

City of Ramsey
Agenda
City Council Special Work Session
Tuesday, March 1, 2022
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings. To maximize social distancing due to the COVID-19 Pandemic, those that can join remotely are encouraged to do so. Those joining remotely and requesting to speak are asked to use a webcam when speaking.

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Discuss Redistricting City Wards and Precincts
 2. Discuss the Recruitment Timeline and Advertising for the City Administrator Vacancy
- 3. Adjournment**

CC Special Work Session

Meeting Date: 03/01/2022

Title:

Discuss Redistricting City Wards and Precincts

Purpose/Background:

The purpose of this discussion is to consider ward and precinct boundaries to ensure compliance with ward population equality and other legal requirements. This may involve reestablishing existing wards or drawing new ward boundaries. The City must reestablish ward and precinct boundaries based on population shifts throughout the City. The City must complete boundary establishment work in time for the March 29 deadline. New ward and precinct boundaries will be in effect for the state primary election in August.

It is important to note that per M.S. 205.84 subd. 1 “wards shall be as equal in population as practicable.” If not, the redistricting may be contested.

Civil Engineer Len Linton will have proposed maps ready and attached to this case Friday.

Timeframe:

To be determined.

Funding Source:

Not applicable.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director and Len Linton, Civil Engineer IV.

Outcome:

For the City Council to establish or reestablish ward and precinct boundaries in order for an ordinance to be introduced on March 8th and adopted on March 22nd; in time for the March 29th deadline.

Attachments

Precinct Map

V1 Map with Census

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 02/24/2022

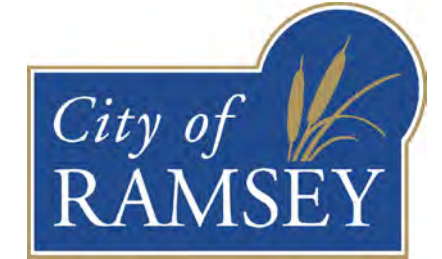
Reviewed By

Kurt Ulrich

Date

02/24/2022 04:36 PM

Started On: 02/24/2022 04:07 PM



PRECINCT BOUNDARIES & POLLING LOCATIONS Redistricting Plan

February 28, 2022

Legend

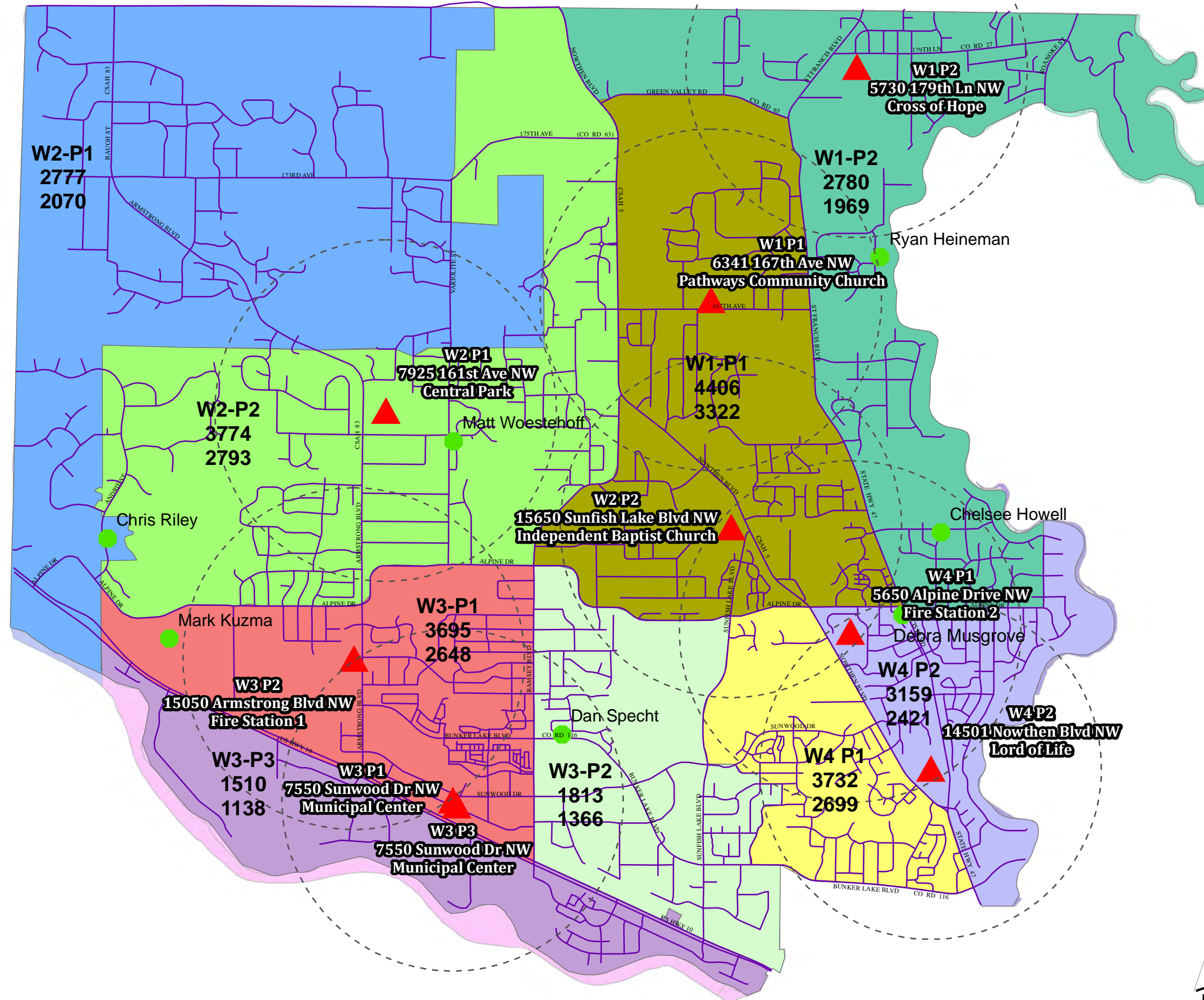
- Polls 1 Mile Buffer
- Council
- Polling Locations

W1-P1
4406 Total Population
3322 Population 18+

Population
Ward 1 = 7,186 (+4%)
Ward 2 = 6,551 (-6%)
Ward 3 = 7,018 (+1%)
Ward 4 = 6,891 (-1%)

This map has been compiled using information gathered from various governmental offices and other sources and is to be used for reference purposes only. It is neither a legally recorded map nor a survey and is not intended for use as one. The Geographic Information System (GIS) data used to develop this map is not warranted by the City as being error-free. The City does not represent that the GIS data can be used for exact measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found, please contact (763) 427-1410.

The City of Ramsey disclaims any responsibility or liability for the accuracy of the information at any point of initial contact with a GIS to which the public has general access. The preceding disclaimer is provided pursuant to Minnesota Statute 466.03, Subd. 21 (2000), and the user of this map acknowledges that the City of Ramsey is immune from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access of the data.



W2-P1
2777
2070

W1-P2
2780
1969

W1-P1
6341 167th Ave NW
Pathways Community Church

W2-P1
7925 161st Ave NW
Central Park

W1-P1
4406
3322

W2-P2
3774
2793

W2-P2
15650 Sunfish Lake Blvd NW
Independent Baptist Church

W4-P1
5650 Alpine Drive NW
Fire Station 2

W3-P1
3695
2648

W4-P2
3159
2421

W3-P2
15050 Armstrong Blvd NW
Fire Station 1

W4-P2
14501 Nowthen Blvd NW
Lord of Life

W3-P3
1510
1138

W3-P1
7550 Sunwood Dr NW
Municipal Center

W3-P2
1813
1366

W4-P1
3732
2699

W3-P3
7550 Sunwood Dr NW
Municipal Center



PRECINCT BOUNDARIES & POLLING LOCATIONS Redistricting Plan

March 3, 2022

Legend

Polling Locations

PRECINCT

W1-P1

W1-P2

W2-P1

W2-P2

W3-P1

W3-P2

W3-P3

W4-P1

W4-P2

RA_Census_Blocks_22_V1

Council

Population

Ward 1 = 7,186 (+4.0%)

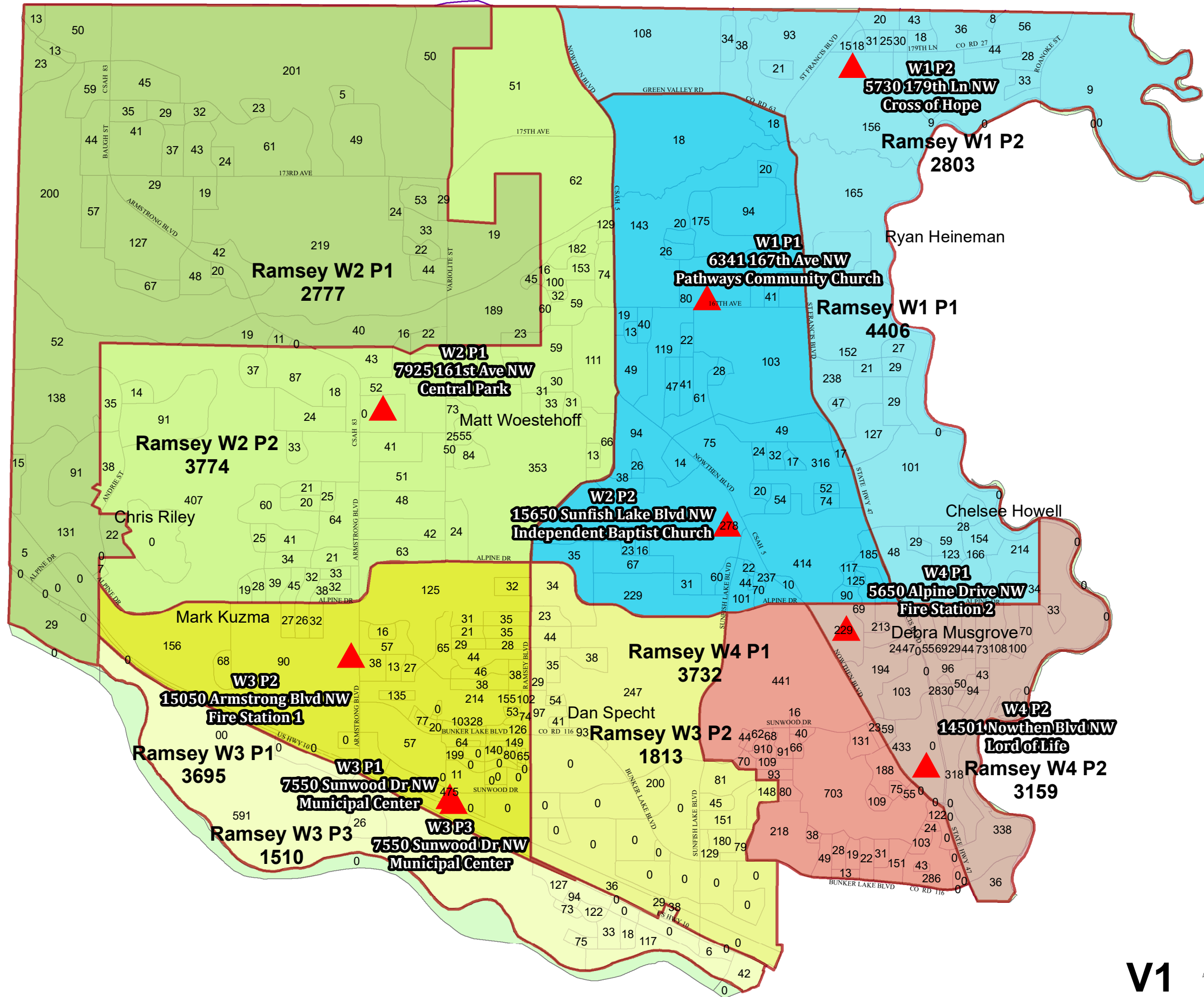
Ward 2 = 6,551 (-5.2%)

Ward 3 = 7,018 (+1.5%)

Ward 4 = 6,891 (-0.3%)

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V1



CC Special Work Session

Meeting Date: 03/01/2022

Title:

Discuss the Recruitment Timeline and Advertising for the City Administrator Vacancy

Purpose/Background:

The purpose of this discussion is to consider a detailed recruitment process and timeline for the City Administrator position. In addition, the City Council may wish to look at ways to consider a shortened recruitment schedule in order to reduce the amount of time the city functions without a city administrator.

In addition, staff will provide a detailed list of places of advertising/publication, to match the timeline of the recruitment, as determined by the City Council. Specific details will be attached to this case Friday. By way of general information, the City typically advertises, (as appropriate) with the following sources:

- NeoGov for posting and NeoGov (Government Jobs) Notifications
- Highway 10 Community Sign
- Internal email notification to staff, Reserve Officers and Firefighters
- “We Are Hiring” signs placed in the lobby and customer service counters
- City Website: Headline, Notify Me, and Spotlight:
- Facebook
- Anoka Union/Anoka Shopper
- Star and Tribune
- QCTV Cable TV
- League of Minnesota Cities Careers Page and Memberlink distribution
- Minnesota Works.Net
- Indeed
- ICMA
- APA
- EDAM
- Other sources as determined by the City Council

The proposed Recruitment Timeline as well as the City Administrator Community Profile is attached for discussion.

Timeframe:

To be determined:

Funding Source:

Not applicable

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

Based on discussion.

Attachments

CA Recruitment Timeline

CA Community Profile

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 02/24/2022

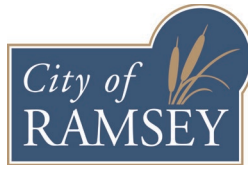
Reviewed By

Kurt Ulrich

Date

02/24/2022 04:36 PM

Started On: 02/24/2022 08:48 AM

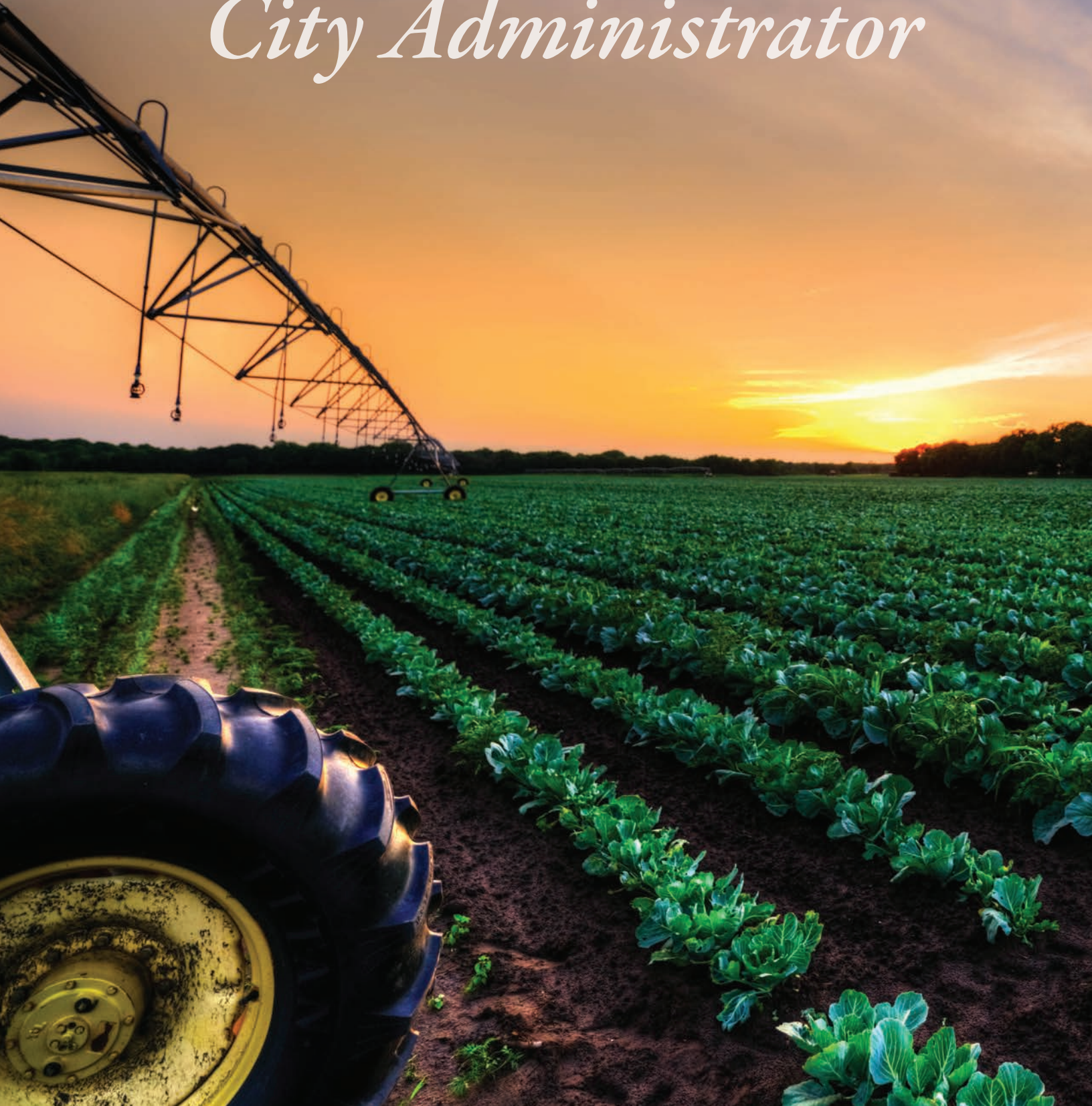


**City Administrator
Recruitment Timeline
2022**

Action	Date(s)
Final revisions to Community Profile, if necessary	March 1, 2022
Application posted	February 28 (goal) but not later than March 1
Advertisements posted	February 28 to March 2
First interview panel members selected	March 8
Application period ends	March 20 at 11:59 pm
Council confirms staff's semi-finalist selection for first interviews	By noon on March 23
First interviews	March 29
Panel members select finalists for second interviews	March 29
Background/Reference Checks	March 30 through April 4
Second interviews / Special Work Session	April 5
Work style assessment	By April 15
City Council makes selection / Special Work Session	April 19
Offer to Advance/Contingent Offer	April 20
Drug test conducted	By April 25
Agreement negotiated	April 26 through May 5
Council authorizes hire	May 10
Selected candidate begins	On or near June 13, 2022

RAMSEY

City Administrator



Community Profile

Ramsey is a suburban city located in the northwestern part of Anoka County, with a population of approximately 27,550. Two rivers dominate its borders, the Rum River and the Mississippi River.

The first settlement in Ramsey began because of trading along the banks of the Mississippi. Many settlers came here on a steamboat called The Governor Ramsey, named after our first territorial governor, from which the City reportedly acquired the name.

Many people have chosen to live in Ramsey because of its rural character, wetlands, wildlife, parks, recreation and the housing choices. Ramsey is a mixture of farms, large-lot single family, urban single-family and multi-family homes with a range of prices that appeals to a wide variety of people.

Two school districts now serve Ramsey - Elk River #728, and Anoka-Hennepin #11. Students from both districts regularly exceed the state average on the Minnesota Basic Standards in math, reading and writing, and score well above the national average on college entrance exams.

The City is expected to grow by approximately 10,000 people over the next 20 years. Economic Development continues to be a priority for the City. With nearly 7,000 employees working in Ramsey everyday, new industrial and retail growth may add an additional 5,000 employees over the next 20 years. We are proud of our commitment to attract economically and environmentally sound commercial development.

Ramsey is committed to manage future growth to provide a high quality of life, enhanced employment opportunities and a stable tax base. Looking ahead, the City is working toward retail and commercial growth that includes restaurants, shopping, entertainment and additional employment opportunities.



Our Values

Ethics and Integrity
Fiscal Responsibility
Cooperation and Teamwork
Open and Honest Communications
Excellence and Quality in the Delivery of Service
Treating People with Respect and Fairness
Adaptability and Continuous Learning

Our Vision

Ramsey will be a secure, citizen-driven, collaborative community that respects the balance and connectivity between its unique suburban, rural and natural environments.

Our Mission

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

Our Objectives

Financial Stability
A Balance of Rural Character and Suburban Growth
An Active and Connected Community
Smart, Citizen-Focused Government
An Effective Organization





Job Description

City Administrator

Salary Range: 138,111 - 172,639

Reports To: The City Council

The City Administrator is the chief administrative officer of the City and is responsible for all aspects of the City's organizational health and effectiveness. This position is responsible for the daily administration and coordination of all City affairs in accordance with the City Charter, City Code, ordinances, resolutions and directives from City Council.

Principal Accountabilities

Values-based Leadership:

The City Administrator is expected to model behavior and maintain a culture that is consistent with the City's organizational core values of: ethics and integrity, fiscal responsibility, cooperation and teamwork, open and honest communications, excellence and quality in the delivery of services, treating people with respect and fairness, and adaptability and continuous learning. These values are the foundation of all actions and decisions.

Mayor and Council Support:

The City Administrator will respond promptly and effectively to Council requests and directives; as well as provide timely, useful and accurate information for policy decisions. This requires drafting ordinances, resolutions and policies for City Council consideration utilizing the City Attorney and other staff members as needed.

Mission-focused Strategic Direction:

The City Administrator, effectively working with staff, City Council, appointed Commissioners and external partners, is responsible for planning the direction of the organization. This position is the gatekeeper of the City's mission and values.

Voice of the Organization:

The City Administrator is the professional face and voice of the organization and is responsible for ensuring alignment and consistency of the organization's goals and strategies. This position is responsible for ensuring alignment and consistency of all staff and City Council communications and for staff training and management necessary to fulfill this objective.

Principal Accountabilities

High-Impact Results:

The City Administrator must manage the organization's resources and people to achieve the highest possible impact on the organization's mission. The City Administrator must be an improvisational leader and adapt as necessary to provide effective City management.

Fiscal Health and Accountability:

The City Administrator is responsible for ensuring and helping to maintain the fiscal health and transparency of the City's organization.

Organizational and Professional Development:

The City Administrator is responsible for developing and maintaining an organization capable of fulfilling the strategic plan. This requires an on-going assessment of future challenges and opportunities, organizational design, depth and succession planning. The City Administrator is responsible for helping staff grow to their potential and achieve their highest possible impact toward the organization's mission. The City Administrator will develop and maintain internal performance systems that maintain accountability and encourage high-level performance.

Supervision: Direction Received and/or Given

The City Administrator reports to the City Council and exercises general supervision over all City employees through department heads as well as selected non-management staff.

Tools and Equipment Used

Typical standard office equipment is used including multi-line phone, copier, fax, PC, printers, etc.

Essential Environmental Factors

Valid State of Minnesota driver's license with a good driving record or the ability to obtain a Minnesota driver's license within 90 days. Traveling throughout the City and regional area is required.

This job description does not necessarily list all functions or accountabilities of the job. The City Administrator may be asked by the City Council to perform additional duties and tasks. The City Council reserves the right to revise and update job descriptions at any time.

Professional Development

It is expected that the City Administrator participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to City programs, services and operations.



Essential Functions

The examples listed does not include all duties performed by this position.

Leadership – Lead by example; foster a motivated and cohesive senior management team; encourage openness to change; demonstrate decisive and effective decision-making.

- Demonstrates collaborative, team-oriented management style.
- Encourages and facilitates strong two-way communication.

Organizational Management – Ensure the effective and efficient delivery of quality City services; promote progressive practices; recruit, motivate and retain quality employees.

- Oversees and coordinates the operation of all departments to ensure that citizens receive high quality service.
- Acts as the final authority on all personnel actions subject to approval by the City Council including, but not limited to, hiring, severe disciplinary action and dismissal.
- Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all departments.

Mayor & Council Support – Responds promptly and effectively to Council requests and directives; provides timely, useful and accurate information for policy decisions.

- Advises the City Council on matters of public policy

- Plans, organizes and administers City operations to ensure a coordinated and efficient effort to meet goals and objectives as established by the City Council.
- Drafts City ordinances, resolutions, and policies for City Council consideration utilizing the City Attorney and other staff members as needed.
- Interprets and enforces laws, ordinances, policies, and rules; implements City Council directives.
- Attends and participates in all City Council meetings and other official meetings as needed.

Fiscal Management – Ensure the City's long-term capacity to deliver quality services at a reasonable price; administer the approved budget according to City Council policy and sound fiscal practices.

- Coordinates and directs department heads in the development, presentation and administration of the annual operating budget.

Customer Service – Ensure that citizen requests and concerns are effectively and efficiently responded to and resolved; cultivate positive relationships with our residents and businesses.

Community Relations – Promote a positive image of the City within the community; represent City interests and foster cooperative associations with residents, business owners, other agencies and the media.

Other - Performs other duties and assumes other responsibilities as apparent or assigned.





Knowledge, Skills and Abilities

- Knowledge of laws, rules, and regulations applicable to City government.
- Knowledge of budgeting, accounting and government financing, particularly capital improvement financing mechanisms.
- Knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.
- Knowledge and experience in progressive land use, growth management and economic development/redevelopment.
- Knowledge of cooperative community and labor relations techniques.
- Ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials and the public including making formal presentations.
- Ability to supervise staff and delegate work.

Job Qualifications

- Master's degree in public administration, business, finance (or related field) and seven to ten years of executive leadership experience, or a combination of education and broad work experience acceptable to the City Council.
- Proven leadership to motivate and drive an organization to excellence including bringing the staff and customers together.
- Proven experience as either a City Administrator/ City Manager, CEO, senior private sector business executive, preferably in a high growth company or a community of similar size or larger than Ramsey.
- Fostering relationships with employees to create a positive customer service experience while also managing the operations, directing staff and facilitating overall excellence.

City of RAMSEY

