

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday February 22, 2011**  
**5:00 p.m.**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Committee Business**
  1. Consider a Resolution Accepting the Resignation of a Patrol Officer and Authorization to Recruit a Replacement Patrol Officer
5. **Adjournment**

**Personnel Committee**

**Item #: 4. 1.**

**Date: 02/22/2011**

**By:** Colleen Lasher  
Administrative Services

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**Information**

**Title:**

Consider a Resolution Accepting the Resignation of a Patrol Officer and Authorization to Recruit a Replacement Patrol Officer

**Background:**

Staff received a letter of resignation dated February 2, 2011 from Officer Sheldon Erdman. Officer Erdman stated that his last day of employment with the City will be on May 31, 2011. He is retiring from the City with over 20 years of service.

Staff has carefully reviewed the staffing needs related to this position; a detailed evaluation is attached.

**Recommendation:**

Staff recommends that resolution 11-03-XXX be approved to accept Officer Erdman's resignation and to authorize staff to begin a recruitment to fill the vacancy.

**Funding Source:**

The funding for this replacement Patrol Officer position is part of the 2011 budget. The savings when comparing a new officer to an officer such as Officer Erdman is approximately \$4385.00 per month.

**Council Action:**

Motion to adopt resolution 11-03-XXX which confirms the recommendation of the Personnel Committee to accept Officer Erdman's resignation and to authorize staff to begin a recruitment to fill the vacancy.

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**Attachments**

Resolution

Evaluation Criteria

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 02/17/2011

**Reviewed By**

Kurt Ulrich

**Date**

02/17/2011 05:36 PM

Started On: 02/15/2011

Councilmember     introduced the following resolution and moved for its adoption:

**RESOLUTION #**

**Consider a Resolution Accepting the Resignation of a Patrol Officer and  
Authorization to Recruit for a Replacement Patrol Officer**

**WHEREAS**, Sheldon Erdman works for the City as a full-time, regular Patrol Officer, and

**WHEREAS**, Mr. Erdman has submitted a letter of resignation effective May 31, 2011; and

**WHEREAS**, staff has carefully reviewed the staffing needs of the Police Department and recommends replacing this Patrol Officer position.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council of the City of Ramsey confirms the recommendation of the Personnel Committee to accept Sheldon Erdman's resignation from his Patrol Officer position;
- 2) That the effective date of Mr. Erdman's resignation is May 31, 2011; and
- 3) That staff is authorized to begin the recruitment process to hire a replacement Patrol Officer.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember     , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of March 2011.

## Evaluation Criteria for Vacant and New Positions

1. Is the position essential? Yes

2. Is the position critical?

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is “critical” to providing high-quality services to residents, business owners and/or employees:

- Explain how this position is key to achieving the strategic goals identified by the City Council. *Public safety is the number one priority of a City. It is the goal of the City to provide this service and this must be done by licensed police officers. Citizens expect officers to respond to their needs and Ramsey is currently staffed to provide this service.*
- Can the duties be re-engineered or automated? Please explain. *The position of a police officer must be done by someone who holds a State of Minnesota issued license. The majority of the duties an officer performs must be completed by a licensed officer, as per Minnesota State Statute.*
- Can the duties be reassigned temporarily or permanently? Please explain. *No. If we do not fill the position, we will be short officers that respond to calls. The city would incur overtime costs to cover the hours of the officer that is scheduled to leave.*
- Can the position remain unfilled temporarily or permanently? Please explain. *We will be short an officer to fill shifts. We currently have four officers assigned to 12 hour shifts and having an officer missing for an extended period of time will cost the City in overtime to cover the shifts when officers are on vacations, holidays, sick, or in training.*
- Can the position be filled internally? *Yes. However, if an internal candidate (eligible to be licensed by the State of Minnesota) were hired for the position, that would leave a city vacancy, which may or may not need replacing. (i.e., a volunteer police reserve officer would not have to be replaced.)*

- What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled? *There would be days where there would not be a full complement of officers. This would cause delays in response times and definitely a decrease in general patrol duties. Citizens would not see a squad driving by their house as often if there are fewer officers on the department patrolling the neighborhoods and businesses.*
- Can the service provided be reduced, eliminated, or contracted out? *No. The City has its own police department and provides that service. Citizens will see an impact if there are fewer officers on duty. We would still operate as a department but would have one less officer on the schedule.*
- What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs) *There would definitely be more overtime paid out if the officer is not replaced. We are at a minimum amount of officers needed to effectively respond to calls for service as we are staffed today.*
- What are the circumstances that warrant the creation of this new position? *This is not a new position.*

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?  
*The position is budgeted at step 1 and would be a total annual expense of approximately \$60,927 per year.*