

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

**Consider a Resolution to Authorize Reallocation of
Staff Time and Resources Due to Organizational Changes**

WHEREAS, the Deputy City Clerk resigned her position; her last day with the City was June 1, 2012; and

WHEREAS, rather than requesting to fill this position, staff is recommending an alternative course of action to meet the public service needs left unattended to by this resignation; and

WHEREAS, contracting out the minute taking for all meetings currently covered by staff will free up staff's valuable time to focus on skilled work; and

WHEREAS, assigning the Accounting Clerk to cover the reception desk during the noon hour and to assist in the Administration Department with scanning and other clerical tasks maintains her full-time status vs. a potential 2013 budget cut; and

WHEREAS, increasing the hours of the receptionist/office support person to full-time and reclassifying this position to Administrative Clerk will allow for the necessary staff time to assist with the production of the agenda and other tasks; without a change to full-time the City Clerk will be without a back-up in the agenda process.

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

- 1) Contract out minute taking for all city meetings.
- 2) Assign the Accounting Clerk to 12 hours per week in the Administration Department.
- 3) Increase the hours of the receptionist/office support person to full-time.

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 26th day of June 2012.