

BEMIDJI CITY COUNCIL

Work Session Agenda

Monday, January 14, 2019

**City Hall
Conference Room
5:30 P.M.**



1. CALL TO ORDER / ROLL CALL
2. HOSPITALITY TAX DISCUSSION
3. COMMUNITY DEVELOPMENT DIRECTOR DISCUSSION
4. ADJOURNMENT

NOTE: Please switch all cellphones and pagers to a non-audible function during Council and Committee meetings.



City Manager's Office

TO: Honorable Mayor Albrecht and City Council
FROM: Nate Mathews, City Manager *Nate*
DATE: January 11, 2019
RE: January 14, 2019 Work Session

The two items on our Work Session are agenda topics the Council has discussed for a few years now. With new members, a new year, and a new MN Legislature, we bring forward these two items again for discussion, consideration and direction.

Hospitality Tax Committee

In 2016-17 the City Council discussed the importance and relevance of implementing a hospitality tax to replace the property taxes that currently fund the Regional Event Center, the Sanford Center. As you are aware we recently received and reviewed detailed information regarding Capital Improvement needs. On 12/13/18 the Council reviewed \$859,625 of capital requests and authorized staff to request bids/quote to fund as many of the identified capital needs as possible. Currently regional event center operational deficits, capital needs and south shore bond requirements are funded with local city property taxes, which is not an advisable or sustainable course for the City.

Monday we would like to discuss with the Council its desire to implement a hospitality tax, what this may look like, and the formation of a hospitality tax community committee/task force that would work with the Council to study this issue and provide recommendations.

Community Development Director

The Council has discussed its desire to re-establish a Community Development Director for a few years now, and our 2019 budget can accommodate this new position. I attach the job description and some organization charts (2018, and 2019 example) to show the nature of the work and also how it would fit into the city's organization. Over the past few months, there may have been other topics emerge for this position that you would like to see be part of it: housing, race relations, BYAC, website/marketing/promotions, etc. I have put together what is a typical CD job description for a City of our size, and am looking for feedback from you on your expectations for this position and if you agree to move forward with it. I do not believe we need an Assistant City Manager, but a Community Development Director is what we need.

CITY OF BEMIDJI

COMMUNITY DEVELOPMENT DIRECTOR

Department: Administration
Division: Administration
Effective Date: January 2019

FLSA: Exempt
Union: None
Location: City Hall

GENERAL PURPOSE

Plans, directs, and manages the City's community and economic development programs. Plans, directs, and manages the City's Planning and Building Departments. Coordinates planning and development issues with the Greater Bemidji Area Joint Planning Board/Commission, and other governmental and local groups working to enhance development of the community. Assists the City Manager in the administration and implementation of City policies, projects, and other programs.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the City Manager.

SUPERVISION EXERCISED

Works with a variety of consultants on various City projects. Direct oversight of the City Building Official, Planning Director, Planning Department Assistant, and GIS technician.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below 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 to the position.

- ◆ Comprehensive responsibility for the building, planning, and GIS departments of the City. Responsible for effective customer service and overall comprehensive planning/zoning and building department workflow.
- ◆ Prioritize customer service to meet the needs of customers in an efficient and professional manner.
- ◆ Coordinate and directs all community development and economic development related initiatives with city staff, Joint Planning Board, other community partners, and agencies as appropriate
- ◆ Coordinates City Development Agreement (DA) projects. Responsible for an effective permit routing process for applicable development project; process to involve and engage City Engineering staff, Building Department staff, Planning Department, and other Administrative and legal staff.
- ◆ Assists in design and planning/zoning review for all major public and private projects, including but not limited to street access and traffic concerns, streetscaping, landscaping,

stormwater, utility, and neighbor communication/concerns.

- ◆ Provides professional planning and development advice to the City Manager, City Council, City staff, developers, and citizens.
- ◆ Provides information for commercial, residential, and industrial development prospects; coordinates with other City departments to lend assistance on development opportunities.
- ◆ Lead and coordinate public involvement in planning and implementation of comprehensive plan by partnering with citizens, interest groups, and local, state, and federal government officials.
- ◆ Coordinates housing development and redevelopment projects and strategies in the City, often in partnership with the Headwaters Regional Development Commission and Beltrami and City HRA entities.
- ◆ Conducts research and prepares applications for grant and loans programs. Works with the Finance Department to develop loan policies and guidelines, manage and coordinate loan programs. Ensures existing loan and grant programs are administered according to program guidelines.
- ◆ Promotes the utilization of the City's revolving loan fund and co-facilitates the loan application process for applicants.
- ◆ Provides information on and develops strategies for the allocation and delivery of City financial assistance including tax increment financing, industrial development bonds, community development block grants, revolving loan programs and applicable federal, state, and local programs for commercial, industrial, and housing projects.
- ◆ Develops strategies for marketing and redeveloping City-owned property.
- ◆ Provides customer assistance for new and expanding businesses by assisting with and facilitating the City and Joint Planning development process.
- ◆ Performs research on possible programs, projects, grants, and legislation and reports on their feasibility and potential benefits.
- ◆ Monitors legislation and trends for potential impact on the City and its various departments. Lobbies on behalf of the City on various issues.
- ◆ Manages various projects, special assignments, and studies. Conducts a wide variety of research, gathers and evaluates information, and prepares appropriate written and oral reports.
- ◆ Coordinates community development projects with City staff, Joint Planning Board, other communities, and agencies as appropriate.
- ◆ Participates in long-range planning for the City and development of the Capital Improvement Plan.
- ◆ Assists and directs consultants retained by the City for projects.

- ◆ Makes recommendations to the City Manager regarding City and Joint Planning ordinances and policies affecting community development.
- ◆ Meets with, and makes presentations to, citizens, boards, commissions, local businesses, developers, prospective businesses, and staff on matters related to community development. Represent the City to key constituent groups, LGUs, and economic development groups on planning and associated development issues.
- ◆ Participates and collaborates on projects with City partners such the Chamber, Visit Bemidji, Bemidji State University, Bemidji Downtown Alliance, Greater Bemidji, non-profit service organizations, and others.
- ◆ Encourages communication and collaboration among staff with partners in the region.
- ◆ Assumes responsibility for special projects as assigned by the City Manager.
- ◆ Confers regularly with, and keeps the City Manager informed of, all important matters pertaining to community development and other closely related functions.
- ◆ Other duties as assigned by the City Manager.

MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from an accredited four-year college or university with a degree in public administration, urban planning, business administration, or a related field, and
- (b) Five (5) years experience in municipal administration and/or planning; or
- (c) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Knowledge of public and private financing techniques; considerable knowledge of public and private funding sources for grants and loans and the ability to apply for and obtain grants and loans; knowledge of redevelopment and general housing programs.
- (b) Working knowledge of municipal planning and zoning; knowledge of urban land use planning principles and trends; knowledge of Geographic Information Systems (GIS) and its application.
- (c) Working knowledge of current principles and practices of local public administration including knowledge of departmental services, functions, and operations; ability to assemble, organize, interpret, and present statistical, financial, and factual information, derived from a variety of original and secondary sources, orally or in writing; ability to work independently, possessing excellent planning and organizational skills; ability to manage multiple projects and meet deadlines; ability to read and understand legal documents and contracts.
- (d) Ability to evaluate difficult and complex technical research and prepare comprehensive recommendations and reports; ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general

public; ability to establish and maintain effective working relationships with City officials, other public agencies and the general public; ability to provide excellent customer service.

Special Requirements:

- (a) Must possess a valid State driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, database, PowerPoint, email, and GIS software; motor vehicle; calculator; telephone; copy and fax machine.

PHYSICAL DEMANDS

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

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, and reference check will be conducted. Job-related testing may be required.

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.

Position Description:

Approved by:

City Manager

Date

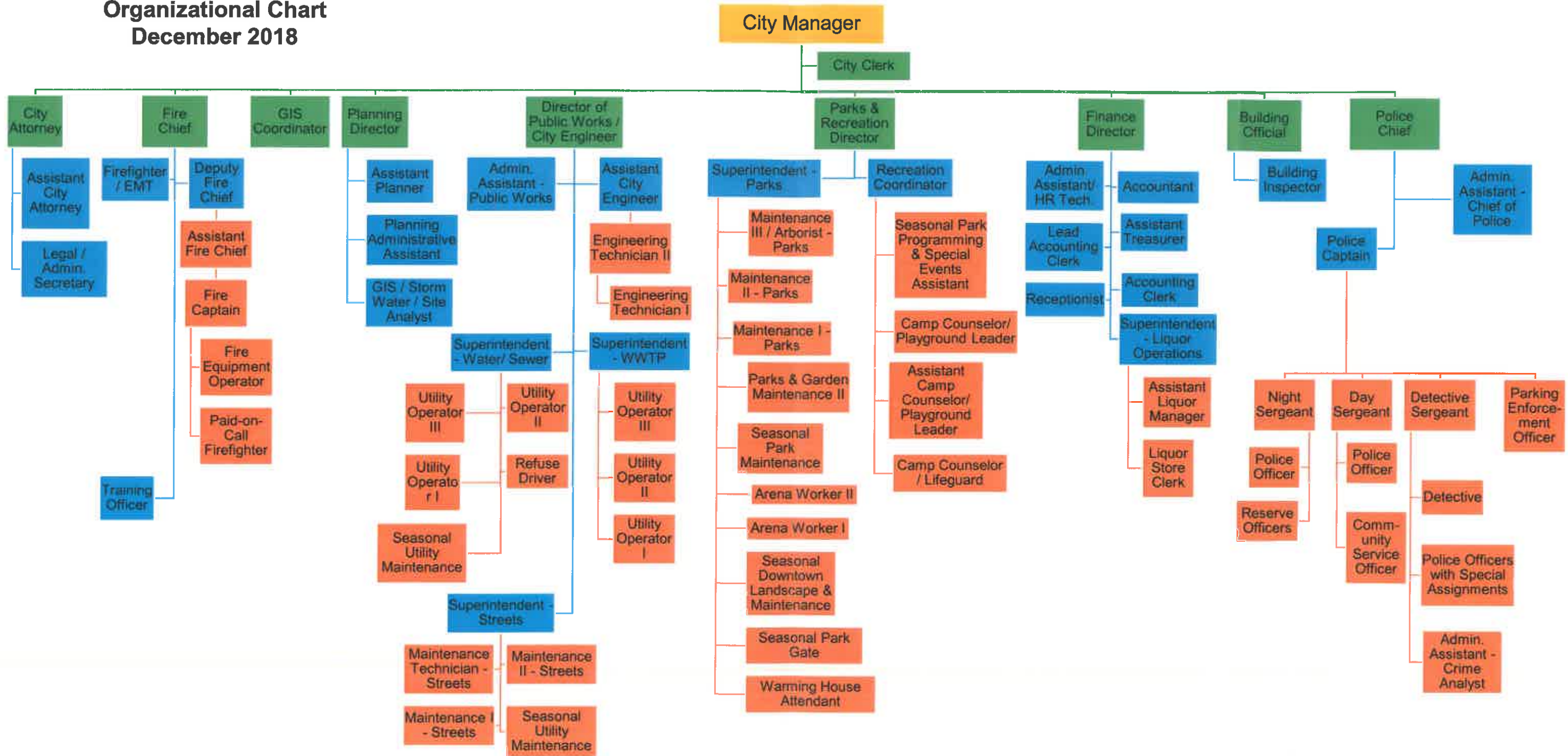
Received by:

Employee

Date



**City of Bemidji
Organizational Chart
December 2018**





**City of Bemidji
Organizational Chart
2019 (CD hiring)**

