



STAFF REPORT

DATE: August 15, 2017

CONSENT

AGENDA ITEM: Accept Resignation of Planning Director, Promote City Planner and Authorize Advertising for City Planner

SUBMITTED BY: Kristina Handt, City Administrator

REVIEWED BY: Julie Johnson, City Clerk

BACKGROUND:

Stephen Wensman submitted his resignation earlier this month and his last day will be August 19th.

Per the City of Lake Elmo Personnel Policy and Employee Handbook, the City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method.

ISSUE BEFORE COUNCIL:

Does Council accept the resignation, approve the promotion and authorize posting to fill the City Planner position?

PROPOSAL:

The Council is respectfully requested to accept the resignation from Stephen Wensman.

I am recommending the Council promote City Planner Emily Becker to the Planning Director position effective August 21st with a biweekly salary of \$2,934.40

Staff is proposing advertising for the City Planner position immediately with a hiring range of \$26.46-29.11/hour. The pay range was taken from the Job Classification and Compensation Study presented earlier this year.

Additionally, as part of the Job Class and Comp Study work was done to update job descriptions. Updated job descriptions for both positions are included in your packet.

FISCAL IMPACT:

The estimated annual cost (wages, benefits and payroll taxes) for the Planning Director would be approximately \$94,000. This is less than the projected annual cost of \$105,595 that was in the revised 2017 budget.

The estimated annual cost for the City Planner position will be relatively the same as budgeted depending on the hourly wage and health care benefit. An updated impact will be provided at the time of hire of a new planner.

OPTIONS:

- 1) Accept Resignation, Approve Promotion of Emily Becker to Planning Director, Approve New Job Descriptions and Authorize Posting City Planner Position
- 2) Accept Resignation and Authorize Posting Planning Director Position

RECOMMENDATION:

If removed from the consent agenda:

“Motion to accept Stephen Wensman’s resignation, promote Emily Becker to Planning Director, approve new job descriptions and authorize posting City Planner position.”

ATTACHMENTS:

- Planning Director Job Description
- City Planner Job Description

City of Lake Elmo

Job Title: Planning Director

Department: Planning

Status: Full-time regular position

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to City Administrator

Supervisory Duties: This position exercises supervision over all Planning Department staff.

Position Details/Essential Functions: This position is to strengthen the health and vitality of the City through managing planning, development review, redevelopment, building plan review, inspection, code enforcement, and housing. This position manages the direct operations of the Planning Department, meeting statutory requirements, while administering the City's Comprehensive Plan. Main functions include managing development review, enforcing city ordinances and policies, keep accurate details and records, provide clear communication and provide technical support to the City Council or Planning Commission through reports and presentations. This positions servers under the general supervision of the City Administrator and is responsible, but not limited to the following duties:

Department Operations:

- Monitor revenues and expenditures in assigned areas to assure sound fiscal control; prepare annual budget requests, assure effective and efficient use of budgeted funds, personnel, materials, facilities and time
- Determine work procedures, prepare work schedules, and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations
- Attends City staff meetings, City Council meetings and advisory boards.

Community Planning:

- Provide leadership and direction in the development of short and long-range plans related to growth management, land use, housing, transportation, park, trails, open space systems, public facilities or other issues to meet the City's needs and requirements of the intergovernmental agreements and or State legislation
- Formulate and administer the Comprehensive Plan
- Coordinate the comprehensive plan activities with the Metropolitan Council plan, state and county planning activities
- Develop and maintain Lake Elmo's economic development and redevelopment programs
- Supervise the evaluation of land use proposals for conformity to established plans and ordinances
- Identify strategic opportunities for the use of tax increment financing and other resources to attract and shape development within the City
- Prepares codes and ordinances, recommends amendments, fee structures, etc.
- Gather, interpret, and prepare data for studies, reports and recommendations;

- coordinates department activities with other departments and agencies as needed.
- Assist with designs for parks, streetscapes, landscapes and other municipal projects.

Intergovernmental Coordination:

- Monitor inter-governmental and legislative decisions affecting department operations and follow through with appropriate action
- Render technical advice to City officials and employees regarding community development, design standards, land use, and related aspects of physical, social and environmental planning

Development Review:

- Supervise the development review process for submittal of rezoning, subdivision, special use permit and site plan applications, through analysis of project proposals, preparation of staff reports and recommendations
- Interpret City codes and exercise judgement in applying requirements to cases which do not fit norms
- Deal with developers, design professionals, contractors, business people, citizens and property owners
- Handle controversial issues
- Insure the maintenance of accurate record keeping of departmental activities relating to licenses, permits, development projects and special studies
- Interpret and apply development regulations; identify gaps in the ordinance provisions and recommends ways to address these gaps; prepares ordinance revisions for consideration by City Council
- Work with the City Engineer to ensure that development projects are completed according to approved plans.

Code Enforcement:

- Supervise the enforcement of zoning, housing, and nuisance codes including the receiving of complaints, field investigations, preparation and notification letters and court orders, and possible testimony in court hearings to achieve code compliance
- Develop methods for dealing with chronic code enforcement issues and problem properties

Supervisory Responsibilities:

- Establishes and maintains policies and procedures for the Department
- Carries out supervisory duties in accordance with the City's policies and applicable laws
- Responsible for training, planning, assigning and directing work
- Responsible for evaluating performance, rewarding employees, disciplining employees
- Responsible for responding to grievances, addressing complaints and addressing problems of employees

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities:

- Extensive knowledge of community development programs and process, and the typical operations of a planning department
- Ability to supervise a complex set of department functions which involve several technical disciplines, and to manage a complicated work program so that demands are matched to resources
- Ability to think in a creative and strategic manner, to develop alternatives and specific program proposals designed to achieve effective results consistent with community goals
- Thorough knowledge of how to formulate, implement, and apply comprehensive plans and special studies related to community development issues
- Thorough knowledge of how to develop, interpret, and apply development regulations, and to conduct code enforcement activities
- Ability to handle stressful situations and effectively deal with difficult or angry people
- Familiarity with the Community Development Block Grant program and other federal and state housing programs
- Familiarity of GIS system and how to utilize them in the operation of a planning department
- Ability to analyze situations and information, formulate alternatives, and use sound judgement in drawing conclusions and making decisions

Education: four-year degree in Planning, Urban Studies, Geography, Landscape Architect, or related field

Requirements: Minimum of five years' experience in public sector position and at least four years of supervisory experience. This position should also include in:

- Fully capable in word processing, spreadsheet, Geographic Information System (GIS) and other computer software
- Knowledge of principles of city planning and urban design
- Knowledge of techniques of problem solving, research procedures, and public relations
- Valid MN State Driver's License

Desired Qualifications:

- Master's Degree in Urban Planning, Landscape Architect, Geography or closely related field

Physical and Mental Requirements: Work is performed in both office and field settings. Some of the employee's time is spent in field inspection associated with code enforcement and development cases. Sufficient mobility is necessary to navigate natural terrain and construction sites. Visual acuity sufficient to evaluate field conditions, plans and drawings is necessary. Specific vision abilities required by this job include close vision, distance, vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

***The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: While performing duties of this job, the employee is required to sit, stand, walk, talk and hear, use hands to finger, handle, feel and operate objects, tools or controls. The employee must occasionally lift and/or move 40 pounds.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies

*** The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

City of Lake Elmo

Job Title: City Planner

Department: Planning

Status: Full-time regular position

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to Planning Director

Supervisory Duties: This position does not formally supervise, but provides work direction to the Planning Program Assistant.

Position Details/Essential Functions: Under limited supervision, this position is to complete professional planning and administrative work directing and coordinating the development of the City. This position serves as the City's principal planner and advises the Department in land use issues affecting redevelopment and economic development. This position is to be a resource to residents, developers, Planning Commission, City Council, Economic Development-Authority and co-workers on land use and redevelopment matters. This position is responsible for coordinating housing redevelopment programs and serving as a resource for commercial redevelopment activities. This position performs under the general supervision of the Planning Director and is responsible, but not limited to the following duties:

Planning Projects:

- Responsible to manage all aspects of planning projects, including community engagement, consultant oversight, and approvals
- Answer questions and provide general planning-related information to the public, interprets overall plans, City projects, and ordinances
- Analyzes and reviews variance requests and special-use/conditional use permits and make recommendations to the Planning Commission and City Council
- Coordinates the intake and review of planning and zoning applications and monitors applications for compliance with state-mandated review schedules
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Comprehensive Plan:

- Review public projects and private developments proposals for conformance with the Comprehensive Plan

Stakeholder Management:

- Effectively identify and organize resident groups, coordinate input, arrange and facilitate public meetings, prepare and present information and identify community needs by collecting, verifying and compiling data from a variety of sources
- Develop quality Planning Commission, Parks Commission and City Council actions and/or study items and present strategy plans, agreements, new initiatives, contracts and community recommendations
- Establish and maintain effective working relationships with all levels of customers and planning staff
- Make presentations to committees, City Council, public or other agencies on all areas of planning, housing/redevelopment, code enforcement and parks and

- recreation
- Attend Planning Commission, Parks Commission, City Council meeting and other meetings as needed, which may include night and weekend meetings

Project Management:

- Provide customer service on-site, front counter, e-mail inquiries and phone calls
- Act as project manager to manage project process, communication, expectations, risk and issue resolution
- Foster and demonstrate effective relationship building in a collaborative environment including working across departments, with regional and state agencies to form partnerships

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities:

- Demonstrates ability to prioritize tasks, solve problems and meet deadlines
- Interface with other City, County and State Government and other jurisdictions when required
- Participate in the formation, evaluation and analysis of departmental long range and strategic plans
- Prepare written reports and materials for presentations
- Assist in interpreting planning and zoning activities to commissions, boards, developer and the public
- Communicate clearly and concisely, both orally and in writing
- Prepare clear and concise reports

Education: four-year degree in Planning, Urban Studies, Geography, Landscape Architect, or related field

Requirements: Minimum of three years' experience in public sector position and experience in:

- Fully capable in word processing, spreadsheet, Geographic Information System (GIS) and other computer software
- Knowledge of principles of city planning and urban design
- Knowledge of techniques of problem solving, research procedures, and public relations
- Valid MN State Driver's License

Desired Qualifications:

- Formal training on project management or certify

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