

City of Ramsey
Agenda
Personnel Committee
Tuesday April 26, 2011
5:30 p.m.
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
 1. Consideration to Allow for Completion of a COPS Grant Application
 2. Consider a Resolution Accepting the Resignation of a Public Works Parks Maintenance Worker.
 3. Consider a Resolution to Hire a Patrol Officer
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 04/26/2011

By: Jim Way, Police

Title:

Consideration to Allow for Completion of a COPS Grant Application

Background:

On April 18, 2011, the Office of Community Orientated Policing Services (COPS) announced the availability of funding under the COPS Hiring Program (CHP).

CHP is a competitive grant program that provides funding directly to law enforcement agencies having primary law enforcement authority to impact their community policing capacity and problem solving efforts. There is no local match requirement for CHP, but grant funding will be based on current entry-level salary and benefits packages, and therefore any additional costs for higher salaries or benefits for particular individuals hired will be the responsibility of the grantee agency.

CHP grants will provide 100 percent funding for approved entry-level salaries and benefits for 3 years (36 months) for newly-hired, full-time sworn officer positions (including filling existing unfunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid off on a future date, as a result of local budget cuts. Grantees must retain all sworn officer positions awarded under the CHP grant for a period of one year (12 months) following the conclusion of grant funding. The retained CHP-funded position(s) should be added to the grantee’s law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant.

The application period begins May 2, 2011 and the deadline is May 25,2011.

Observations:

Staff anticipates about 8-10 hours of staff time to complete the on-line application.

Recommendation:

Staff recommends completing an application for one additional officer. If Ramsey is selected, the Council may then make a decision to accept the grant or reject it.

Funding Source:

None at this time.

Council Action:

Direct staff to complete an application for one additional officer.

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
04/21/2011 08:45 AM

Form Started By: Jim Way

Started On: 04/19/2011 11:26 AM

Final Approval Date: 04/21/2011

Personnel Committee

4. 2.

Meeting Date: 04/26/2011

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution Accepting the Resignation of a Public Works Parks Maintenance Worker.

Background:

Staff received a letter of resignation dated Monday, April 11, 2011 from Andrew Eccleston. Mr. Eccleston stated that his last day of employment with the City will be on Friday, August 5, 2011.

Staff will carefully review the staffing needs related to this position and will make a recommendation to the City Council based on those needs in the late summer or early fall 2011 during the upcoming budget cycle.

Recommendation:

Staff recommends that resolution 11-05-XXX be approved to accept Mr. Andrew Eccleston's resignation from the Public Works Department.

Funding Source:

There is no funding required for this action.

Council Action:

Motion to adopt resolution 11-05-XXX which confirms the recommendation of the Personnel Committee to accept Mr. Andrew Eccleston's resignation.

Attachments

Resolution

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	04/21/2011 08:45 AM
Form Started By: Colleen Lasher		Started On: 04/19/2011
	Final Approval Date: 04/21/2011	

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

**Consider a Resolution Accepting the Resignation
of a Public Works Parks Maintenance Worker**

WHEREAS, Mr. Andrew Eccleston works for the City as a full-time, regular Public Works Parks Maintenance Worker, and

WHEREAS, Mr. Eccleston has submitted a letter of resignation effective August 5, 2011; and

WHEREAS, staff will carefully review the staffing needs related to this position and will make a recommendation to the City Council based on those needs in the late summer or early fall 2011 during the upcoming budget cycle.

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 Andrew Eccleston's resignation from his Public Works Parks Maintenance Worker position;
- 2) That the effective date of Mr. Eccleston's resignation is August 5, 2011; and
- 3) Staff will carefully review the staffing needs related to this position and will make a recommendation to the City Council in the late summer or early fall during the upcoming budget cycle.

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 10th day of May 2011.

Personnel Committee

4.3.

Meeting Date: 04/26/2011

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Hire a Patrol Officer

Background:

On February 22, 2011 staff requested the Personnel Committee to accept the resignation of a Patrol Officer Erdman and to authorize staff to begin a recruitment to fill the vacancy. On March 8, 2011 the City Council confirmed the recommendation of the Personnel Committee.

An internal recruitment was conducted and seven candidates were interviewed by the Police Chief, the Captain, the Lieutenant, two Patrol Officers and the Human Resources Representative on March 23, 2011. Two finalists were selected for second interviews which occurred on March 25, 2011 with the Police Chief and the Human Resources Representative.

Mr. Kyle Hemmerich was selected and has successfully passed the required background checks, reference checks, psychological exam and the physical exam and drug screen.

Observations:

Mr. Hemmerich has served as a Paid-On-Call Firefighter with the city of Ramsey since December 2006.

Recommendation:

Staff recommends that resolution 11-05-XXX be approved to hire Mr. Kyle Hemmerich as a Patrol Officer beginning on or near June 1, 2011 at \$21.44 per hour which is step 1 of the 2011 wage scale.

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 11-05-XXX which confirms the recommendation of the Personnel Committee to hire Mr. Kyle Hemmerich as the city's new patrol officer beginning on or near June 1, 2011 at \$21.44 per hour which is step 1 of the 2011 wage scale.

Attachments

Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
04/21/2011 08:45 AM
Started On: 04/19/2011

Form Started By: Colleen Lasher

Final Approval Date: 04/21/2011

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

Consider a Resolution to Hire a Patrol Officer

WHEREAS, on February 22, 2011 staff requested the Personnel Committee to accept the resignation of a Patrol Officer Erdman and to authorize staff to begin a recruitment to fill the vacancy.

WHEREAS, on March 8, 2011 the City Council confirmed the recommendation of the Personnel Committee; and

WHEREAS, an internal recruitment was conducted and seven candidates were interviewed; two finalists were selected for second interviews; and

WHEREAS, Mr. Kyle Hemmerich was selected and has successfully passed the required background checks, reference checks, psychological exam and the physical exam and drug screen; and

WHEREAS, staff's recommendation is to hire Mr. Kyle Hemmerich as a Patrol Officer beginning on or near June 1, 2011 at \$21.44 per hour which is step 1 of the 2011 wage scale.

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

Motion to adopt resolution 11-05-XXX which confirms the recommendation of the Personnel Committee to hire Mr. Kyle Hemmerich as the city's new patrol officer beginning on or near June 1, 2011 at \$21.44 per hour which is step 1 of the 2011 wage scale.

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 10th day of May 2011.