain extent. At present we contract out two areas, snow removal of the Municipal Parking Ramp and the northern half of the city for our spring street sweeping. Last year these contracts cost the city approximately \$58,000.00. While this position would not completely eliminate these costs, it would give us the staff to bring these activities back in house and reduce the costs considerably.*
- What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs) *There will be some increase in overtime costs associated with snow removal operations, especially the parking ramp. All of the current staff is assigned to snow removal on city*

streets. After that operation is completed they would move to the parking ramp, which would more than likely be under overtime/comp time.

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

As the City of Ramsey continues to grow, so does our municipal fleet. The PW mechanic is responsible for maintaining our fleet in the best possible condition. This is accomplished by either performing the work in house or outsourcing to local vendors when more specialized training and equipment is needed.

The American Public Works Association (APWA) provides a process to determine staffing size for fleet maintenance to help cities match their staff to their fleet size. The process is based on Vehicle Equivalent Units. A fleet sedan is used as the baseline 1.0 VEU, which equals approximately 15-20 hours/VEU. All other types of vehicles are given a VEU based on their relationship to a passenger vehicle. For instance, if a squad car is given a VEU of 3.0 this means that it requires 3 times the annual maintenance effort of a sedan.

Our fleet calculates out to 285.33 VEU's with the APWA guidelines stating a mechanic is able to manage 100-120 VEU's effectively.

Following the APWA guidelines, the number of mechanics recommended for our fleet is determined as follows:

<i>Total VEU's in Fleet</i>	<i>285.33</i>
<i>VEU's per mechanic</i>	<i>120</i>
<i>Total Staffing Recommended</i>	<i>2.37</i>

Currently we have one designated PW mechanic, with one PW maintenance worker assigned to help in the shop, where he has averaged 1342 hours annually, over the last 3 years, working out of class as a mechanic. Currently, with the additional PW maintenance worker assigned to the shop we have essentially removed a maintenance worker from day to day street maintenance activities. This person is still involved in snow plowing operations and occasional street sweeping, but the majority of his time is spent in equipment maintenance rather than in the field, compounding the need for this PW Maintenance Worker position

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?
With an April start date the 2016 salary with benefits would be \$49,039 (April to December) (Or \$64,853.00 if the position were filled January to December, which is not the plan.) Uniform allowance and cell phone would be an additional +/- \$900.00

Evaluation Criteria for Vacant and New Positions – Anoka Hennepin Drug Task Force (AHDTF) Drug Task Force Officer 2016

1. Is the position essential? *Yes. The police department and specifically drug enforcement are essential functions of the City. The police department is currently one of eleven agencies in Anoka County, and is one of four that does not have a dedicated officer to drug enforcement. This would be a new position adding one officer to the police department staff.*

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. *This position is aligned with the strategic plan Imperative III: Smart, Citizen-Focused Government Continue the delivery of quality services to ensure the city will have safe and thriving neighborhoods and business districts, and a clean environment. Drug abuse and criminal activity related to the drug trade diminish the safety of our community and citizens. This position is important in transitioning from a reactive police response to drug crimes to proactive policing and drug enforcement in our community.*
- Can the duties be re-engineered or automated? Please explain. *The position of a police officer must be performed by someone who holds a State of Minnesota issued license. The majority of the duties an officer performs must be completed by a licensed officer, as per Minnesota State Statute.*
- Can the duties be reassigned temporarily or permanently? Please explain. *Yes, currently the Anoka Hennepin Drug Task Force conducts drug investigations within the city of Ramsey as their case load allows. Members on the Drug Task Force first priority is cases within their home agency jurisdiction. Member agencies conduct more investigations and take more enforcement action in their home agency jurisdiction than non-participating jurisdictions.*
- Can the position remain unfilled temporarily or permanently? Please explain. *Yes the position can remain unfilled, however the longer it*

remains unfilled, it will result in less enforcement pressure on drug activities in the city and associated criminal activity.

- *Can the position be filled internally? Yes. The position would be filled internally by an experienced Ramsey Police Officer, and a newly hired officer would need to replace that position.*
 - *What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled? Drug enforcement in the city of Ramsey will continue to be reactionary versus proactive. Officers will continue to respond to calls for service from the public and make drug arrests as a result of those calls. Officers will also continue to make drug arrests as a result of traffic stops. However, there will be little specialized or targeted enforcement of drug crimes and intelligence gathering related to criminal drug enterprises.*
 - *Can the service provided be reduced, eliminated, or contracted out? Currently the Anoka Hennepin Drug Task Force is handling the drug related investigative cases within the city of Ramsey, as their case load allows.*
 - *What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)? None.*
 - *What are the circumstances that warrant the creation of this new position? Due to the increase in drug related incidents within the city, the need exists to have our own member on the Drug Task Force. Work direction for the DTF officer can be guided by the Chief of Police and increase the quality of police services to Ramsey.*
3. *What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)? One entry level police officers salary, benefits, and uniforms; \$76,185.*

**CITY COUNCIL WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, September 2, 2014, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen
Councilmember Randy Backous
Councilmember Jill Johns
Councilmember Mark Kuzma
Councilmember John LeTourneau
Councilmember Chris Riley
Councilmember Jason Tossey (arrived at 6:06 p.m.)

Also Present: City Administrator Kurtis Ulrich
Finance Director Diana Lund
Police Chief James Way
Police Captain Jeff Katers
Public Works Superintendent Grant Riemer
Human Resources Manager Colleen Lasher
City Clerk Jo Ann Thieling
Community Development Director Timothy Gladhill
City Engineer Bruce Westby
Assistant to the City Administrator Patrick Brama

1. CALL TO ORDER

Mayor Strommen called the City Council Work Session to order at 6:00 p.m.

2. TOPICS FOR DISCUSSION

2.01: Further Discussion of 2015 Proposed Budget and Levy

Finance Director Lund reviewed the staff report, noting the revisions made based on Council direction at its August 11, 2014, Work Session to reduce the levy: Fund Capital Equipment via 50% Equipment Fund and 50% debt; and, offset the road debt with funds remaining from the 2013 Street Maintenance Program. She stated additional revisions were made based on Council direction at its August 26, 2014, meeting to reflect the restructuring of staff in relation to the resignation of the Economic Development Director. Finance Director Lund noted these revisions result in a tax rate of 42.67% and a levy increase of 9.88%. She stated the HRA fund balance would be \$222,000 and while it can still be used, she would recommend waiting for the final numbers before deciding whether to use that fund balance. She provided details on the line item revisions made to date, noting that since the first budget discussion, there has been

\$266,000 in budget reductions and \$891,000 in levy reductions. Finance Director Lund presented the tax impact to a median priced house in Ramsey of \$175,000 (now \$202,000), noting it would experience an increase in taxes (Ramsey's portion) of \$342. She requested Council direction whether it supported this revised preliminary budget with the understanding that it can be reduced prior to adoption. In addition, the Council will be asked at a future meeting what percentage it supported for assessments, which would reduce the City's debt levy.

Councilmember Kuzma asked how this levy increase compared with surrounding communities.

Finance Director Lund reviewed a comparison of Ramsey's levy increase of last year with surrounding communities, noting it was in line. She explained that due to what is happening with the market value, she expects there will be some increases.

Councilmember Backous stated it is nice to know whether Ramsey's levy increase is in line with surrounding communities; however, communities are in different stages of growth and level of tax base, and some have instituted franchise fees so it is not always valuable to consider such a comparison. He felt the current revised budget was a good settling point as long as residents are educated that road reconstruction costs have been incorporated into the levy.

Councilmember Kuzma suggested an article explaining this in an upcoming *Ramsey Resident*.

Mayor Strommen noted that Finance Director Lund does make a public presentation of the budget prior to adoption that includes an explanation of the valuation process and how costs relate to the City's budget.

Finance Director Lund stated a Truth in Taxation meeting is required to discuss those issues and that will be on December 9, 2014, prior to adoption.

City Administrator Ulrich stated the next *Ramsey Resident* will not be sent until mid-October but an article could be posted to the City's website.

Councilmember Backous stated the budget changes made to reflect Strategic Plan initiatives should also be explained, such as the shift with the EDA budget and that the HRA is not being budgeted for 2015.

Councilmember Riley asked for an update on the Economic Development Manager position.

City Administrator Ulrich explained at the last meeting, it had been the Council's decision to promote the Assistant to the City Administrator to the Economic Development Manager/Assistant City Administrator and then hire an entry level Public Information Event Specialist. He noted this shift in staffing will result in a budget savings.

Councilmember Riley stated he understands the promotion of the Assistant to the City Administrator to the Economic Development Manager/Assistant City Administrator and adding the entry-level communication person but he noted that under Planning and Zoning, it still shows adding an Economic Development Manager.

Finance Director Lund explained including that position was an error and should be removed. She stated the numbers listed under reductions are correct.

Councilmember Riley suggested a discussion to evaluate how the newly hired City Attorney was being used and whether it was efficient for him to attend every Council meeting.

City Administrator Ulrich stated he had that discussion and City Attorney Langel will look at hours spent and contract impact. He stated City Attorney Langel has indicated that more hours have been used than expected so there will be a future discussion relating to efficient use of those hours.

Councilmember Riley stated his other suggestions had already been incorporated into the budget revisions.

Councilmember Riley asked what the total levy is.

Finance Director Lund stated the levy is \$9,410,498, a reduction of \$891,073 from the original budget. She explained how roads were budgeted and proposed reductions.

Councilmember Riley asked about the projected reduction in building permit fees.

Community Development Director Gladhill stated staff took a conservative approach to establish a base and while it is hoped that some of the projects will move forward, they are not yet final.

Mayor Strommen stated as the Council looks at this in six months, there may be a better understanding whether that revenue projection is accurate or may be better than hoped. She stated adjustments can be made at that time, if needed, and she appreciates staff taking a conservative approach to building revenue projections.

Councilmember Riley pointed out this is 25% of the increase, which is a large portion. He asked if those fees are on track in 2014.

Community Development Director Gladhill stated staff had hoped to see stronger numbers in single family and manufacturing and retail that were anticipated for 2014 but that may not occur. He explained that should those projects not occur, there would also be a corresponding reduction in expenses.

Councilmember Riley asked what would the estimated percentage be should those larger projects occur.

Community Development Director Gladhill stated if the Council is interested in that information, he would have to calculate those specific numbers.

City Administrator Ulrich asked what would be the percentage drop in revenue from 2014 actual to projected.

Community Development Director Gladhill stated he does not have that information available tonight but he could provide it to the Council.

Mayor Strommen suggested providing that number at next week's meeting as well as a listing of projects on the horizon.

Councilmember Tossey asked whether the entire \$226,000 increase in personnel costs was for COLA.

Finance Director Lund explained it is a combination of COLA, step increases, insurance premium increases, PERA rate adjustments, and new position changes.

Mayor Strommen asked the Council whether it was comfortable with the proposed budget.

Councilmember Tossey stated he was not comfortable and would like more information on position changes. He stated he has no suggestions for reductions other than eliminating the EDA.

Mayor Strommen stated the road costs are a big piece of the increase, noting one goal was financial stability to keep the rate close to the same as last year while also adding money to cover some of the road costs.

Councilmember Tossey stated a home valued in 2014 at \$100,000 will be valued at \$115,000 in 2015. For that 15% increase in home value, that property owner will pay \$196 in taxes (Ramsey's portion) and receive all services plus road reconstruction. He felt that was a better deal than if franchise fees had been instituted because in that case, the same property owner would have paid \$192 in franchise fees plus property taxes.

Councilmember Kuzma noted if that property owner was assessed at 20% for a road improvement, the cost would be more than \$192.

Councilmember Tossey stated it will still be lower than with franchise fees.

Finance Director Lund stated with eliminating the HRA, those personnel costs are being absorbed into the EDA and General Fund, which is also part of the increase.

Councilmember Backous suggested that also be highlighted during the public presentation.

Mayor Strommen agreed, noting it is a significant increase and will explain the numbers.

Councilmember Tossey asked if last year's tax capacity rate is shown on the notice that property owners receive.

Finance Director Lund stated it is not.

Councilmember Backous stated that will be another opportunity to educate property owners.

The consensus of the Council was to support the 2015 Budget and Levy, as revised and presented tonight.

2.02: Discuss Continuum of Action as it Pertains to Meeting Disruptions

City Administrator Ulrich reviewed the staff report, noting that from time-to-time, there have been disruptions at public meetings so it was suggested it would be beneficial to have a process in place with progressive steps to deal with such disruptions. It was noted that the authority to enact measures to deal with disruptions comes from Minnesota State Statutes 624.72 Interference with Use of Public Property, Subd. 4. Rule Violation, which reads: "Violation of a rule or regulation which has been published, posted, or announced in a reasonable manner at the time of such conduct shall be prima facie evidence of intent to violate this section." The Council had been provided with an example of Continuum of Action language that could be used as a template for posting on or near the door of the Council Chambers. City Administrator Ulrich explained that because this is in State Statutes, it is not necessary for Council to formally adopt a policy. However, it is important that all Council members are aware of the policy, procedures, and postings that are proposed.

Police Chief Way indicated he had nothing additional to offer.

Councilmember Tossey stated he had asked staff to include this Case on tonight's Work Session agenda. He stated in his profession, he sometimes has to play this role and knows it is important to give direction to the responding officer. He explained that it often involves a delicate balance of respecting First Amendment Rights while allowing the business of the meeting to proceed. In addition, direction needs to be given so the officer does not respond too quickly. Councilmember Tossey stated it is important to adjourn the meeting to allow the officer an opportunity to respond. He referenced the last Council meeting that involved an awkward situation during Citizen Input during which Police Captain Katers responded to a speaker who had been declared out of order.

Mayor Strommen stated she appreciates that Councilmember Tossey brought this issue forward and agreed that it will provide another tool.

City Administrator Ulrich recommended the Council consider all public meeting rooms at the Municipal Center under this policy as well as all City Boards and Commissions that conduct public meetings. If supported by the Council, staff recommends a document and/or training for all Commission/Board Chairs. He asked whether the Council supported limits on the length of Open Forum comments by a single speaker, noting it could be abused without having a policy in place.

Mayor Strommen stated the informal policy of limiting comment has worked well but there are situations where exceptions need to be made.

Councilmember Backous stated some issues may take ten minutes so he does not want to limit time given to an Open Forum speaker. He stated he does support the suggested process and asked how it would be implemented and audience members notified. Councilmember Backous noted there is a sign-in sheet that could contain some of this information. He stated the comments being made during Citizen Input should be relevant to City Council business so it does not become a weekly forum for someone to have a television audience. In addition, if called out of order, the speaker must know and agree to step down.

Councilmember Kuzma stated he appreciates those comments but thinks the Council should have the ability to limit speech if the speaker is being repetitive so the meeting can move along. Because of that, he supports a tool that allows the Council to close the discussion. Councilmember Kuzma noted there is not a Police presence at other Commission/Board meetings.

Police Chief Way suggested that rather than having an officer in attendance, the Chair call a recess, and then call the officer so the officer can enter the meeting to address the need.

Councilmember Tossey stated he thinks it is important to not have an arbitrary time limit on Citizen Input speakers but agreed it is good to limit redundancy and eliminate personal attacks. He stated the Continuum of Action relies on the presence of a strong chair that is educated in how to be effective in directing the meeting.

Mayor Strommen recalled that at a previous meeting, public comment time was limited during the gun range issue because there were many audience members to be heard and comments had become repetitive.

Councilmember Tossey stated this process will provide protection to all.

Mayor Strommen stated the issue is more related to meetings with large agendas, large audiences, repetitive comments, and/or personnel attacks.

Councilmember Backous agreed that time limits should be set in those situations.

Councilmember Johns supported having a plan of action and taking it off camera.

Police Chief Way stated he was addressing Citizen Input that is held at the beginning of the meeting because if warranted, the issue raised can be moved to a future agenda, and allows the Council/Commission/Board to get on with its work. He stated at School Board meetings, there is a limit placed on the length that one person can speak.

Mayor Strommen stated most people have respected the time limit with Citizen Input.

Councilmember Backous agreed and recalled that during the gun range consideration, Mayor Strommen had asked the audience members to not be repetitive and welcomed them to speak if they had a new topic to raise.

Mayor Strommen stated the Council is in agreement to put this process in place and provide education/training for the Chairs. She asked whether that information should be added to the sign-in sheet to educate people who intend to speak.

Police Chief Way advised that State Statute indicated the information should be published, posted, or announced. He suggested it also be included on the City's website, posted, and announced by Mayor Strommen at the start of the meeting.

Councilmember Backous stated he thinks the more locations it can be posted, the better.

Mayor Strommen asked whether the Council supported limiting time for speakers during Citizen Input.

The Council indicated it did not support limiting time.

Councilmember Backous noted that some cities do not televise Citizen Input, which would prevent a person from using it as a platform to promote their view.

Mayor Strommen agreed that while this can occur, it has not been a problem in Ramsey.

The consensus of the Council was to support a Continuum of Action Policy pertaining to meeting disruptions and direct staff to post this information as appropriate.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Stormwater Drainage Issue / Public Works Committee Meeting Agenda

Councilmember Johns reported on a resident call relating to a stormwater issue by Woodland Green Park.

Mayor Strommen suggested that she, as Mayor, and the Ward Councilmembers tour this site and that this Case be incorporated into a Public Works Committee meeting so it is properly noticed.

City Administrator Ulrich stated staff will schedule such a site visit that is incorporated with the Public Works Committee meeting.

Mayor Strommen asked staff to inform the interested resident when the site visit is scheduled.

Councilmember Riley stated none on the Council are drainage experts so he would ask what the value of a Council tour is.

Councilmember Backous stated the resident wants the Councilmembers to see the situation so they better understand his concern.

Councilmember Riley suggested City Engineer Westby and Public Works Superintendent Riemer take such a tour because they are the City's drainage experts.

The Council discussed the benefit of viewing drainage issues so an understanding is gained.

Councilmember Backous stated he will be talking with Public Works Superintendent Riemer about topics for the next Public Works meeting.

3.02: Televising Work Sessions

Councilmember Backous stated he has received multiple requests to televise Work Sessions.

City Administrator Ulrich stated that topic is on the list for a future Work Session.

3.03: Officer Involved Shooting

Police Chief Way reported on a recent officer involved shooting while responding to a call from the Learning Lodge Daycare Center relating to a suspicious vehicle during which the gentleman in the passenger seat ran and then turned towards the officers with a gun. The officers responded to end that deadly threat. Police Chief Way stated a video from the Lodge has been viewed and shows the officers acted properly. The Bureau of Criminal Apprehension (BCA) is investigating this case. He explained what will be occurring in the next week relating to this case.

Police Captain Katers thanked all who have supported the officers involved, both internally and from the community.

Mayor Strommen asked for comment on the importance of the video.

Police Chief Way explained that the camera on the front caught part of what occurred but when the new squad cameras are received/installed, it will catch everything. He stated the video caught by the Learning Lodge is a huge deal in this case.

Councilmember LeTourneau stated his initial reaction was to stay out of the way and asked how the Council can recognize or support what is going on.

Police Chief Way stated this is a great Council to work with because none called him, Police Captain Katers, or City Administrator Ulrich, which is what should occur. He described the chain of command and how information is provided to City Administrator Ulrich who can then inform the Council.

Councilmember Backous thanked Police Chief Way and Police Captain Katers for hiring and training well. He asked whether the Police Department had prior contact with the three individuals involved.

Police Chief Way stated the three individuals are not from Ramsey so the Department never had contact before this incident.

Councilmember Backous noted this occurred in a random parking lot and had nothing to do with the Learning Lodge.

Councilmember Tossey stated a lot of children of police officers attend the Learning Lodge so that was considered but found not to be the case. He stated he appreciated the clear information provided to City Administrator Ulrich who could then inform the Council.

Mayor Strommen stated she was out of town during this incident and agreed it was correctly and properly handled. She thanked Police Chief Way, Police Captain Katers, and City Administrator Ulrich.

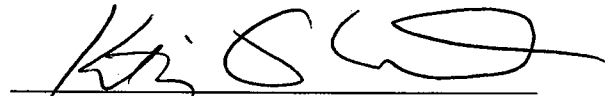
4. MAYOR / COUNCIL / STAFF INPUT

None

5. ADJOURNMENT

Mayor Strommen declared the Work Session of the City Council adjourned at 7:14 p.m.

Respectfully submitted,



Kurtis G. Ulrich
City Administrator

ATTEST:



Jo Ann M. Thieling
City Clerk

Drafted by Carla Wirth
TimeSaver Off Site Secretarial, Inc.

Revenue Code	Description	Forecast	Actual YTD	Percentage	% of Year Complete
4171	Investigation Fee	\$0	\$1,547		77%
4205	Building Permit	\$235,000	\$330,249	141%	77%
4206	Plumbing Permit	\$20,000	\$33,404	167%	77%
4208	HVAC Permit	\$20,000	\$31,438	157%	77%
4211	Sign Permit	\$2,000	\$2,125	106%	77%
4214	Electrical Permit	\$20,000	\$41,921	210%	77%
4220	Septic Permit	\$20,000	\$25,024	125%	77%
4221	Sewer Permit	\$5,000	\$6,150	123%	77%
4222	Water Permit	\$5,000	\$7,250	145%	77%
4306	Zoning Permit	\$0	\$2,150		77%
4307	Plan Review Fee	\$75,000	\$197,878	264%	77%
Total		\$402,000	\$679,136	169%	

Original Assumptions for 2015 (based on 2014 Actuals)

50 New SF Homes
0 New Townhome Units

2015 Actuals (Projects were planned but uncertain)

63 New SF Homes
Sunwood Village
Parkview East
Casey's General Store

2015 Actual - Unplanned

31 New Townhome Units
Dedicated Networks Expansion
Life Fitness Expansion

Metrics

10+ Business Day Plan Review - Consistent
30 Day Plan Review - New TH Building
* Majority of plan review on administrative side, not actual plan review.

As of 10/8/15

City of Ramsey

Permits Issued with Description

<u>Permit Description</u>	<u>Permit Count</u>	<u>Base Fee</u>	<u>Plan Review</u>	<u>Valuation</u>
Building				
<u>Commercial</u>				
Accessory Structure	1	132.75	86.29	6,300
Antenna(s)	3	663.75	431.43	35,000
Apartment	2	29,956.75	19,471.89	14,000,000
Build-Out	4	1,754.50	1,074.13	119,500
Building	9	4,510.25	2,409.40	355,917
Demolition	2	204.00	0.00	0
Footing & Foundation	1	1,026.75	667.39	95,040
Interior	5	3,986.25	2,458.46	459,200
Miscellaneous	1	132.75	86.29	5,200
New Building	2	26,373.50	17,142.78	5,615,000
Occupancy	1	51.00	0.00	0
Plan Review	2	0.00	38,495.28	14,160,944
Roofing	1	191.75	0.00	9,850
Siding	1	162.25	0.00	7,134
Tenant Improvement	1	1,176.75	764.89	120,000
Window Replacement	2	280.25	57.53	12,500
Sub Total:	38	70,603.25	83,145.76	35,001,585
<u>Residential</u>				
Accessory Structure	23	9,448.75	5,989.12	582,696
Basement Finish	46	7,281.00	0.00	15,000
Chimney	1	103.25	0.00	3,093
Deck	90	9,588.00	0.00	0
Deck & Fence	1	102.00	0.00	0
Deck & Pool	1	227.00	0.00	0
Deck & Porch	1	250.75	162.99	13,600
Deck & Siding	1	204.00	0.00	0
Deck & Window Replacement	1	204.00	0.00	0
Demolition	2	204.00	0.00	0
Dwelling	46	14,279.50	7,359.52	1,025,526
Fireplace	8	816.00	0.00	0
Miscellaneous	3	306.00	0.00	700
Multi-Family Unit	20	39,727.00	19,323.00	3,425,900
New Dwelling	58	139,977.95	49,907.73	14,222,900
Porch	4	1,271.25	826.32	73,051
Radon System	4	210.50	136.83	5,049
Renewal	3	204.00	0.00	0
Roofing	44	4,487.00	0.00	0
Roofing & Siding	2	306.00	0.00	0
Roofing & Window Replacement	1	204.00	0.00	0
Siding	21	2,142.00	0.00	0
Siding & Window Replacement	11	2,244.00	0.00	0
Solar Panel(s)	1	280.25	182.16	16,000
Swimming Pool	6	875.00	0.00	0
Window Replacement	107	11,117.50	0.00	0
Sub Total:	506	246,060.70	83,887.67	19,383,515

Report Name:
 Permits Issued with Description
 Issued Dates:
 1/1/2015 to 9/16/2015

City of Ramsey

Permits Issued with Description

Printed: 9/16/2015
 Page: 2

<u>Permit Description</u>	<u>Permit Count</u>	<u>Base Fee</u>	<u>Plan Review</u>	<u>Valuation</u>
TOTAL:	544	316,663.95	167,033.43	54,385,100

Electrical

Commercial

Accessory Structure	1	86.00	0.00	0
Alarm System	1	297.00	0.00	0
Alteration	3	250.00	0.00	0
Build-Out	4	380.00	0.00	0
Building	6	1,111.00	0.00	0
Fire Alarm System	1	35.00	0.00	0
Interior	1	35.00	0.00	0
Miscellaneous	26	1,631.00	0.00	0
New Building	3	1,700.00	0.00	0
New Service	1	46.00	0.00	0
Order For Payment	9	881.00	0.00	0
Remodel	4	736.00	0.00	0
Signal System	6	460.00	0.00	0
Temp Power	2	226.00	0.00	0
Sub Total:	68	7,874.00	0.00	0

Residential

A/C Power Nap Installation	2	70.00	0.00	0
Accessory Structure	22	1,649.00	0.00	0
Addition	4	405.00	0.00	0
Air Conditioner	10	390.00	0.00	0
Basement Finish	45	3,270.00	0.00	0
Dwelling	90	12,194.00	0.00	0
Fireplace	1	35.00	0.00	0
Furnace	4	145.00	0.00	0
Furnace & Air Conditioner	34	1,294.00	0.00	0
Furnace/Plenum Heater	1	35.00	0.00	0
Hot Tub	2	75.00	0.00	0
Miscellaneous	16	1,356.00	0.00	0
Multi-Family Unit	9	1,270.00	0.00	0
New Building	1	150.00	0.00	0
New Service	5	755.00	0.00	0
Order For Payment	30	1,373.00	0.00	0
Panel	9	705.00	0.00	0
Panel & Hot Tub	1	90.00	0.00	0
Radon System	1	40.00	0.00	0
Remodel	4	374.00	0.00	0
Sauna	1	70.00	0.00	0
Septic Pump	24	915.00	0.00	0
Service Change	2	70.00	0.00	0
Service Upgrade	2	200.00	0.00	0
Siding	3	115.00	0.00	0
Solar Panels	1	45.00	0.00	0
Swimming Pool	2	284.00	0.00	0
Sub Total:	326	27,374.00	0.00	0

Report Name:
 Permits Issued with Description
 Issued Dates:
 1/1/2015 to 9/16/2015

City of Ramsey Permits Issued with Description

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 Page: 3

<u>Permit Description</u>	<u>Permit Count</u>	<u>Base Fee</u>	<u>Plan Review</u>	<u>Valuation</u>
TOTAL:	394	35,248.00	0.00	0
Fire				
<u>Burning</u>				
	24	600.00	0.00	0
Commercial	4	100.00	0.00	0
Residential	2	50.00	0.00	0
Sub Total:	30	750.00	0.00	0
<u>Daycare Inspection</u>				
	7	350.00	0.00	0
Sub Total:	7	350.00	0.00	0
<u>Fire Alarm / Device</u>				
	2	190.83	126.42	4,955
Sub Total:	2	190.83	126.42	4,955
<u>Fire Sprinkler</u>				
	14	1,589.00	963.99	73,545
Commercial	11	1,132.75	335.23	50,000
Sub Total:	25	2,721.75	1,299.22	123,545
<u>Fireworks</u>				
	1	0.00	0.00	0
Commercial	1	100.00	0.00	0
Sub Total:	2	100.00	0.00	0
<u>Flammable / Combustible Storage</u>				
	1	300.00	0.00	0
Sub Total:	1	300.00	0.00	0
<u>Surface Mount Lock box</u>				
Commercial	1	215.00	0.00	0
Sub Total:	1	215.00	0.00	0
TOTAL:	68	4,627.58	1,425.64	128,500

Mechanical

Commercial

Build-Out	2	520.00	273.00	47,200
Building	4	2,560.06	1,599.04	249,317
Commercial Mechanical Remodel	1	150.00	0.00	2,600
Miscellaneous	3	325.00	81.25	21,000
Roof Top Unit	1	100.00	0.00	7,550
Sub Total:	11	3,655.06	1,953.29	327,667

Residential

Accessory Structure	2	153.00	0.00	0
Air Conditioner	31	1,578.00	0.00	0
Basement Finish	1	51.00	0.00	0

Report Name:
 Permits Issued with Description
 Issued Dates:
 1/1/2015 to 9/16/2015

City of Ramsey

Permits Issued with Description

Printed: 9/16/2015
 Page: 4

<u>Permit Description</u>	<u>Permit Count</u>	<u>Base Fee</u>	<u>Plan Review</u>	<u>Valuation</u>
Boiler	2	102.00	0.00	0
Dwelling	8	816.00	0.00	10,000
Furnace	25	1,273.00	0.00	0
Furnace & Air Conditioner	72	3,671.00	0.00	0
Gas Piping	6	306.00	0.00	0
Gas Piping & Unit Heater	1	51.00	0.00	0
Gas Piping and Unit Heater	1	51.00	0.00	0
In Floor Heating	1	51.00	0.00	0
Miscellaneous	2	153.00	0.00	0
Outdoor Wood Burner	1	94.00	0.00	0
Sub Total:	153	8,350.00	0.00	10,000
TOTAL:	164	12,005.06	1,953.29	337,667

Plumbing

Commercial

Boiler	1	150.00	0.00	11,750
Build-Out	3	600.00	0.00	19,400
Building	6	930.00	0.00	28,452
Miscellaneous	4	600.00	0.00	8,950
New Commercial Plumbing	2	2,380.14	0.00	238,014
RPZ / Vacuum Breaker	3	180.00	0.00	0
Sink	1	150.00	0.00	1,945
Water Meter	2	300.00	0.00	6,966
Water Softener System	1	300.00	0.00	7,000
Sub Total:	23	5,590.14	0.00	322,477

Residential

Accessory Structure	1	102.00	0.00	0
Dwelling	27	2,856.00	0.00	37,790
Gas Line	1	51.00	0.00	0
Irrigation	7	357.00	0.00	0
Miscellaneous	3	255.00	0.00	1,000
RPZ / Vacuum Breaker	1	51.00	0.00	0
Sewage Ejector Basket	2	153.00	0.00	0
Water Heater	63	3,213.00	0.00	0
Water Heater & Gas Line	1	102.00	0.00	0
Water Heater & Water Softener	3	266.00	0.00	0
Water Meter	2	51.00	0.00	0
Water Softener	35	1,713.00	0.00	0
Sub Total:	146	9,170.00	0.00	38,790
TOTAL:	169	14,760.14	0.00	361,267

Sewer & Water

Commercial

Utility	1	200.00	0.00	40,000
Sub Total:	1	200.00	0.00	40,000
TOTAL:	1	200.00	0.00	40,000

City of Ramsey

Permits Issued with Description

<u>Permit Description</u>	<u>Permit Count</u>	<u>Base Fee</u>	<u>Plan Review</u>	<u>Valuation</u>
Sign				
<u>Commercial</u>				
Permenant	15	1,500.00	0.00	0
Temporary	13	325.00	0.00	0
Sub Total:	28	1,825.00	0.00	0
TOTAL:	28	1,825.00	0.00	0
Temporary Use				
<u>Residential</u>				
As-Built Grading	1	1,500.00	0.00	0
Landscape	24	149,300.00	0.00	0
Public Sidewalk	2	3,000.00	0.00	0
Sub Total:	27	153,800.00	0.00	0
TOTAL:	27	153,800.00	0.00	0
User Defined				
<u>Commercial</u>				
Tank(s) & Drainfield	1	250.00	0.00	0
Sub Total:	1	250.00	0.00	0
<u>Residential</u>				
Mound	1	150.00	0.00	0
Pumping Permit	51	12,920.00	0.00	0
Sewer Line	5	354.00	0.00	0
Tank(s)	5	750.00	0.00	0
Tank(s) & Drainfield	36	5,400.00	0.00	0
Tank(s) & Mound	6	900.00	0.00	0
Sub Total:	104	20,474.00	0.00	0
TOTAL:	105	20,724.00	0.00	0
Zoning				
<u>Commercial</u>				
Agricultural Building	1	25.00	0.00	0
Fence	3	75.00	0.00	0
Sub Total:	4	100.00	0.00	0
<u>Industrial</u>				
Driveway	1	25.00	0.00	0
Sub Total:	1	25.00	0.00	0
<u>Residential</u>				
Accessory Structure 120 Sq. Ft. or Smaller	2	50.00	0.00	0
Accessory Structures 200 Sq. Ft. or Smaller	5	125.00	0.00	0
Driveway	14	350.00	0.00	0
Driveway and Fence	1	25.00	0.00	0

Report Name:
 Permits Issued with Description
 Issued Dates:
 1/1/2015 to 9/16/2015

City of Ramsey Permits Issued with Description

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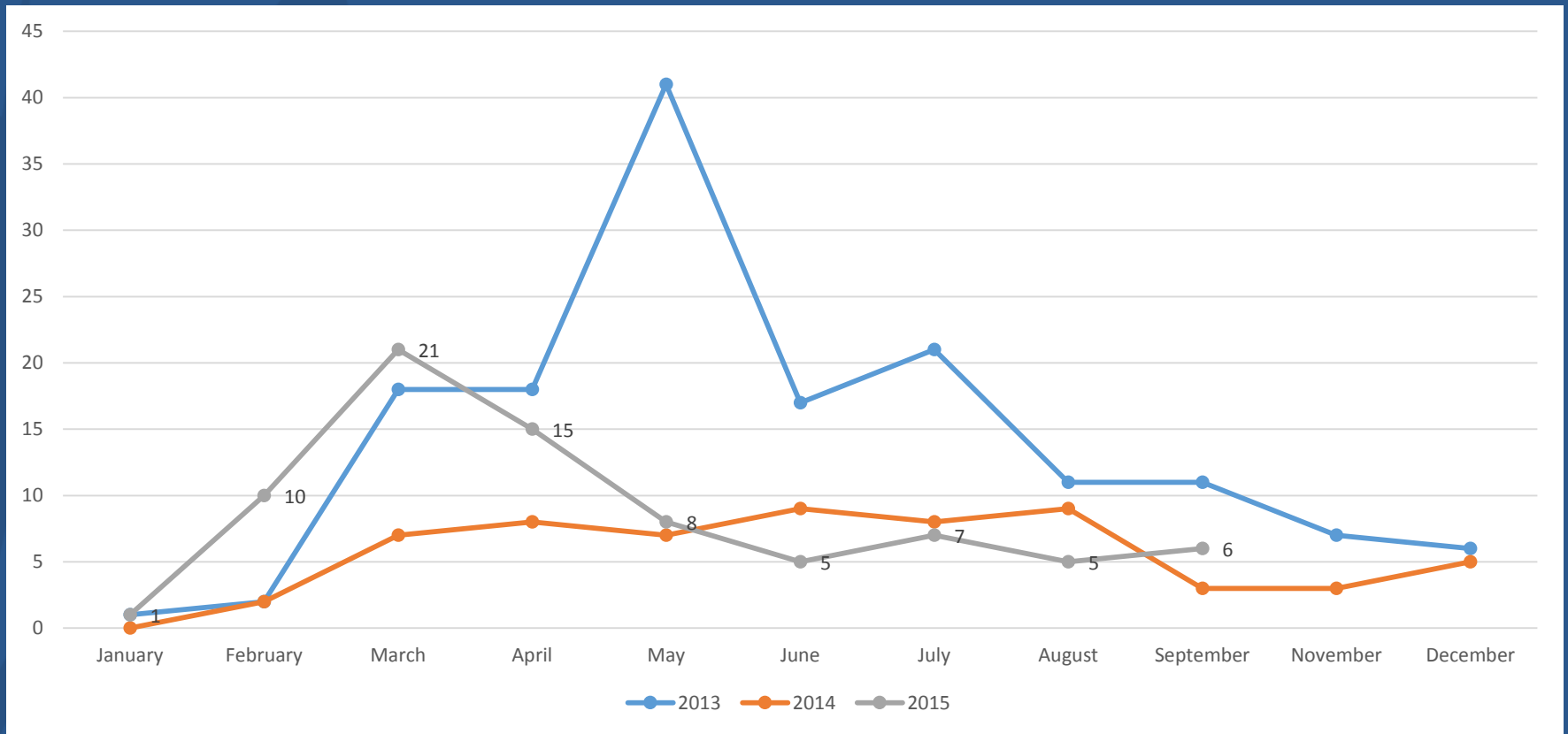
<u>Permit Description</u>	<u>Permit Count</u>	<u>Base Fee</u>	<u>Plan Review</u>	<u>Valuation</u>
Fence	45	1,125.00	0.00	0
Shed and Fence	1	25.00	0.00	0
Swimming Pool	1	25.00	0.00	0
Sub Total:	69	1,725.00	0.00	0
TOTAL:	74	1,850.00	0.00	0
Grand Total:	1,574	561,703.73	170,412.36	55,252,534

Development Update

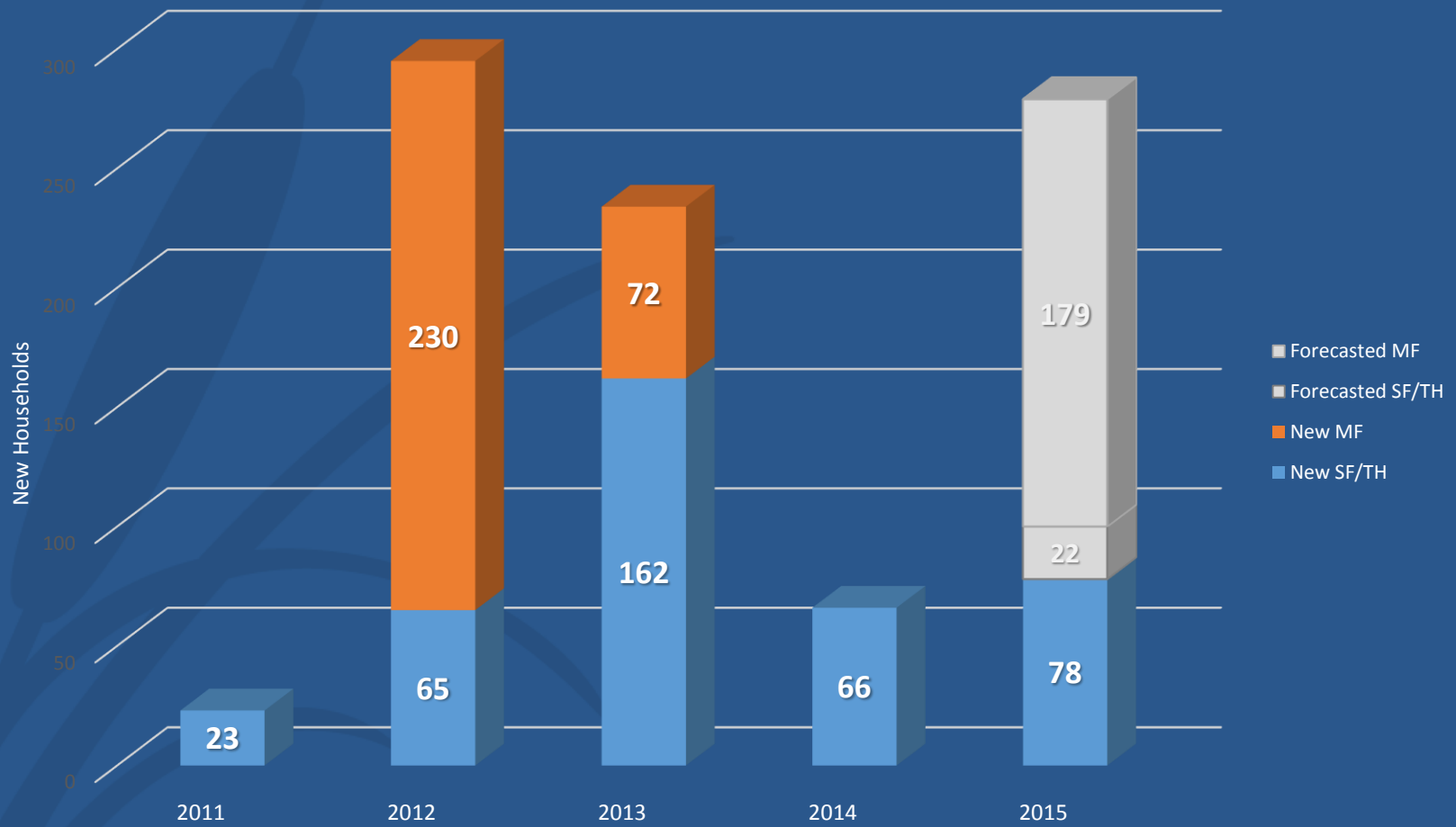
City Council
September 16, 2015



New Housing Starts (78)



New Households



Inspection Metrics

- 10 Full Business Days for Standard Review
 - Exceeding Metric (15-20 Business Days)
- 48 Hour Inspection Window
 - Within Metric
- Customer Inquires = 24-48 Hours

Harvest Estates – Under Construction



Harvest Estates Under Construction



Under Construction

The Woodlands

Coming this fall



Columbus C



LENNAR®



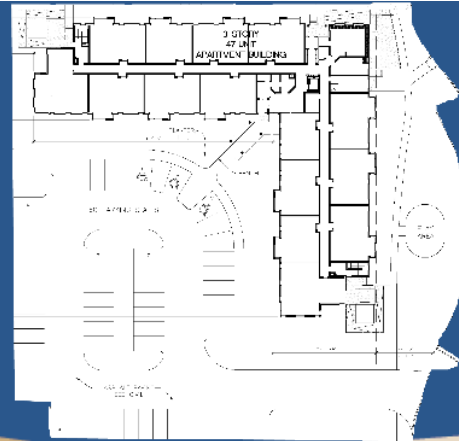
The Gables

4 Units Approved (11 Anticipated
10/1/15)



D·R·HORTON®
America's Builder

Sunwood Village (Permit Approved) Anticipated 10/1/15

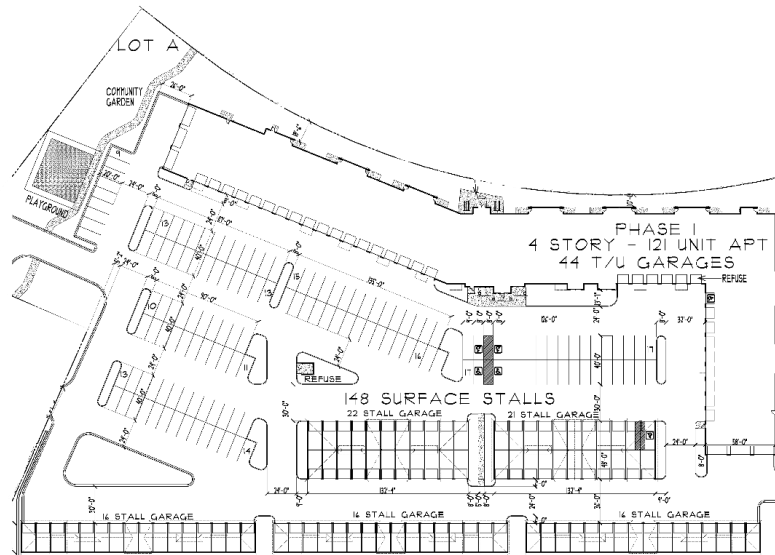


Sunwood Village (Permit Approved) Anticipated 10/1/15



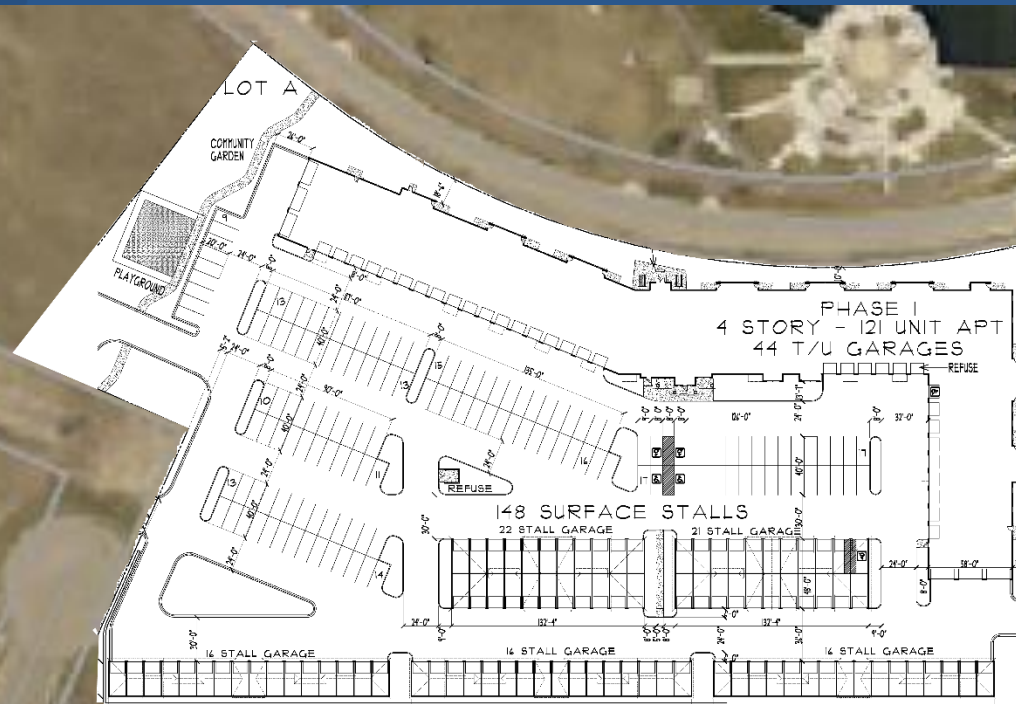
Parkview East by PSD, LLC

Anticipated 9/23/15



Parkview East - PSD, LLC

Anticipated 9/23/15



RHINESTONE ST A

RAMSEY
PKWY E

Casey's General Store Under Construction



Industrial Expansions

- Life Fitness (Anticipated 10/1/15)
- Dedicated Networks (Anticipated 10/1/15)

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Civil Engineer IV

DEPARTMENT: Public Works

POSITION TITLE OF IMMEDIATE SUPERVISOR: City Engineer

SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING: No

STATUS: Exempt/Non-union

PRIMARY OBJECTIVE OF POSITION:

To provide professional engineering advice on planning, design, construction, inspection, administration and maintenance of public infrastructure consistent with City Council policy and with federal and state regulations. This position will also perform routine and complex technical engineering work including computer-aided design (CAD) and drafting work, and assisting in the maintenance of the City of Ramsey's GIS database.

RESPONSIBILITIES

- A. Provide professional engineering counsel, design and review
- B. Prepare and administer specifications for public and private improvement projects
- C. Assist with development and review of the Capital Improvement Program
- D. Assist with development of street maintenance program and budget
- E. Assist with development, implementation and administration of new stormwater management policies, practices, and programs
- F. Function as a liaison and advisor for the City
- G. Perform other duties as assigned by the City Engineer

TASKS RELATED TO RESPONSIBILITIES

- A. Provide professional engineering counsel, design and review
 - 1. Collect and archive data as mandated by state law and in accordance with established practices
 - 2. Interpret municipal engineering records and data for other city staff and customers
 - 3. Perform topographical, construction, and as-built surveying in connection with public improvement projects

4. Perform storm water modeling and storm sewer design and related reports
 5. Under supervision, design, draft, prepare, or review drawings for public and private improvement projects, records, and geographic references
 6. Review site plans and recommend changes
 7. Review building permits to provide approval for utility and site improvements
 8. Assist in the development of a computer based mapping system to meet the needs of all City departments
 9. Maintain and update information on mapping system and database within a reasonable time
- B. Prepare and administer specifications for public and private improvement projects
1. Calculate and prepare assessment rolls for public improvement projects
 2. Participate in establishing priorities for short- and long-range projects and coordinate implementation as may be required
- C. Assist with development and review of the Capital Improvement Program
1. Review and establish standards for development and capital improvement projects
 2. Participate in establishing priorities for short- and long-range projects and coordinate implementation as may be required
 3. Review and establish standards for development and capital improvement projects
 4. Assure that desired performance and utilization is achieved as planned
- D. Assist with development of street maintenance program and budget
1. Help establish priorities for projects
- E. Assist with development, implementation and administration of stormwater management policies, practices, and programs
1. Assist with development of new policies, practices, and programs to meet new stormwater management requirements
 2. Assist with updating existing policies, practices, and programs including the Surface Water Management Plan (SWMP) and Stormwater Pollution Prevention Program (SWPPP)
- F. Function as a liaison and advisor for the City
1. Serve as city representative on public boards as required or assigned
 2. Prepare feasibility studies, reports, and construction plans
 3. Provide staff support for council meetings and hearings
 4. Provide access to resources addressing staff's and customer's municipal engineering or utility concerns
 5. Communicate verbally and in writing with residents, businesses and property owners to explain projects, provide information, and resolve concerns and conflicts
 6. Consult with engineers, government agencies, developers and others to assure the coordination of development activities within the community as planned
 7. Attend meetings of the City Council, Planning Commission, and other meetings as assigned or requested
 8. Represent the City in contacts with the public as well as with other employees, other City officials and outside organizations

9. Keep supervisors promptly informed of all matters of major importance as they relate to the Public Works and inspection and recommend actions with respect to such matters
 10. Direct special studies as necessary and take appropriate action to improve the various public works services to the City
- G. Perform other duties as assigned by the City Engineer

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of federal, state regional, and local laws, rules, and regulations applicable to municipal engineering
- Advanced knowledge of current stormwater drainage design principles and practices
- Working knowledge of current civil engineering principles and practices
- Skill in using standard engineering software programs including AutoCAD
- Skill in using standard stormwater management modeling software programs
- Skill in operating automatic level, total station, data collector and various other surveying equipment
- Ability to communicate effectively, both orally and in writing, with elected officials, developers, contractors, government agencies, staff and the general public
- Ability to establish and maintain effective working relationships with co-workers and supervisors
- Ability to oversee and manage public improvement projects
- Ability to research and prepare reports
- Ability to deal effectively with adverse situations with a high degree of tact, courtesy, and sound judgment
- Ability to see and hear to perform inspections and communicate with people
- Ability to repeatedly use fine motor skills and manual dexterity to operate a computer, produce drawings and operate survey equipment

TRAINING AND EXPERIENCE:

Minimum:

- Bachelor of Science degree in civil engineering from an accredited college or university
- Ability to obtain a professional engineer's license from the State of Minnesota within one year of hire
- Three to five years of progressively responsible experience in municipal engineering
- Advanced training and experience in drafting, Computer-Aided Design (CAD) and GIS
- Advanced training and experience in stormwater modeling and drainage design
- Valid class D state driver's license with a good driving record

Created: May 2003
Revised: October 2015

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Accountant II

DEPARTMENT: Finance

POSITION TITLE OF IMMEDIATE SUPERIOR: Assistant Finance Director

SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING: No

FLSA STATUS: Non-Exempt

PRIMARY OBJECTIVE OF POSITION:

To perform various payroll and accounting tasks such a processing bi-weekly payrolls, verifying accuracy of figures and computations, and balancing and reconciling accounts.

RESPONSIBILITIES:

- A. Process Payroll
- B. General Accounting
- C. Miscellaneous (other duties as assigned)

TASKS RELATED TO RESPONSIBILITIES:

- A. Process payroll
 - 1. Ensure that bi-weekly payroll is processed in a timely and accurate manner, assuring accounting distribution, governmental reporting/compliance, and the preparation of necessary deductions
 - 2. Update payroll system by adding new employee and terminated employee information, and salary, tax, and voluntary deduction changes
 - 3. Maintains vacation and sick leave records
 - 4. Reconciles payroll to general ledger
 - 4. Coordinate and process any irregular payments
 - 5. Generate, audit and maintain files of all payroll activity, following required retention schedules for all payroll related activities
 - 6. Prepare and submit monthly, quarterly and yearly tax and related reports/payments
 - 7. Utilize both automated and manual techniques to process payroll
 - 8. Distribute annual W2 forms

- B. General Accounting
1. Perform accounting work including preparing financial reports as needed or requested, and assisting in budget preparations and other analysis
 2. Enter journal entries
 3. Coordinate and process any irregular payments
 4. Assist with annual audit work papers
- C. Miscellaneous (other duties as assigned)
1. Generate information for budget preparation
 2. Assist in preparation and updating of Finance Procedures Manual
 3. Attend meetings and training sessions as needed or requested
 4. Regular telephone and/or in-person contact with staff and vendors
 5. Develop spreadsheet and/or database applications as necessary
 6. Assist in computer system conversion, as needed
 7. Utility billing—inquiries/billing
 8. Special Assessments – maintaining PDS system information, fielding phone calls from public, work with Anoka County
 9. Invoice renters monthly for utilities owed to the City
 10. Handle all invoicing to escrows including erosion control deposits

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of generally accepted accounting principles as defined by GASB
- Knowledge of governmental accounting procedures as defined by the GFOA
- Knowledge of spreadsheet and word processing software
- Ability to establish and maintain effective working relationships with others
- Ability to manage complex projects and meet deadlines
- Ability to communicate effectively, both orally and in writing

TRAINING AND EXPERIENCE:

Minimum Qualifications:

- BS degree in accounting, finance, business administration or a related field or five years of closely related experience
- Two years payroll experience
- Two years experience in public sector finance or accounting, or two years experience auditing the public sector
- Two years experience and/or training in the use of a computerized integrated financial accounting system
- Experience and/or training in the use of spreadsheet, word processing and database software

Desired Qualifications:

- Two years experience with JD Edwards payroll/financial accounting system
- Strong accounting skills, including familiarity with regulated fund accounting and ability to apply accounting theory and processes in daily practice
- Valid unrestricted class D state driver's license with a good driving record

Revised August 1991

Revised November 1993

Revised May 1994

Revised April 1995

Revised April 2005

Revised July 2009 –driving requirement

Revised October 2015 to Accountant II

JOB ACTIVITY REQUIREMENTS
Accountant II

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing		x		
2	Sitting	x			
3	Walking		x		
4	Lifting		x		
5	Pushing / Pulling				x
6	Carrying			x	
7	Climbing			x	
8	Kneeling		x		
9	Crawling				x
10	Crouching			x	
11	Bending at waist			x	
12	Reaching			x	
13	Handling Objects	x			
14	Repetitive Hand Motion	x			
15	Use of Arm Muscles over Extended Periods		x		
16	Use of Leg Muscles over Extended Periods			x	
17	Overhead Work				x
18	Stationary desk or bench work	x			

This job requires employees to be able to lift and carry up to 34 pounds without assistance.

Job working conditions		
	Yes	No
1	Working Outdoors	x
2	Working Indoors	x
3	Operating forklifts or dangerous equipment	x
4	Operating motor vehicles	x
5	Providing work direction to other employees	x
6	Working with chemicals	x
7	Working near fumes and vapors	x
8	Driving a City vehicle or personal vehicle	x
9	Driving is an essential function of this job	x
10	Subject to random DOT drug and alcohol testing	x

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Senior Accounting Clerk

DEPARTMENT: Finance

**POSITION TITLE OF
IMMEDIATE SUPERVISOR:** Assistant Finance Director

**SUBJECT TO RANDOM
D.O.T. DRUG AND ALCOHOL
TESTING:** No

FLSA STATUS: Non-Exempt

PRIMARY OBJECTIVE OF POSITION:

To perform finance, accounting and administrative activities.

RESPONSIBILITIES:

- A. Verify, code, and enter accounts payable invoices and support documentation
- B. Verify, code, and enter accounts receivable invoices
- C. Cash receipts review and permit software upload preparation
- D. Comdata-transfer account information,prepare statements and process payment
- E. Compile financial reporting information
- F. Perform general accounting, administrative activities and other duties as assigned
- G. Maintain records for A/P ,A/R and cash receipts according to retention schedule
- H. Promote good relations amongst staff and public

TASKS RELATED TO RESPONSIBILITIES:

- A. Verify, code, and enter accounts payable invoices and support documentation
 - 1. Code or verify coding, extensions and totals for vendor invoices
 - 2. Follow-up on missing or incomplete support documents
 - 3. Forward for review and approval
 - 4. Prepare accounts payable journals for timely inclusion with the Council Bills List and prepare case in agenda software
 - 5. Generate Bills List checks promptly after Council approval, mail, scan documentation for retainage, and file
 - 6. Reconcile vendor statements and resolve any discrepancies
 - 7. Reconcile pay estimates monthly
 - 8. Prepare correcting journal entries as required
 - 9. Set-up and maintain vendor master file

10. Generate immediate pay twice per week including coding, check printing, scanning, and filing documentation
 11. Prepare and process federal and state excise tax refund forms
 12. Maintain vendor W-9 forms
- B. Verify, code, and enter accounts receivable invoices bimonthly
1. Code or verify coding, extensions and totals for invoice requests
 2. Follow-up on missing or incomplete support documents
 3. Enter invoices in accounting system and generate within the determined timeline
 4. Confirm appropriate payment posting from cash receipts to system
 5. Send monthly statements for past due accounts and contact past due account customers monthly
 6. Submit collections request to Assistant Finance Director for delinquent accounts greater than 180 days
- C. Cash receipts review and permit software upload preparation
1. Reconcile cash receipts carbon tape against reporting from accounting software
 2. Confirm Accounts Receivable payment was applied to appropriate customer number
 3. Prepare cash receipts upload from permit software to accounting software
 4. Scan cash receipts and file
- D. Comdata Statements
1. Transfer account information from Comdata's website into Excel spreadsheets
 2. Prepare statements for all City employees that are card holders with purchases
 3. Process payment to the vendor. Scan and file with the Accounts Payable invoices
- E. Compile financial reporting information
1. Provide data to management for preparation of financial reporting as requested
- F. Perform general accounting, administration activities and other duties as assigned
1. Develop computer worksheet models as necessary
 2. Generate monthly postage report and prepare journal entry
 3. Reconciliation of general ledger accounts as directed
 4. Assist with utility billing customer service, new meter setup, and prepare check for cash payments received at counter for submittal to Opus21
 5. Assist with year-end audit
 6. Submit new meter requests to Opus21 and audit no water/no sewer properties to ensure basic city services have been setup through Opus21
 7. Maintain Property Rent Payment spread sheet with payments and new lease information
 8. Other duties as assigned

- G. Maintain records for A/P, A/R, and cash receipts according to retention schedule
1. File prior year records according to retention schedule
 2. Create file management system for subsequent year
- H. Promote good relations among staff and the public.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and the ability to apply the basic fundamentals of accounting
- Ability to perform mathematical calculations
- Ability to use spreadsheet and word processing software proficiently
- Ability to use an integrated accounting package
- Ability to keyboard rapidly and accurately
- Ability to establish and maintain effective working relationships with others
- Ability to communicate effectively in daily contact with Finance, City Staff and frequent contact with vendors
- Ability to work independently
- Ability to follow oral and written instructions

TRAINING AND EXPERIENCE:

- Minimum of one year experience in an accounting position with responsibilities that include general accounting, accounts payable/receivable, and administration support
- Knowledge of and the ability to apply the basic fundamentals of accounting
- Proficient in the use of spreadsheet and word processing software
- Good oral and written communication skills, mathematical aptitude and the ability to work independently

Revised May 1993

Revised November 1993

Revised October 1994

Revised March 2002

Revised December 2012

Revised January 2014

Revised October 2015 to Senior Accounting Clerk

JOB ACTIVITY REQUIREMENTS
Senior Accounting Clerk

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing		x		
2	Sitting	x			
3	Walking		x		
4	Lifting		x		
5	Pushing / Pulling				x
6	Carrying			x	
7	Climbing			x	
8	Kneeling		x		
9	Crawling				x
10	Crouching		x		
11	Bending at waist		x		
12	Reaching		x		
13	Handling Objects	x			
14	Repetitive Hand Motion	x			
15	Use of Arm Muscles over Extended Periods		x		
16	Use of Leg Muscles over Extended Periods			x	
17	Overhead Work				x
18	Stationary desk or bench work	x			

This job requires employees to be able to lift and carry up to 24 pounds without assistance.

Job working conditions		
	Yes	No
1	Working Outdoors	x
2	Working Indoors	x
3	Operating forklifts or dangerous equipment	x
4	Operating motor vehicles	x
5	Providing work direction to other employees	x
6	Working with chemicals	x
7	Working near fumes and vapors	x
8	Driving a City vehicle or personal vehicle	x
9	Driving is an essential function of this job	x
10	Subject to random DOT drug and alcohol testing	x

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Public Works Mechanic

DEPARTMENT: Public Works

POSITION TITLE OF IMMEDIATE SUPERVISOR: Public Works Superintendent

SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING: Yes

FLSA STATUS: Non-Exempt

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to perform semi-skilled, skilled, and administrative work in maintaining City vehicles and mechanical equipment. This is a full-time position.

RESPONSIBILITIES:

- A. Provides maintenance and repair of automobiles, trucks, heavy duty street equipment, construction machinery and other equipment
- B. Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools
- C. Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work
- D. Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies, and related systems
- E. Changes and repairs tires and tubes
- F. Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair, or replacement
- G. Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance
- H. Provides emergency field assistance to disabled equipment as needed or when appropriate
- I. Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures
- J. Maintains records, prepares reports, and other specialized maintenance records of equipment and mechanical equipment
- K. Ability to train other Public Works Maintenance Workers in basic maintenance functions
- L. Ability to become MNDOT Inspection Certified (Commercial Vehicles) within 6 months of hire

TRAINING AND EXPERIENCE:

Minimum:

- Three years professional experience in mechanical work, which will range from small engine repair to heavy equipment repair
- Two-year certificate of completion from a technical or vocational school with specialized training in mechanics, maintenance management or related field.
- One year experience in small engine repair
- Commercial Driver's License (Class A or B)
- Equivalent combination of education and experience

Desired:

- Commercial vehicle inspection certificate
- Professional experience and/or technical training in automobile/light duty truck repair
- Professional experience and/or technical training in welding, hydraulics, and electrical systems
- Basic computer usage skills including software such as Word, Outlook and Excel

RELATIONSHIPS

Internal:

- Daily contact with Public Works department personnel
- Daily contact with department head
- Occasional contact with other departments' personnel

External:

- Occasional contact with the public
- Frequent contact with vendors

SUPERVISION PROVIDED

General discussion with the Department Head to further define policies and procedures. Direction is given by the Public Works Superintendent although independent decisions will be required when dealing with job prioritization. Mechanic receives limited instructions from the Public Works Superintendent. The Public Works Mechanic is expected to accomplish tasks of moderate complexity with limited supervision.

Revised June 1991

Revised September 1993

Revised October 2004

Revised June 2014

JOB ACTIVITY REQUIREMENTS
Public Works Mechanic

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing	x			
2	Sitting			x	
3	Walking	x			
4	Lifting	x			
5	Pushing / Pulling	x			
6	Carrying	x			
7	Climbing		x		
8	Kneeling	x			
9	Crawling	x			
10	Crouching	x			
11	Bending at waist	x			
12	Reaching	x			
13	Handling Objects	x			
14	Repetitive Hand Motion		x		
15	Use of Arm Muscles over Extended Periods	x			
16	Use of Leg Muscles over Extended Periods	x			
17	Overhead Work	x			
18	Stationary desk or bench work		x		

This job requires employees to be able to lift and carry up to 74 pounds without assistance.

Job working conditions		
		Yes
		No
1	Working Outdoors	x
2	Working Indoors	x
3	Operating forklifts or dangerous equipment	x
4	Operating motor vehicles	x
5	Providing work direction to other employees	
6	Working with chemicals	x
7	Working near fumes and vapors	x
8	Driving a City vehicle or personal vehicle	x
9	Driving is an essential function of this job	x
10	Subject to random DOT drug and alcohol testing	x

**CITY OF RAMSEY
POSITION ANALYSIS**

POSITION TITLE: Permit Technician

DEPARTMENT: Community Development

POSITION TITLE OF IMMEDIATE SUPERVISOR: Building Official

SUBJECT TO RANDOM D.O.T. DRUG AND ALCOHOL TESTING: No

FLSA STATUS: Non-Exempt

PRIMARY OBJECTIVE OF POSITION:

Review and process permit applications for new and existing residential and commercial construction, issues permits for all phases of the construction project and researches and updates permit records and files. Also performs skilled clerical work, calculates and collects fees, prepares reports as necessary, and manages new and existing data entry.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides information to members of the public/permit applicants regarding building permit requirements, inspections, and general requirements of the permit process; obtains general and technical information from customers regarding permitting needs; assists the public in completing building permit applications and directs the public to various City departments for information necessary to apply for permits
- Responds to telephone and email inquiries regarding permits, permit processes, building codes other related ordinances and local laws
- Reviews applications for permits relating to building construction, additions or repairs for compliance with prevailing laws, rules, regulations and ordinances. Accepts construction plans for appropriate department personnel to check
- Processes and issues approved building, electrical, plumbing, mechanical, sewer/water and septic permits in accordance with prevailing laws, rules, regulations and ordinances based on factual information where no interpretation of the law is required. Calculates fees based on established fee schedules, and monitors approval of plans by other regulatory agencies
- Assists building inspectors by performing code and records research and compiling data
- Searches files for information or copies of records upon request or to aid in the determination of license or permit eligibility
- Issues Certificates of Occupancy
- Balances daily permit receipts and prepares appropriate daily reports for submittal to accounting department

- Manages the input of all data into the permit software system
- Reviews, approves and issues less complicated non-structural plan checks over the counter (e.g., fences, decks, pools)
- Administers a field inspection scheduling system. Accepts, reviews and approves city contractor's license; verifies general liability and workers' compensation insurance. Verifies state issued contractor's license, and valid business license information has been filed with the City. Prepares annual contractor's license reminder mailing
- Helps maintain a variety of building and planning-related information
- Updates customer handouts and website as needed
- Responsible for scanning and maintaining commercial and residential file information in Laserfiche
- Maintains septic compliance database including all data entry, records management, annual mailing, compliance mailing and point of sale information
- Facilitates cities rental license program, including renewal mailing, fee collection, annual inspection scheduling, and rental license issuance
- Reconciles building permit escrow accounts
- Prepares reports as requested regarding the issuance of permits
- Perform a wide range of tasks at the verbal or written direction of the Building Official, Assistant Community Development Director or Community Development Director

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to perform multi-task operations with frequent interruption
- Possess the ability to positively interact with other staff members, the general public, contractors, governmental entities, and other clientele
- Perform a variety of duties requiring use of independent judgment and technical knowledge
- Good time management, organizational, telephone, and attention to detail skills
- Knowledge of methods, materials, terminology and practices involved in general building construction
- Knowledge of laws governing zoning and general building construction
- Knowledge of city government and other city departments
- Ability to read and interpret plans and specifications
- Ability to establish and maintain effective working relationships with the public, building owners, contractors, and craftsmen in inspection and regulatory matters
- Ability to communicate clearly orally and in writing
- Ability to use and understand computers
- Knowledge of governmental ordinances, laws and regulations regarding housing and building codes
- Knowledge of modern office practices and procedures
- Knowledge of departmental policies, rules, regulations, functions, procedures and organization
- Ability to deal tactfully and effectively with the general public
- Ability to compute fees on a percentage basis and to interpret difficult fee schedules

MINIMUM QUALIFICATIONS:

- High school diploma or GED supplemented by one year of course work in construction technology
- Three years experience as a Permit Technician or related experience

DESIRABLE QUALIFICATIONS

- Certification by the International Code Council or other accredited institution as a Permit Technician
- Knowledge of local geography
- Experience working for a municipality
- Knowledge of Independent Sewage Treatment Systems

Created: August 2003

Updated: October 2015

**JOB ACTIVITY REQUIREMENTS
Permit Technician**

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing			x	
2	Sitting	x			
3	Walking			x	
4	Lifting			x	
5	Pushing / Pulling			x	
6	Carrying			x	
7	Climbing				x
8	Kneeling				x
9	Crawling				x
10	Crouching			X	
11	Bending at waist			x	
12	Reaching		x		
13	Handling Objects	x			
14	Repetitive Hand Motion	x			
15	Use of Arm Muscles over Extended Periods			x	
16	Use of Leg Muscles over Extended Periods			x	
17	Overhead Work				x
18	Stationary desk or bench work	x			

This job requires employees to be able to lift and carry up to 10 pounds without assistance.

Job working conditions			
	Yes	No	
1	Working Outdoors	x	
2	Working Indoors	x	
3	Operating forklifts or dangerous equipment		x
4	Operating motor vehicles		x
5	Providing work direction to other employees		x
6	Working with chemicals		x
7	Working near fumes and vapors		x
8	Driving a City vehicle or personal vehicle		x
9	Driving is an essential function of this job		x
10	Subject to random DOT drug and alcohol testing		x

2016-2020 Staffing Plan/ Strategic Plan Alignment

2016	Code Enforcement & License Coordinator	Public Works Streets Maintenance Worker	Drug Task Force Officer	
1) <i>Improve budget preparation to identify operational efficiencies and cost-savings</i>				
2) <i>Increase economic growth and development</i>	X			
3) <i>Leverage outside funding sources</i>			X	
4) <i>Improve the safety and mobility of major road corridors</i>		X		
5) <i>Create a diverse and robust offering of recreational opportunities</i>				
6) <i>Improve and maintain the safety of the community</i>	X	X	X	
7) <i>Create a strong positive image for residential neighborhoods and business districts</i>	X	X	X	
8) <i>Enhance Community Engagement</i>	X		X	
9) <i>Enhance the level of customer service</i>	X	X	X	
10) <i>Define and promote Ramsey Brand</i>				
11) <i>Improve the image of key corridors (Highway 10, CR5, and Highway 47)</i>	X	X		
12) <i>Ensure long-term sustainability of Public Water System</i>				
13) <i>Improve City communications with the community</i>	X			
14) <i>Improve and sustain high employee morale</i>	X	X	X	
15) <i>Continue to implement process improvement initiatives</i>	X	X	X	
16) <i>Plan for public facilities to meet City's growth</i>				

Meeting Date: 10/13/2015

Information

Title:

Confirm Council Direction for the Ramsey Resident in 2016

Purpose/Background:

As part of the preliminary 2016 budget for the City of Ramsey, an increase of about \$16,000 was made to the Ramsey Resident line item. Said increase in budget would allow the City to return back to six full-size color issues of the Ramsey Resident (see table below). Staff brought forward this potential change as a result of feedback from the City's bi-annual resident survey. Please see attached survey results, page 10. In summary, the Ramsey Resident is the highest rated source of information for our citizens.

	2012	2013-2015	2016
full size color issues	6	4	6
short black/ white issues	0	2	0
Total issues	6	6	6

PURPOSE:

Confirm Council direction to move forward with six full size, color, issues for the 2016 Ramsey Resident.

Why? Planning/ coordination/ ad sales/ writing articles for the 2016 January/February Ramsey Resident will take place BEFORE final adoption of the 2016 budget/ levy for the City. If the Council does not move forward with six full-sized, color issues as part of the 2016 budget/ levy--the January/February Ramsey Resident will remain black/ white (which will drastically change coordination for staff). As a result of the conflicting timelines, Staff would request Council direction on this item now.

The Council can defer this decision until final budget approval in December and implement the full-sized version later in the year. That is, the January-February version would go out as a short black & white issue.

Timeframe:

10 minutes or less

Funding Source:

2016 General Fund

Responsible Party(ies):

Patrick Brama, Nichole Wenberg, Kathy Schmitz

Outcome:

Confirm Council Direction on Ramsey Resident in 2016

Attachments

No file(s) attached.

Form Review

Inbox

Diana Lund

Kathy Schmitz

Patrick Brama

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 10/08/2015

Reviewed By

Diana Lund

Kathy Schmitz

Patrick Brama

Kurt Ulrich

Date

10/05/2015 03:06 PM

10/05/2015 03:48 PM

10/08/2015 11:36 AM

10/08/2015 01:27 PM

Started On: 09/29/2015 10:14 AM

Meeting Date: 10/13/2015

Information

Title:

Discuss Potential Tenant for Leasing Space on the Second Floor of the Ramsey Municipal Center

Purpose/Background:

Purpose

Discuss Potential tenant for leasing space on the second floor of the Ramsey Municipal Center. Specifically, Staff is asking:

- (1) is the Council comfortable with the proposed user?
- (2) is the Council comfortable with the "preliminary term sheet?"
- (3) is the Council comfortable with the "preliminary floor plan?"

If the Council is generally comfortable with the items outlined above, Staff and Premier Commercial Realty will negotiate a lease agreement with the prospect. That agreement will be brought back to the City Council for further/ final review.

Background

In August 2014, the Council directed Staff to market roughly 3,000 square feet vacant office space located on the second floor of the Ramsey Municipal Center for lease. As part of that effort, the City hired a third party broker--Premier Commercial Realty (Marty Fisher). Attached to this case is the marketing brochure.

In August of 2014, the Council also set an "asking price" and basic terms conditions for a potential lease (in closed session). From a preliminary perspective, the potential lease agreement outlined in this case (below) appears to meet said general terms.

In September of 2015, Premier Commercial Realty approached Staff with a potential lessor--Edward Jones. Please see attached for specifics.

If the City leases this space, the second floor of City Hall still has capacity for at least twelve additional work stations. This is more than the amount of additional administrative employees that are anticipated at full development, even if the City adds additional operations such as a parks and recreation department, or a utility billing staff (currently contracted with a private firm). Police, Fire, and Public Works have separate office areas to provide for growth in these departments.

There will be no significant impact to current operations if this space is leased.

Timeframe:

5-20 minutes

Funding Source:

NA

Responsible Party(ies):

Patrick Brama

Outcome:

- (1) is the Council comfortable with the proposed user?
- (2) is the Council comfortable with the "preliminary term sheet?"
- (3) is the Council comfortable with the "preliminary floor plan?"

If the Council is generally comfortable with the items outlined above, Staff and Premier Commercial Realty will negotiate a lease agreement with the prospect. That agreement will be brought back to the City Council for final review

Attachments

Premier Commercial Flyer

Preliminary Floor Plan

Preliminary Term Sheet

Form Review

Inbox

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 10/08/2015

Reviewed By

Kurt Ulrich

Date

10/08/2015 01:16 PM

Started On: 09/29/2015 10:19 AM

Office Space For Lease

7550 Sunwood Dr NW Ramsey, MN



PROPERTY FEATURES

- Ramsey Municipal Center, built in 2006
- 3,029 total square feet available, 2nd floor with high quality finishes, elevator
- Access to lunch room, kitchen & additional conference rooms
- Home to City of Ramsey offices
- Home to Anoka County License Center
- Adjacent to 800 stall parking ramp
- Skyway from ramp to Northstar Rail Station
- Shopping & medical nearby
- Easy access to Highway 10 NW

LEASE RATE: \$18.50/sq ft gross (\$4,669.71/month)

For More Information Contact: MARTY FISHER
PREMIER COMMERCIAL PROPERTIES, LLC
6897 139th Lane NW Ramsey, MN 55303
763.862.2005

www.premiercommercialproperties.com

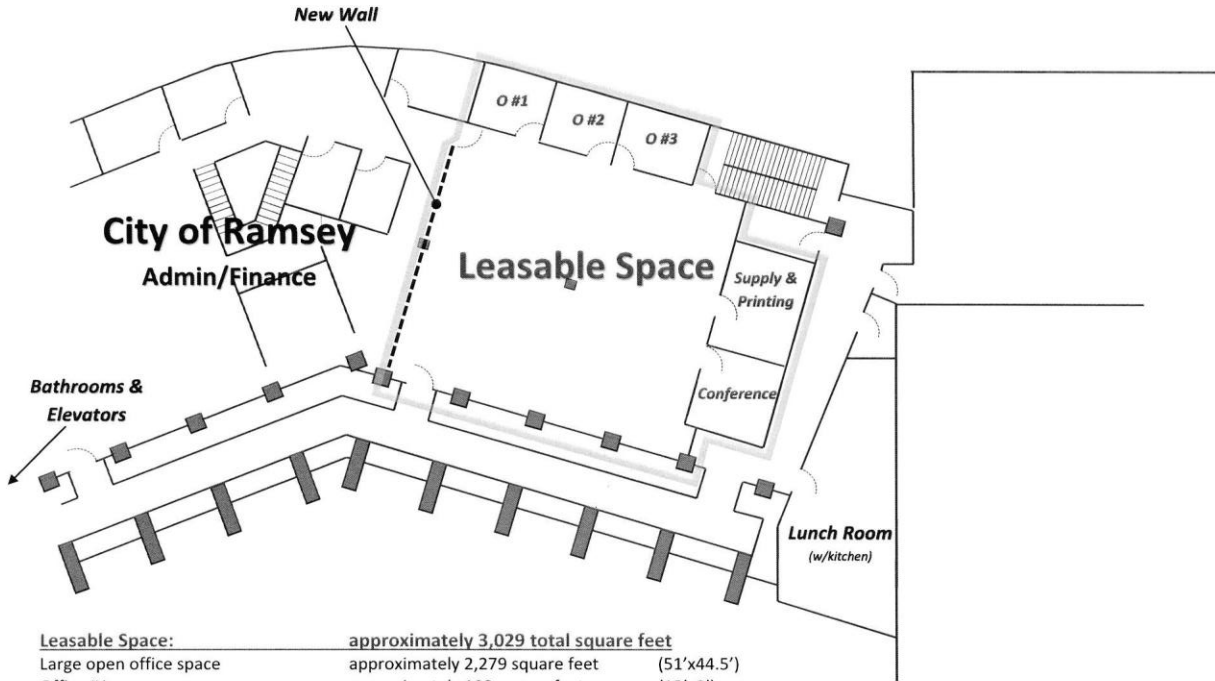


Office Space For Lease

7550 Sunwood Dr Ramsey, MN

LEASE PROPOSAL

Floor Plan



Leasable Space:	approximately 3,029 total square feet	
Large open office space	approximately 2,279 square feet	(51'x44.5')
Office #1	approximately 108 square feet	(12'x9')
Office #2	approximately 108 square feet	(12'x9')
Office #3	approximately 130.5 square feet	(14.5'x9')
Print/Supply Room	approximately 234 square feet	(18'x13')
Conference Room	approximately 169 square feet	(13'x13')



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Office Space For Lease

7550 Sunwood Dr Ramsey, MN

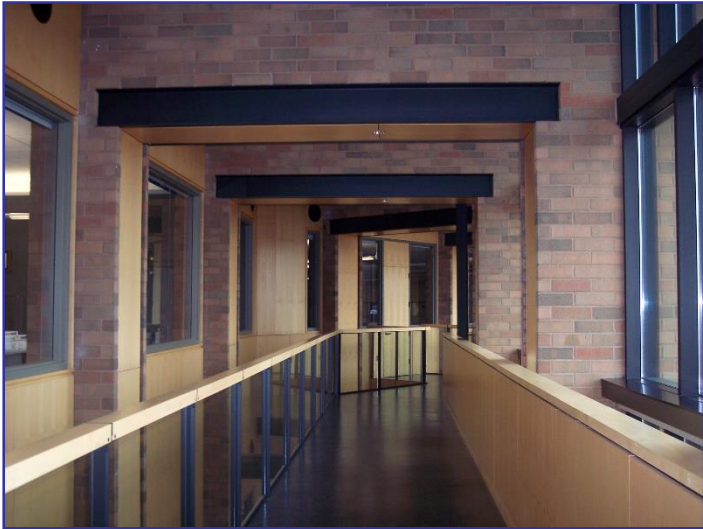


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Office Space For Lease

7550 Sunwood Dr Ramsey, MN



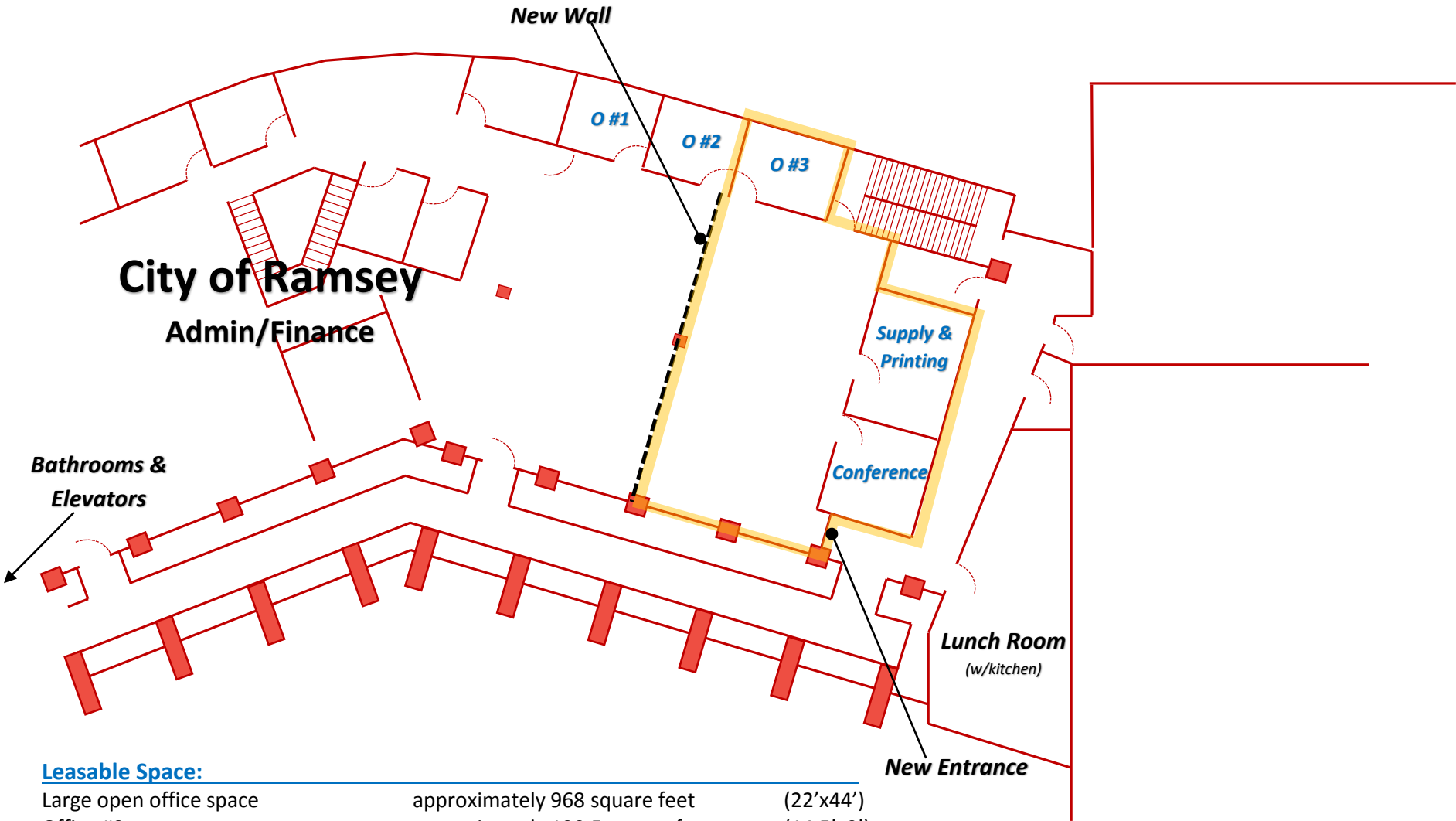
Parking ramp & skyway to
Northstar Rail Line



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763.862.2005

www.premiercommercialproperties.com





Leasable Space:

Large open office space	approximately 968 square feet	(22'x44')
Office #3	approximately 130.5 square feet	(14.5'x9')
Print/Supply Room	approximately 234 square feet	(18'x13')
Conference Room	approximately 169 square feet	(13'x13')
TOTAL ESTIMATE	approximately 1,520 square feet	

Preliminary
TERM SHEET

User:

- Edward Jones: <https://www.edwardjones.com/index.html>.
- This would be considered a professional services/ office type user.
- Edward Jones would start with 2-3 employees (LT anticipated max of 4-8).
- Customers (appointments) would range from 2-10 per day to begin (LT anticipated max of 10-20 per day).

Preliminary Specs:

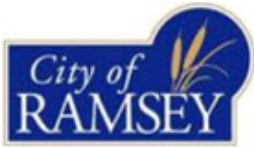
- 1,200-1,600 square feet.
- Would take up about 1/2 of the available 3,000 square foot space.
- Tenant is flexible on which side of the space to use.
- 5-10 year lease (Edward Jones is willing to go up to 10)
- \$18.50 psf (\$27,750 annually for 1,500 sf) –price to be further negotiated
- \$18.50 psf is “gross” rent—which includes CAM (about \$4 psf) and Taxes (about \$3 psf)
- Would like at least one window office (may be interested in two).
- Would include use of common areas (i.e. lunch room, lobby, bathrooms, etc.).
- Edwards Jones interested in a “permit” to use meeting rooms (details need to be negotiated).
- Maintenance would be completed by City staff (paid for via “CAM” chargers below)—same arrangement as Anoka County.

Tenant Improvements:

- The proposed lease will require that the larger available space to be “sub-divided” via a new wall, the creation of a new entrance, and various other tenant improvements.
- \$30,000-\$60,000 of tenant improvements estimated initially, tenant would ask for a portion of this cost to be discounted in the rent (specific structure to be negotiated).
- The topic of “tenant improvements” was generally discussed in closed session with the Council in August of 2014—it was identified by Premier Commercial Realty that it is common for the landlord to participate in the cost of tenant improvements (often times a discount in year one of rent).
- Re the Council discussion above—at the time of the original discussion, the Council indicated they were comfortable with sharing the cost of tenant improvements (based on market standards).

Staff Review:

- This proposed user/ lease was reviewed by Staff (Building Official, Fire Marshal, and various other Staff). From a preliminary perspective, Staff is comfortable with the proposed use and the proposed user—and believe it will be in compliance with any applicable laws/ regulations.
- This opportunity benefits the City by (A) generating dollars to help offset debt service payments for the Ramsey Municipal Center, (B) generating dollars to offset the cost of maintenance to common areas in the Ramsey Municipal Center, (C) getting “use” out of a major public investments (parking ramp, municipal center, other nearby infrastructure, etc.), and (D) ancillary economic benefits (i.e. driving traffic to The COR).



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

CC Work Session

3.1.

Meeting Date: 10/13/2015

By: Jo Thieling, Administrative Services

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Dates will be assigned in the future.

Recommendation:

N/A

Action:

For Council review - no formal action necessary.

Attachments

Future Topics

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 10/08/2015

Reviewed By

Kurt Ulrich

Date

10/08/2015 10:26 AM

Started On: 10/06/2015 04:25 PM

City Council Future Topics – Work Session
(Draft)

Date	Topic for Discussion – Council Action
October	Towing Contract Discussion (<i>Katers</i>)
October	Discuss Alcohol in City Parks (<i>Katers/Thieling/Langel</i>)
November 24	City Administrator Performance Evaluation (<i>Closed</i>) – <i>Colleen</i>
Future	Review Hunting Ordinance (<i>Katers</i>)
Date	Topic for Discussion – Regulatory
Future	Review Formal Communications Plan (<i>Brama</i>)
Future	Commercial Signage Standards and Community Sign Plan(<i>Gladhill</i>)
Future	Discuss Potential Update to Property Maintenance Code (Maintenance of Buildings and Structures) (<i>Gladhill</i>)
Future	Rental Licensing (<i>Gladhill</i>)
Future	Review Comprehensive Plan for Long-Term Water Supply (<i>Westby</i>)
Date	Topic for Discussion – Policy
Future	Public Facilities Naming Policy (<i>Riverblood</i>)
Future	Trail Maintenance Policy (<i>Westby</i>)
Future	Stormwater Pond Maintenance Policy (<i>Westby</i>)
Future	Grading Permit Policy (<i>Westby</i>)
Future	Discuss Amending City Fund Ordinance (<i>Lund</i>)
Future	Policy for City Advertising – sign – website . . . (<i>Ulrich</i>)
Future	Social Media/Facebook Policy (<i>Ulrich/Wenberg</i>)
October 27	Review Funding for Homeless and Family Service Programs (to include fund policy) (<i>Ulrich/Lund</i>)
October/November	Review Program for Citizen Recognition and Identify Opportunities for Community Volunteer Work (<i>Ulrich</i>)
Date	Topic for Discussion – Planning and Budget
October 27	Review Proposed 2016 Schedule of Rates, Fees, and Charges (<i>Lund</i>)
Date	Topic for Discussion – Information
Future	Review Safety Procedures for Council Chambers (<i>Katers/Kapler</i>)
Future	New Squad Camera Review/Demo (<i>Katers</i>)