2016

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 circumstances 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 positon 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:

Total VEUs in Fleet	*285.33*
VEUs per mechanic	*120*
Total Staffing Recommended	*2.37*

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 positon 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 onducts 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.*