

CC Work Session

2. 2.

Meeting Date: 05/08/2018

Information**Title:**

Discussion Regarding the Economic Development Manager/Assistant City Administrator Position and Staffing / Department Restructures

Purpose/Background:

The City's Economic Development Manager/Assistant City Administrator submitted a letter of resignation indicating his last day of employment will be May 25, 2018. The purpose of this case is to consider options for the continued performance of the duties of this position once it is vacated; as well as options for transitioning the role of City Clerk and other position modifications.

Economic Development Manager/Assistant City Administrator (EDM/ACA)

The EDM/ACA will be vacant after May 25, 2018. The position is responsible for the economic development initiatives of the City and assisting the City Administrator. The position currently supervises the IT function and staff and Communications function and staff. The position also works with staff, City Council, appointed external partners, and is responsible for helping with planning and implementation of the commercial and business development for the city. It may be interesting to note the chart below showing the staffing history related to this position.

<u>Economic Development Role</u>	<u>Start Date</u>	<u>End Date</u>
Economic Development Coordinator	5/8/2000	3/3/2010
Economic Development/Marketing Manager	11/8/2010	3/23/2012
Economic Development Manager	11/18/2013	9/19/2014
Economic Development Manager/Assist. City Adm.	9/15/2014	5/25/2018

CityClerk

The City Clerk is currently participating in PERA's phased retirement and is expected to separate from employment on or near December 31, 2019. The City Clerk is responsible for elections, data practices and records; as well as working with staff, City Council and serves as the staff liaison to the Charter Commission, along with many other duties. Note, licensing duties have been transferred to the Community Development Department.

Staffing / Restructure Proposal:

Staff recommends the following proposal and seeks feedback from the City Council:

Economic Development Manager – Actions/Restructure

- Immediate recruitment of an Economic Development Manager.
- The position would continue to supervise the part-time Economic Development Administrative Assistant.
- The position would report to the Community Development Director and no longer oversee IT and Communications.

- This position would focus on economic development and no longer perform Assistant City Administrator duties

Community Development Director – Actions/Restructure

- The Economic Development Manager position would report to the Community Development Director rather than the City Administrator.
- The Community Development Director would be assigned Acting City Administrator duties rather than the Economic Development Manager.

Finance Director – Actions/Restructure

- The Finance Director would begin supervision of the IT function and staff.

Human Resources Manager – Actions/Restructure

- Create an Administrative Services Director position, to be filled by the current Human Resources Manager (this position to be eliminated).
- Assign supervision of the communications function and staff to the Human Resources Manager.
- Transition the City Clerk role to the Human Resources Manager over the next year during current transition of part-time City Clerk.

Other:

- Adding a part-time Administrative Assistant working up to 29 hours per week to assist with administrative duties.
- Consider increasing this position to a 40Hr/week position upon the current City Clerk's retirement, anticipated on or near December 31, 2019.

Timeframe:

Work-session: Up to 45 minutes.

Actions: Implement as of June 1, 2018 and fill proposed positions as soon as practicable, with priority on filling the Economic Development position.

Funding Source:

The cost of the proposal is being developed with the intention of staying within the current budget; detailed information will be provided at the meeting. Additionally, compensation adjustments will be recommended to recognize market rates and additional responsibilities.

Responsible Party(ies):

City Administrator Ulrich.

Outcome:

City Council direction to proceed with restructuring based on discussion, as proposed or modified.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	05/03/2018 04:39 PM
Kurt Ulrich	Kurt Ulrich	05/03/2018 04:39 PM
Form Started By: Colleen Lasher		Started On: 05/02/2018 10:53 PM
Final Approval Date: 05/03/2018		

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, May 8, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Acting Mayor John LeTourneau
 Councilmember Jill Johns
 Councilmember Mark Kuzma
 Councilmember Chris Riley
 Councilmember Melody Shryock

Also Present: City Administrator Kurtis Ulrich
 Police Chief Jeff Katers
 Public Works Superintendent Grant Riemer
 Human Resources Manager Colleen Lasher
 Community Development Director Timothy Gladhill
 City Engineer Bruce Westby
 Asst. City Administrator/Economic Development Manager Patrick Brama

1. CALL TO ORDER

Acting Mayor LeTourneau called the City Council Work Session to order at 5:38 p.m.

2. TOPICS FOR DISCUSSION

2.01: Economic Development Authority Interviews

Human Resources Manager Lasher reviewed the staff report.

The Council asked the same questions of two potential applicants.

Councilmember Kuzma stated that although he believes that both applicants would be good additions, he would prefer the first applicant as he felt that she had a slight edge.

Councilmember Johns agreed.

Councilmember Riley agreed, noting that the second candidate is also qualified, and he would want to keep that information on file.

Councilmember Shryock agreed that the first applicant has more experience with Ramsey but would also agree to keep the second applicant on file in the case another opening arises.

The consensus of the Council was to appoint the first candidate and hold the second applicant on file in the case another position opens.

2.02: Discussion Regarding the Economic Development Manager/Assistant City Administrator Position and Staffing/Department Restructures

City Administrator Ulrich reviewed the staff report.

Councilmember Kuzma asked how the Community Development Director's role would change.

City Administrator Ulrich stated that the Community Development Director would become the Acting City Administrator in the absence of the City Administrator.

Councilmember Kuzma stated that he is concerned that the Community Development Director is already very busy, and this would add additional duties to that position. He was concerned that he would become overburdened.

City Administrator Ulrich stated that the administrative assistant for the Economic Development Manager would transition to the Community Development Department as well.

Community Development Director Gladhill noted that there is already a lot of collaboration between economic development and community development and therefore that would make sense to add the positions to community development.

Councilmember Kuzma stated that he would like Community Development Director Gladhill to alert the Council if he does become overburdened.

Councilmember Riley asked for clarity on the economic development positions that would transfer.

City Administrator Ulrich stated that the Economic Development Manager and the Administrative Assistant for that position would both report to community development.

Councilmember Johns asked for additional information on the Human Resources Manager and the duties that would be added to that position.

City Administrator Ulrich stated that the Human Resources Manager would absorb the City Clerk role when the current City Clerk retires.

Councilmember Johns asked if there would benefit in adding one full-time position over the two part-time positions proposed in the plan.

City Administrator Ulrich stated that although that would be an option, staff prefers the two part-time positions because there is more flexibility in the number of hours those employees can work and there are no benefits. He stated that sometimes employees prefer to work part-time over full-time as well.

Community Development Director Gladhill stated that there would be one part-time administrative assistant in the administration department and another part-time economic development administrative assistant and he would not recommend combining those positions.

Councilmember Johns asked if a new human resources person would be hired when the City Clerk retires.

City Administrator Ulrich stated that the Human Resources Manager would continue to hold the human resources position and would add the City Clerk title. He noted that there is sufficient training occurring prior to the retirement of the existing City Clerk and the Human Resources Manager would continue to have her support staff.

Councilmember Johns stated that this plan seems to make sense.

Acting Mayor LeTourneau agreed that this plan would both challenge the employees and continue to offer opportunities for growth. He asked for input on the leadership team under this plan.

City Administrator Ulrich reviewed the members of the leadership team under this plan.

Acting Mayor LeTourneau asked if the Economic Development Manager would become a member of the leadership team.

City Administrator Ulrich stated that is being debated at this time.

Acting Mayor LeTourneau referenced the proposed transfer of the IT staff to the finance department. He stated that in his experience that is sometimes not a good fit. He stated that perhaps that should remain linked to communications. He asked staff to rethink that combination.

Councilmember Johns noted that would be a lot of people reporting to community development. She stated that in the past the IT staff was under finance.

City Administrator Ulrich stated that the IT staff is very autonomous and pretty much function on their own, therefore it would not make much difference if that staff is under finance or administration. He believes that it would continue to be a good fit under finance.

Councilmember Kuzma stated that he has no problem with the combination as IT pretty much works on its own already. He did believe that there would be a benefit for IT to have a relationship with the Finance Director for some elements and planning. He stated that if there is an issue, the City Administrator would be available.

Councilmember Johns echoed the comments of Councilmember Kuzma, in that it would make sense to have the interconnection of IT and finance. She stated that there are not the same conflicts in the municipal world as there could be in the business world.

Asst. City Administrator/Economic Development Manager Brama stated that the IT department acts very independently and treats each department equally. He stated that currently the IT department is housed in administration, but IT acts very independently. He noted that currently finance, IT and administration are housed together. He stated that finance has overseen IT in the past and there were not any issues. He did not foresee any potential issues with the combination.

Councilmember Shryock stated that if communications and IT report to different people, that would provide two checks for potential issues.

City Administrator Ulrich noted that the Strategic Plan drives the work that staff is doing and therefore there is control over the work that each department completes.

Acting Mayor LeTourneau stated that the proposal would title the Assistant City Administrator role as Acting City Administrator. He asked how long the title would remain in that role before transitioning to Assistant City Administrator or whether there would be different steps involved.

City Administrator Ulrich stated that the next step after Acting City Administrator would most likely be Deputy City Administrator. He noted that would not become part of the Community Development Director's title but would be listed in the job responsibilities to act as City Administrator in the absence of the City Administrator.

It was the consensus of the Council to move forward with the proposal included in the staff report.

2.03: Presentation Regarding Possible Energy Savings for Municipal Buildings

City Administrator Ulrich reviewed the staff report.

Laura Malwitz, Siemens, stated that the intent of the preliminary assessment is to understand the City's strategic objectives and direction, verify the City's opportunities for improving the built environment, and initiate a Guaranteed-Based Solution that meets the City's vision and goals. She reviewed some of the key challenges which were considered when developing a comprehensive approach to reaching the City's goals. She stated that they attempted to determine if this could be done in a manner which would address the City's key challenges in an immediate and long-term economic benefit through a process and partnership. She reviewed the process timeline. She stated that currently they are in the preliminary analysis stage and the next step, project development, would have no upfront cost.

Councilmember Kuzma asked what would happen after the project development stage if the Council determines that next phase would be too expensive. He asked if the City would be responsible for any additional cost.

Ms. Malwitz stated that they should be able to coauthor a project that would meet the goals of the City and therefore that would not be an issue. She stated that if the City decided not to move forward, the City would be responsible for part of the engineering costs with an estimate of

approximately \$27,000. She stated that the solution would focus on the municipal center, municipal ramp, and fire station #1 and reviewed some of the recommendations identified in the preliminary analysis which could provide a cost savings to the City. She stated that the intent is to minimize the maintenance and operational duties to extend the lifespan of the equipment and make the buildings more efficient. She stated that the next phase would be to coauthor the scope of work with the City and reviewed some of the cost estimates and potential savings and rebates. She stated that the contract would include a guaranteed maximum cost for the City that would not change, which means that the City would not pay for any potential change orders.

Councilmember Kuzma asked if Siemens funds the upfront cost.

Ms. Malwitz replied that Siemens can do that, but some municipalities choose to use capital improvement funds to pay for the project and then pay that back with the cost savings that it receives each year. She reviewed three potential scenarios: Siemens Conservative, Siemens Modest, and self-implement over time. She explained that they are not replacing all of the equipment, but fine tuning the equipment and providing an "oil change" to reach peak efficiencies.

Councilmember Kuzma stated that he would like more time to discuss this.

Councilmember Shryock agreed that it would be helpful to have more time to digest this information.

Councilmember Riley stated that a large rebate number was mentioned, noting that \$300,000 is very different than \$30,000.

Ms. Malwitz stated that the process would find the best financial situation that works for the City. She stated that the project could pay for itself in less than 15 years, depending on the different elements. She stated that this would be a low risk project, financially, that would accomplish many of the City's goals.

City Administrator Ulrich stated that this can be brought back to a future agenda with additional financial details for the Council.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Councilmember Riley asked if the Council could discuss the Home Occupation Ordinance at a future meeting.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:59 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.