



**CITY OF INVER GROVE HEIGHTS
EMERGENCY OPERATIONS CENTER (LOWER LEVEL)**

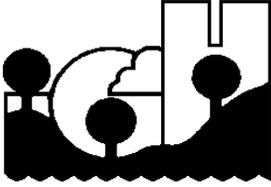
**CITY COUNCIL WORKSESSION
TUESDAY, SEPTEMBER 3, 2019 at 6:00 p.m.**

A G E N D A

A. CALL TO ORDER – MAYOR TOURVILLE

1. Organizational Structure Review (Administration)
2. 2020 Budget (Finance)
3. 2020 Census (Community Development)
4. Railroad Quiet Zone (Community Development)

B. ADJOURN



CITY OF INVER GROVE HEIGHTS

MEMORANDUM

TO: Mayor & City Council

FROM: Joe Lynch, City Administrator

SUBJECT: Organizational Structure

DATE: September 3, 2019

Encl: Org. Chart, Job Descriptions

Background:

In March and August of this year Council heard presentations from me about possible reorganization of our structure due to vacancies and trying to realign and right size our organization.

I had previously proposed a structure that created a Director of Administration, a department head level position that would oversee the IT, Human Resources, Finance and Communications areas. I also proposed creating a Finance Manager position, at the same level as the above-mentioned managers, that would be responsible for daily supervision and management of the Finance Department.

Feedback and comment received from Council was to provide job descriptions, demonstrate the cost considerations due to these changes, show the pay scales and provide information on the benefit to the community.

I would like to go in a slightly different direction. I am recommending that we keep the structure as it is currently, replace the current compliment of positions that are all in the 2019 budget and get into the 2020 calendar year with full staffing and then see if we need further analysis of our structure or positions.

I have included the job descriptions for the following positions: Finance Director, Human Resources Coordinator, City Clerk, Assistant to the City Administrator and Deputy Clerk. These are either replacements for current positions or slight changes to current positions.

The Finance Director position is in the 2019 budget. The former Director was at the top of the salary scale. We currently have the Senior Accountant serving as the Interim Finance Director. They have been in this position for the last five

months and things have gone well. Department Heads are very happy and satisfied with the knowledge, cooperation and assistance of this staff person. Currently the Finance Director position calls for this person to be a C.P.A. The current Interim Director does not have this designation. There is another public sector finance designation and that is Certified Professional Finance Officer (C.P.F.O.). I think we should modify the job description to state that it is not required but is a preference that this position have this C.P.A. There is no statutory requirement for the Finance position to be a C.P.A. Our Interim Director is willing to take a prep course and take the C.P.F.O. exam. This is a five-part exam which is primarily directed at public sector finance professionals. I would like to recommend appointment of the current Interim Finance Director to this position. I would also like to allow them to prepare for and take the CPFEO exam to possibly gain this certificate. The normal probationary period would be 1 year, but because of the time already in this position, I recommend we reduce it to 6 months. We would save money due to the difference of pay for this position between where it was at the top of the scale and where it would start.

I recommend that the Council authorize me to begin advertisement for the replacement of the City Clerk position. The job description has been modified to more accurately reflect the education required and duties to be performed going forward. Due to the changes, the scale of the position is changed. This went from being a position that was at the 20-point level to one at the 18-point level. There will be a savings for this position due to this change. I believe we may have internal as well as external candidates for this position and thus should advertise publicly and see what we get for a candidate pool.

I recommend that we change the job title of the former Administrative Services Coordinator position to Human Resources Coordinator. The reason for the change is due to the need for assistance with our full-time, part-time, seasonal and temporary employees and their training, education, administration of benefits, onboarding and paperwork. This was previously a full-time position and in discussion with the HR Manager we believe this can be a .6FTE (24 hours/week) position. We do have internal staff that would be interested and apply for this position. They are qualified and would meet our requirements for the education, skills and abilities. If we do this as an internal hire, we can post for a short period of time and fill this position sooner. This will also result in a savings from the former full-time position.

I would like to replace the current Management Analyst position, a non-benefitted one, with one entitled Assistant to the City Administrator. This position would be a full time, benefitted one that would report to the City Administrator. This position would assist with everything from project-based work to continued work on items such as the formation of the financial management tool, research on current best management practices, ongoing efforts with our cultural assessment follow up, process analysis and development and much more. This position would be paid at a higher level than the current Management Analyst position

and can be funded through the savings gained from the shift of the full time Administrative Services position to the Human Resources position. We do have a staff person that is qualified for this position and fits the duties, skills and abilities. I would like to recommend filling this position internally.

Lastly, I would like to create a position titled Deputy Clerk. This position would assist the City Clerk with elections, records management, licensing, filling data practices requests and serving in the absence of the City Clerk, should that happen. This would be a .5 FTE position and funded with the cost savings gained from the changes in salary to the City Clerk and Finance Director positions. Since this is a new position and a part time one, we would publicly advertise and see what we get for an applicant pool.

We have been without a Finance Director since February, a City Clerk since April and a Human Resources Coordinator since May. I have included a breakdown of the positions comparing current to expected salary costs and overall change expected for the current (2019) budget.

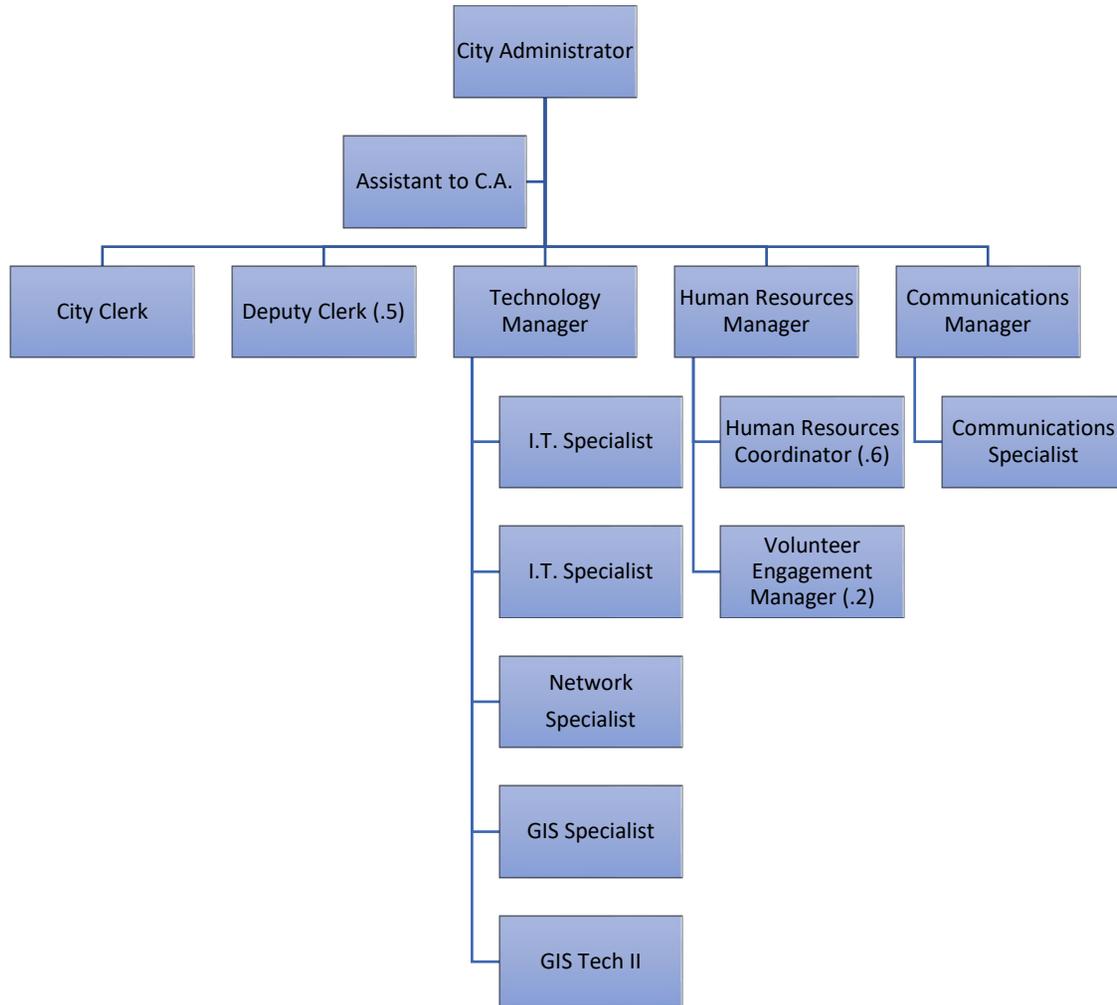
I would recommend that the Council authorize me to negotiate the hire of the Finance Director, Human Resources Coordinator and Assistant to the City Administrator immediately and bring those back to Council for approval as soon as possible. I also recommend that Council authorize me to advertise for the positions of City Clerk and Deputy City Clerk, with the job descriptions provided, to begin the hiring process for each.

JL

Attachments: Position Salary Sheet
Organization Chart
Position Descriptions

	2019 Current 4FTE	Proposed 4.1FTE
Finance Director	\$140,000	\$110,000
Adm. Svcs. Coordinator/	\$78,000	
HR Coordinator		(.6FTE) \$43,500
City Clerk	\$96,000	\$78,000
Mgmt. Analyst./	\$60,000	\$83,000
Asst. to City Adm.		
Deputy Clerk		<u>(.5FTE) \$35,000</u>
Total	\$374,00	\$349,500 (\$ 24,500)

ADMINISTRATION DEPARTMENT





CITY OF INVER GROVE HEIGHTS

JOB DESCRIPTION

Job Title: Finance Director

Revision Date:

Last Classification Review:

Exempt Status: Exempt

Department: Finance

Reports To: City Administrator

Job Summary:

Under the direction of the City Administrator, the Finance Director is responsible for the operations, functions, and personnel of the department engaged in the financial activities of the City. The Director of Finance oversees the preparation, presentation and submission of the City budget, audit, capital improvement plan, debt issuance and compliance, and financial reporting requirements.

Supervisory Responsibilities:

Direct Supervision: Sr. Accountant, Accountant, Sr. Accounting Technician, Accounting Technician, Customer Service Specialist

Indirect Supervision:

Essential Duties and Responsibilities:

Coordinates all aspects of the budgetary process to include such representative activities as:

- Prepares personnel costs, replacement schedules for central equipment and technology.
- Determines and prepares depreciation costs.
- Prepares budgets for Finance, Central Stores, risk management, utility, debt service funds, and allocations for internal service funds.
- Coordinates the preparation of the Capital Improvement Plan(s).
- Collaborates with the City Administrator and department heads in reviewing, examining, and compiling the overall budget.
- Presents and submits the overall budget to the City Council.
- Submits various reports to Dakota County, Office of State Auditor, Department of Revenue and publication of budget.

Oversees the audit process, preparation and presentation of the annual financial report. Oversees staff preparation of audit work papers. Reviews audit findings and recommendations. Oversees the submission of the annual financial report to the Office of the State Auditor and other required entities.

Supervises the processing of debt payments and assumes responsibility for new debt issuance, debt compliance and reporting.

Supervises the processing of accounts payable, accounts receivable, including utility billing, payroll, banking, investments, insurance and cashiering.

Supervises and monitors the activities of the department staff to include:

- Determines work activities, work priorities, monitors and reviews work assignments, provides guidance, selection, training and evaluation of staff performance.
- Determines department operational policies, procedures, and internal controls.
- Conducts monthly staff meetings to discuss departmental issues and priorities.

Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of a Bachelor's Degree in Accounting, Finance, Business Administration or closely related area and at least 5 years of progressively responsible public accounting experience that include three years supervisory experience. Requires a valid driver's in the State of MN. Requires designation of a Certified Public Accountant (CPA).

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Theories, practices, and procedures of generally acceptable accounting practices and principles and governmental accounting.
- Theories, practices, and procedures of budgeting, financial forecasting and analysis, reporting and planning functions.
- Knowledge of accounting systems, programs, and applications and use in maintaining financial records, statements, and reports.
- Fundamental principles and practices of supervision and management.
- Knowledge of relevant state and federal laws, rules and local ordinances or codes and guidelines pertaining to financial accounting, tax issues and compliance issues of public jurisdictions.
- Understanding and knowledge of bargaining agreements as it applies to payroll, benefits, accounting or finance operational issues.
- Understanding of City administration policies and procedures.
- Accounting software applications and business productivity software (i.e. word processing, spreadsheets, presentational, email, or scheduling software) programs.

Essential Skills Necessary To Perform The Work:

- Oral and written communications.
- Establishing and maintaining effective working relationships with employees, supervisors, department heads, city officials, vendors, outside agencies, auditors, and the public.
- Using, maintaining, enhancing and implementing financial software applications, databases, and spreadsheets.
- Supervising, delegating, monitoring, and training staff in assigned responsibilities and duties.
- Advising, consulting, and providing recommendations to City administrators, managers, and Council members concerning fiscal implications of resolutions, programs or services.
- Setting goals and evaluating the performance and attainment of goals for all direct reports.
- Prioritizing and organizing a variety of responsibilities.
- Interpreting and analyzing fiscal and financial reports and data.
- Planning, developing and recommending new accounting systems and controls.
- Preparing financial reports required by City, county, state or federal agencies.
- Communicating, recommending, implementing and enforcing departmental and City policies and practices.
- Planning, presenting, and administering a budget reports and capital outlay reports.
- Administering the operations of all accounting functions including payroll, fixed assets, accounts receivable, payables and budgeting processes.

Work Environment:

Nature of assigned duties and responsibilities involve minimal hazards and risks associated with the performance of the work. Duties are performed in typical office environmental conditions.

Physical Job Requirements:

Employee is required to occasionally stand and walk; continuously talk, listen and hear; frequent sitting, reaching with hands and arms, and uses hands/fingers dexterously. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



CITY OF INVER GROVE HEIGHTS

JOB DESCRIPTION

Job Title: Human Resources Coordinator

Revision Date:

Last Classification Review:

Exempt Status: Non-Exempt (Non-union)

Department: Administration

Reports To: Human Resources Manager

Job Summary:

Under the direction of the Human Resources Manager, the Human Resources Coordinator provides support and assistance to the Human Resources Manager and department heads. Duties include providing support and assistance to the Human Resources Manager in benefit processing, assisting in open enrollment and wellness activities; updating status changes, posting and coordinating hire, rehire, promotional, termination and retirement paperwork.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

Serves in the capacity of a human resources professional within the Human Resources Department. Performs such representative tasks as:

- Coordinates job postings, and processes employment paperwork including, State new-hire reporting, physicals, criminal history and background checks, interview scheduling and interview materials, offer letters, and applicant notifications (e.g. rejection letters or emails).
- Works as a first line of contact with departments to streamline hiring processes, provides up-to-date forms, information, and related training to hiring managers and supervisors.
- Prepares new-hire packets and conducts orientations as assigned.
- Processes benefits paperwork, employment status changes, annual and step wage changes, terminations and the preparation of Council Action Forms. Processes workers' compensation claims, FMLA, OSHA, and ADA paperwork, and assists in open enrollment activities. Answers employee questions concerning benefit questions or assistance.
- Assists in administration and tracking of H.R. systems including Neogov, Percipio, H.R. Connection, and payroll tracking for employee increases.
- Assists the Human Resources Manager in the implementation of the Performance Evaluation/Management systems and tracking to ensure the timely submission of evaluations and related payroll changes.
- Assists the Human Resource Manager in the development and coordination of educational opportunities for City staff, such as the I.G.H. University, Percipio on-line training software and licensing.
- Assists the Human Resources Manager with special initiatives such as improving the Organizational Culture, employee conduct, Employee Recognition, and the Wellness Committee.
- Assists in various HR projects including the completion of wage surveys, Pay Equity reporting, reclassification requests, updating policies and procedures, or other projects, as assigned.
- Participates in collective bargaining negotiations. Attends and participates in negotiation meetings, prepares bargaining documents, and assists in the interpretation and application of contracts and HR policies and procedures.

Minimum Qualifications:

Requires a minimum of a Bachelor's Degree in Human Resources, Business Management, Public Administration, or closely related area and at least 3 years of progressively responsible experience in human resources, city government, or closely related experience; and/or an equivalent combination of education and experience. Requires a general knowledge of Human Resources policies, practices, and laws. Requires a valid driver's license in the State of MN.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Basic understanding of human resources functions, programs and activities, and rules, laws and regulations pertaining to assigned HR duties and responsibilities.
- Knowledge of bargaining agreement terms and conditions pertaining to salaries, benefits, or other provisions related to job assignments.
- General office and general administrative procedures and operational requirements.
- City administrative and operational policies and procedures.
- Fundamentals of office organization, bookkeeping, records retention and records management principles and practices, and Data privacy laws especially as related to employee records.
- HRIS systems, programs and general business software (i.e. word processing and spreadsheet programs).
- Establishing and maintaining effective working relationships with employees, department heads, supervisors, managers, officials and the public.

Essential Skills Necessary To Perform The Work:

- Customer service and human relation skills in assisting, screening, handling and dealing with informational requests of both City staff and the public.
- Implementing recruitment, pre-hiring and selection activities for full-time, temporary, seasonal and part-time City positions.
- Using, applying, and performing word processing, database maintenance, web maintenance, spreadsheet creation and use of presentational, graphic programs or other office productivity software.
- .
- Interpretation of work agreements and benefit provisions pertaining to employee leaves, ADA, wage provisions, or benefit provisions.
- Time management and prioritizing work activities and special projects.
- Applying judgment, discretion and initiative in addressing job functions in accordance with policies, procedures and rules of the City.

Work Environment:

Works in a public service environment. Will deal with clients, city personnel, elected officials, and public requiring judgment and discretion when dealing with the public matters that can involve some disagreeable human interactions.

Physical Job Requirements:

Employee is required to continuously talk and hear; occasionally standing and walking; frequent sitting, reaching with hands and arms, and uses hands/fingers dexterously. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

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CITY OF INVER GROVE HEIGHTS

JOB DESCRIPTION

Job Title: City Clerk

Revision Date:

Last Classification Review:

Exempt Status: Exempt

Department: Administration

Reports To: City Administrator

Job Summary:

Under the direction of the City Administrator, the City Clerk is responsible for overseeing the operations of the City Clerk's Office. The City Clerk is responsible for managing and overseeing election processes; coordinating the City Council agenda packet preparation, Council minutes, official City records and code book; oversees the processing of various licenses and permits (e.g. liquor licensing, massage businesses; solicitors) and performs special projects as delegated by the City Administrator.

Supervisory Responsibilities:

Direct Supervision:

Indirect Supervision: Temporary elections personnel

Essential Duties and Responsibilities:

Oversees, coordinates and assists the City Council and Commissions in the coordination of agenda packets.

- Communicates with City Attorney to assure proper protocols and procedures.
- Coordinates with department managers in the assembly of agenda packets.
- Attends Council meetings, work and special sessions; calls roll, records motions, votes, and follow-up items.
- Prepares City Council meeting minutes.
- Coordinates citizen advisory commission appointments.
- Maintains and updates the official city records; codifies City ordinances and the preparation of the City code book.

Manages and oversees the City's election processes and operations.

- Recruits, hires and manages seasonal election employees.
- Conducts training of all elections personnel and judges.
- Identifies training and development opportunities.
- Monitors legislative issues that impact City Clerk functions and election processes.
- Coordinates with County on election administration.
- Coordinates use of facilities/polling places (e.g. churches), materials, equipment, and communications.
- Prepares Election Budget for approval.

Oversees the processing of various licenses and permits.

- Coordinates with other City departments and processes various licenses and permits (i.e. liquor licenses and massage businesses).
- Manages the administration of the licensing and permitting process including the licensing database and communicates with applicants regarding status (e.g. via memo, phone, and/or in person).
- Communicates with State of MN to ensure all licensing requirements have been met.
- Writes memos to and presents license applications to City Council for decision making.

Oversees City records retention and data practices

- Serves as the City's point person for data practices and procedures
- Serves as the City's Data Practices Official; determines data classification and responds to data requests.
- Oversees the records retention program and maintenance of all official City documents.

Provides customer service for and support to the Administration department.

- Provides support and feedback to City initiatives, issues and/or special projects.
- Performs special projects as delegated by the City Administrator.
- Responds to citizen and council requests and concerns.
- Orders business cards, plaques, nameplates, and name badges, for employees, Council, Commission and Committee members, and other special office supplies.
- Sorts and delivers interoffice and incoming/outgoing mail for the Administration Department.

Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of an Associate's Degree and at least 5 years in the areas of government, business, and public administration or an equivalent combination of education and experience. Requires a valid driver's in the State of MN. Certification as Municipal Clerk or ability to obtain within 3 years.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Relevant MN laws, rules, regulations, codes and ordinances that pertain to City Clerk functions and responsibilities.
- Knowledge of MN public meeting laws, open meeting rules, public meeting notices and hearings.
- City government organization, City administrative policies and procedures.
- Computer applications within the department and general business/office productivity software.
- Knowledge of MN election laws and operational requirements.
- Knowledge of the functions, services and funding sources of a MN municipal government.
- Knowledge of the requirements, laws, rules, practices and procedures of MN records retention and maintenance.

Essential Skills Necessary To Perform The Work:

- Ability to conduct research
- Oral and written communications.
- Drafting, designing, coordinating the production and/or distribution of notices, memos, commission appointments, resolutions, minutes, notices or other documents or materials.
- Public relations, presentational, and public information skills.
- Supervising and overseeing election administration; ability to train election personnel
- Organizational and time management skills.
- Interpreting, applying and enforcing various state, federal and local laws, codes, rules and ordinances pertaining to City Clerk functions and accountabilities.
- Project management skills.
- Using and operating computers and utilizing general business productivity software/applications (e.g. word processing, spreadsheets, presentational software, email, etc.).
- Planning, organizing and maintaining City official records and documents.
- Establish and maintain effective working relationships.

Work Environment:

Works in a public service environment. Will deal with clients and public requiring judgment and discretion when dealing with the public matters that can involve some disagreeable human interactions. Attendance at meetings and functions requires evening and late nights, typically on Mondays.

Physical Job Requirements:

Employee is required to occasionally stand and walk; frequently sit, reach with hands and arms, and use hands/fingers dexterously. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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CITY OF INVER GROVE HEIGHTS JOB DESCRIPTION

Job Title: Assistant to City Administrator

Revision Date:

Last Classification Review:

Exempt Status: Non-exempt

Department: Administration

Reports To: City Administrator

Job Summary:

The Assistant to City Administrator is responsible for providing high-level technical and administrative support to the City Administrator regarding organizational initiatives, projects, and operations. They will review processes, programs, and policies for cross-functionality and efficiencies. They will conduct operational and procedural work management studies. They will establish and track organizational performance measurements. They will research and analyze results, prepare reports, give presentations, and make recommendations to the City Administrator or Department Heads as assigned. They will coordinate special and city-wide events. They will assist the City Administrator with strategic planning and coordinate the implementation of new or modified processes or programs. They will ensure best practices in public administration and adherence to local government regulations. They may represent the City regarding legislative issues or initiatives.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: Administration Volunteers

Essential Duties and Responsibilities:

- Assist the City Administrator with organizational planning, initiatives, performance measurements, and best practices.
- Plan, organize and coordinate various projects, programs and services involving diverse public administration operations; may manage specific projects, programs and/or services; recommend and assist in implementing improved methods, procedures, equipment and facilities.
- Conduct research and analytical studies on a variety of programs and issues; coordinate and expedite reports and program information from departmental input; develop procedures and forms; formulate recommendations and prepare reports and correspondence.
- Assist in determining financial methods, procedures and costs pertaining to a departmental services or programs; conduct cost benefit analyses and reviews and prepare financial and statistical reports; coordinate contract arrangements with other organizations and private parties.
- Serve on budget committee for preparation and administration; assist with budget document management.
- Prepare grant applications and handle the details of grant or proposal preparation and administration including contracts with federal, state and local agencies, nonprofits and businesses. Review and track all City grants for consistency.
- Confer with other departments, officials, consultants and explain policies and procedures; may make presentations on assigned projects and programs.
- Provide staff support to committees or other departments, as assigned.
- May administer various staff functions of the department and/or train and evaluate assigned staff.

- Establish effective working relationships with the City Council, commissions, governmental officials/ agencies, staff, private and community organizations, business leaders, and consultants.
- May represent the City on legislative issues or initiatives.

Provides administrative support functions and activities for the City Administrator to include:

- Draft and prepare correspondence, reports, presentations, Council Action forms, or other materials for the City Administrator.
- Coordinate, schedule, plan and carryout special events or activities, such as Commission Appreciation Dinner and Business/City Town Hall meetings.
- Disseminate or respond to general City email service requests that are directed to the Administration Department.
- Attend Council meetings and present on special projects, as assigned.

Minimum Qualifications:

Professional competencies include:

- Process Development/Analysis/Improvement
- Diligence, with Attention to Detail
- Time Management
- Decision Making
- Customer/Client Focus
- Relationship Building

A Bachelor's degree in management, business, public administration or other related area, and 3 years' experience in local government, or a combination of related education and experience to total 7 years. Preferred Qualifications include a Master's degree in Public Administration and proven interest in a local government career gained through prior work experience.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Theory, principles, practices, trends and techniques of strategic planning
- Theory, principles, practices, trends and techniques of process analysis, development, and improvement
- Theory, principles, practices, trends and techniques of management/operations analysis
- Working knowledge of administrative principles and practices
- Applicable federal, state and local laws, codes and regulations governing Public Administration
- Knowledge of the City; its goals, infrastructure, plans for resident services, staffing requirements, financial position, and future needs
- Understanding of the internal functionalities of City departments
- Knowledge of strategies used within the City related to effective growth of the City
- Knowledge of the budget process decision-making
- Up-to-date knowledge of public administration trends and resident needs
- Grants and contracts administration

Essential Skills Necessary To Perform The Work:

- Strong management and analysis skills leading to implementation of effective strategies

- Strong process analysis, process development, and process improvement skills
- Team player, with ability to work autonomously
- Strong written and oral communication skills
- Self-motivated with ability to motivate team members as well
- Strong decision-making ability and critical thinker
- Strong problem-solving skills
- Comprehensive technical reporting skills
- Effective working relationship skills with the City Council, commissions, governmental officials/ agencies, staff, private and community organizations, business leaders, and consultants
- Conflict resolution skills
- Organizational and time management skills
- Presentation and public speaking skills
- Basic computer skills and use of business productivity software/applications
- Customer service skills

Work Environment:

This is an administrative and professional position. Work is performed under normal office conditions with minimal environmental risks or disagreeable conditions associated with the work.

Physical Job Requirements:

Employee is required occasionally walk and stand; and continuously talk, listen and hear, sit, reach with and use hands/fingers dexterously. Exerting up to 25 lbs. pounds of force periodically and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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CITY OF INVER GROVE HEIGHTS

JOB DESCRIPTION

Job Title: Deputy Clerk
Revision Date:
Last Classification Review:

Exempt Status: Non-Exempt
Department: Administration
Reports To: City Administrator

Job Summary:

Under the direction of the City Administrator, the Deputy Clerk's primary duty is to assist the City Clerk with Elections, Licensing, and Records Management. Duties include: providing support/assistance in coordinating the staffing, training, processes, facilities/space, supplies, and equipment necessary to carry out successful elections; assisting with the intake and processing of licenses (e.g. business); assisting with records retention and data practices; and providing back-up for agenda preparation or attendance at council meetings. Position may provide other assistance to the City Administrator as assigned.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Provides Elections assistance:

- Assists the City Clerk with election operations including preparing supplies, voting spaces and equipment; assisting with paperwork, the coordination of training, and notifications for election staff and volunteers.
- Assists with the oversight of elections staff and processes to ensure successful and accurate voting processes, including early and absentee voting, election day, and other special elections.
- Assists the City Clerk with Commissioner Appointment Process, including notifying residents, accepting applications, and coordinating the Council appointment meeting.

Provides Licensing assistance:

- Assists with licensing intake; helps residents and business owners in completing the application process(es).
- Assists with the licensing processing including initiating background checks, publications and inclusion in the Council agenda for approval.

Provides Records Retention/Management and Data Practices Assistance:

- Assists in ensuring adherence to the City's records retention schedule.
- Assists in the organization and maintenance of electronic data records systems such as document imaging.
- Assists in researching and responding to Data Practices Requests.

Provides Back-up for City Clerk duties:

- May attend Council meetings in the absence of the City Clerk.
- May assist with the preparation and dissemination of the Council Agenda.

Assists with Special Events:

- May assist with the preparation and coordination of special events as assigned, such as Town Hall Meetings, Commissioner Appreciation Dinners, Employee Recognition functions, etc.

Performs other duties to assist the Administration department as assigned.

Minimum Qualifications:

Requires 3 years' related experience, preferably in city government, or closely related experience; or an Associate's degree and 1 year of related experience, and/or an equivalent combination of education and experience. Requires a valid MN driver's license.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- General knowledge of local election processes and MN election laws.
- General knowledge of business and other licensing processes and related City codes.
- General knowledge of office and administrative procedures and operational requirements.
- Fundamentals of office organization, records retention and records management principles and practices.
- Data privacy, election procedures and guidelines.
- Various systems, programs and general business software (i.e. word processing and spreadsheet programs).
- Establishing and maintaining effective working relationships with employees, department heads, supervisors, managers, elected officials and the public.

Essential Skills Necessary To Perform The Work:

- Customer service and human relation skills in assisting, screening, handling and dealing with informational requests of both City staff and the public.
- Using, applying, and performing word processing, database maintenance, web maintenance, spreadsheet creation and use of presentational, graphic programs or other office productivity software.
- Supporting and performing various activities in implementing election activities.
- Organizing, making arrangements for and carrying out departmental projects, coordinating events and activities with minimal direction in accordance with established management, departmental operations, and work methods.
- Time management and prioritizing work activities and special projects.
- Compilation, editing and coordination of, City reports, business cards or other printing assignments.
- Applying judgment, discretion and initiative in addressing job functions in accordance with policies, procedures and rules of the City and administrator directives.

Work Environment:

Works in a public service environment. Will deal with clients, city personnel, elected officials, and public requiring judgment and discretion when dealing with the public matters that can involve some disagreeable human interactions.

Physical Job Requirements:

Employee is required to continuously talk and hear; occasionally standing and walking; frequent sitting, reaching with hands and arms, and uses hands/fingers dexterously. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Agenda Item No. 2 – 2020 Budget

2020 Budget books will be handed out at the worksession on Tuesday.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

2020 Census Update

Meeting Date: September 3, 2019
 Item Type: Work Session
 Contact: Heather Rand, 651.450.2546
 Prepared by: Heather Rand, CD Director
 Reviewed by:

Fiscal/FTE Impact:

- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- Other

PURPOSE/ACTION REQUESTED

Support the 2020 Census and decide if a community CCC should be created

SUMMARY

The United States Constitution requires a Census population count every 10 years. The first U.S. Census was conducted in 1790. Since then, there has been a Census every 10 years to track population changes. This consistent source of reliable data allows policy makers, researchers, businesses, schools, and non-profits to better represent their constituencies and serve their communities.

The 2020 Census count will have a profound impact on Minnesota for the next 10 years and beyond. Minnesota’s count will determine Congressional representation, state legislation and local voting districts in addition to the allocation of federal and state dollars. Most recently, approximately \$589 billion in federal dollars are distributed to the states annually based on the results of the Census, including more than 15 billion distributed to Minnesota communities. State government officials project that low 2020 Census participation by Minnesota residents can equate to approximately \$15,000 in projected federally allocated program funding per person missed in the count, in addition to the count being extremely important to our state as this population data is used to reapportion Congress (re-districting). Based on recent projections, Minnesota is teetering on the edge of losing a seat in the U.S. House. Success of the census depends on community involvement at every level.

Complete Count Committees (CCC) are volunteer committees established by state and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. For the purpose of raising community awareness and increasing our resident’s participation in the census, City staff recommend that the City Council of Inver Grove Heights create a CCC in the coming months that will be facilitated by the city’s Communication Manager, Community Development Director and Planning staff and that such CCC include community volunteers representing areas of education, media, business, religion, philanthropy, and other pertinent community groups. The cost of such would be expenses related to staff time allocated which is intended to be minimal and within the approved 2019 budget. Census participation will also be highlighted in the city’s “Insights” newsletter and other social media platforms as deemed appropriate.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Railroad Quiet Zone

Meeting Date: September 3, 2019
 Item Type: Work Session
 Contact: Heather Rand: 651-450-2546
 Prepared by: Heather Rand, CD Director
 Reviewed by: NA

Fiscal/FTE Impact:	
<input type="checkbox"/>	None
<input type="checkbox"/>	Amount included in current budget
<input checked="" type="checkbox"/>	Budget amendment requested
<input type="checkbox"/>	FTE included in current complement
<input type="checkbox"/>	New FTE requested – N/A
<input type="checkbox"/>	Other (Revenue)

PURPOSE/ACTION REQUESTED

The City Council is to 1) hear an update from Heather Rand denoting path forward for achieving a Railroad Quiet Zone in the city, and 2) provide direction to staff.

BACKGROUND

Since 2017, the City Council has been supportive of advancing the designation of the Union Pacific railroad track as a whistle-free “Quiet Zone”. In mid-2017, the City Council approved a contract with SRF Consulting Group to perform a Railroad Quiet Zone Study. The Council also determined that all railroad crossings in the City, except for industrial crossings in the vicinity of 117th Street, should be included in the analysis. The study performed entailed the collection of track usage and crossing data, a series of diagnostic meetings with Union Pacific reps and the Federal Railroad Administration (FRA) on the rail crossings in the city to analyze improvement alternatives, and the preparation of conceptual plans and estimated costs to achieve Quiet Zone.

SRF presented the report to the City Council at a December 2017 work session. At that time, the City Council directed the consultant and city staff to determine what actions could be considered by the City Council at this time and research funding sources for the necessary railroad improvements. In April 2018 the City Council received recommendations from SRF and staff and as a result, approved a recommendation to expend up to \$90,000 in city funds toward achieving the Quiet Zone designation for Union Pacific Railroad. In April 2019, city staff learned that Union Pacific railroad had made upgrades to their rail crossings as a result of this effort however, the crossing at 66th Street was upgraded without a Constant Warning Time (CWT) system, and as a result, the FRA and Union Pacific railroad have determined that they cannot designate the tracks in Inver Grove Heights a Quiet Zone until such time that the CWT and related equipment is installed. The projected costs for this work is approximately \$350,000. In July of 2019, city staff updated the city council on this development and the council requested that staff make contact with the railroad to develop a more specific plan forward that would hold the railroad accountable prior to the city expending any additional funds.

ANALYSIS

City staff have made contact with the Union Pacific (UP) railroad and were referred by them to CTC, Inc. of Fort Wayne Texas. UP contracts with CTC, Inc. to perform all preliminary diagnostics and related Quiet Zone project coordination with cities and counties and the federal government. They are the only contractor UP recognizes (sole source) and our point of entry to proceed. Staff have learned from the CTC representative that to achieve Quiet Zone, UP and its

chosen consultant CTC will require a series of 3 agreements that clearly delineates responsibilities and outcomes or deliverables between the city and CTC and UP.

The first agreement is called a **Reimbursement Agreement**. In sum, the agreement states city will reimburse UP and its selected consultant for Quiet Zone analysis work **up to \$25,000** and CTC, Inc. will then travel to MN and do required updates to our SRF study and related track diagnostics (updated diagnostic report) to determine what additional work must be completed by UP railroad to achieve Quiet Zone status in the city. The work would **take approximately 2 months to complete**. When complete, it will determine the scope of services for the 2nd agreement between the city and UP called a Preliminary Engineering Agreement.

After the required work is performed from the Reimbursement Agreement, the city will be encouraged to enter into a **Preliminary Engineering Agreement** with UP. CTC says the cost estimate for this to the city is also **up to \$25,000**. In this agreement, UP would be required to work off the CTC's updated diagnostic report and prepare preliminary engineering specs, a signal and circuitry plan and develop construction cost estimates should the project move forward to construction within the next year or so. The estimated time for this work to be **completed by UP is up to 6 months**.

After the work is complete from the Preliminary Engineering Agreement, the city would be encouraged by UP to enter into the third agreement in this series called a **Construction & Maintenance Agreement**. This agreement between UP and the city will require the city to agree to reimburse UP at an amount up to the cost estimate UP developed in the Preliminary Engineering report, and UP will agree to perform the work and achieve and maintain so that Quiet Zone will be achieved in the city. UP and CTC have made it clear to city staff that without the city approving these agreements and funding the project, the work will not commence. A very preliminary cost estimate from SRF for this construction work is **up to \$350,000** and CTC and UP will not provide costs estimates to the city until the Preliminary Engineering Agreement work is completed. CTC did project that it would **take approximately 12 months for UP to complete the construction project**.

City staff have been receiving on average 2 complaints a week from residents regarding railroad whistle noise, some from same residence. That being said, staff do recommend the council proceed in advancing Quiet Zone as this appears to be an important quality of life issue in the city and as such, is requesting direction from council members as to if they are willing to consider a Preliminary Engineering Agreement with UP/CTC on an upcoming regular meeting council agenda. Potential funding sources will be presented at the September 3rd work session meeting as part of this discussion.