

City of Ramsey
Agenda
Personnel Committee
Tuesday, September 11, 2012
5:30 p.m.
Trott Brook Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
 1. Consider a Resolution to Extend the Current City Engineer Contract and Authorize a Postponed Subsequent Recruitment
 2. Consider a Resolution to Accept the IT Manager's Resignation and to Authorize a Recruitment for a Replacement IT Manager
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 09/11/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Extend the Current City Engineer Contract and Authorize a Postponed Subsequent Recruitment

Background:

At the June 5, 2012 City Council meeting, staff received authorization to recruit for the position of City Engineer and to use a consulting engineer during the recruitment period.

Hakanson Anderson Engineering was brought on board in July and a recruitment process was conducted. The recruitment produced five candidates and all five candidates were interviewed. At this time, staff is unable to recommend a candidate for the City Engineer position.

Hakanson Anderson has indicated a willingness to stay on board for an additional six months. It is anticipated that this period of time would likely generate a new applicant pool which would be pursued in January or February. As recommended at the June 5th meeting, the intent would be to have a transition period in March where the new City Engineer and the consulting engineer would work together to ensure a smooth transition.

Recommendation:

Staff recommends retaining Hakanson Anderson Engineering for an additional six months and conducting a subsequent recruitment for a City Engineer in January or February of 2013.

Funding Source:

The funding for contracted engineering services is included in the 2012/2013 budget. The cost associated with a new City Engineer is estimated to be \$108,557 annually; with \$27,880 coming from the enterprise fund and \$80,677 from the general fund; also included in the 2012/2013 budget.

Council Action:

Motion to approve resolution # 12-09-XXX confirming the recommendation of the Personnel Committee to retain Hakanson Anderson Engineering for an additional six months and to conduct a subsequent recruitment for a City Engineer in January or February of 2013.

Attachments

Resolution

Form Review

Inbox	Reviewed By	Date
Colleen Lasher (Originator)	Kurt Ulrich	09/06/2012 11:14 AM
Colleen Lasher (Originator)	Kurt Ulrich	09/06/2012 11:14 AM
Form Started By: Colleen Lasher		Started On: 09/05/2012 06:01 PM
	Final Approval Date: 09/06/2012	

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

**CONSIDER A RESOLUTION TO EXTEND THE
CURRENT CITY ENGINEER CONTRACT AND AUTHORIZE A
POSTPONED SUBSEQUENT RECRUITMENT**

WHEREAS, at the June 5, 2012 special City Council meeting, staff was authorized to conduct a recruitment process to fill the City Engineer position which would be left vacant after June 29, 2012; and

WHEREAS, a recruitment process was conducted and five candidates were interviewed; and

WHEREAS, staff is unable to recommend a candidate for the City Engineer position at this time; and

WHEREAS, staff recommends retaining Hakanson Anderson Engineering for an additional six months and conducting a subsequent recruitment for a City Engineer in January or February of 2013

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

Confirms the recommendation of the Personnel Committee to do the following:

Motion to approve resolution # 12-09-XXX confirming the recommendation of the Personnel Committee to retain Hakanson Anderson Engineering for an additional six months and to conduct a subsequent recruitment for a City Engineer in January or February of 2013.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , 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 25th day of September 2012.

Personnel Committee

4. 2.

Meeting Date: 09/11/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Accept the IT Manager's Resignation and to Authorize a Recruitment for a Replacement IT Manager

Background:

Staff received a letter of resignation dated September 6, 2012 from Mr. Dean Busch, the current IT Manager. Mr. Busch has been with the city of Ramsey for eight years. Mr. Busch accepted a position with the city of Robbinsdale; his last day with the city of Ramsey is September 28, 2012.

In June, the IT Manager assumed some of the duties previously covered by the Deputy City Clerk. In July, the IT Intern left the City resulting in less IT support.

In addition to the City's ongoing IT needs, the following is a list of newer IT related responsibilities: increased mobile technology, the Connect Anoka County broadband project, an increase in social media and other communications, increased security monitoring needs, an increase in network monitoring and network tools, fire/security panel administration and monitoring, A/V needs for outside groups, and increased website maintenance and needs.

Finance Director Lund will complete a full needs and alternatives analysis which will be included with the agenda on September 25, 2012.

Notification:

Observations:

Recommendation:

To accept the IT Manager's resignation and to authorize staff to conduct a recruitment process for a replacement IT Manager.

Funding Source:

The funding to replace the IT Manager is estimated to be approximately \$94,000 annually and is included in the 2012 budget.

Council Action:

Motion to approve resolution # 12-09-XXX confirming the recommendation of the Personnel Committee to accept the IT Manager's resignation and to conduct a recruitment for a replacement IT Manager.

Attachments

Resolution

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	09/06/2012 02:27 PM
Kurt Ulrich	Kurt Ulrich	09/06/2012 04:40 PM
Form Started By: Colleen Lasher		Started On: 09/06/2012 12:51 PM

Final Approval Date: 09/06/2012

Council Member introduced the following resolution and moved for its adoption:

RESOLUTION #

CONSIDER RESOLUTION TO AUTHORIZE A RECRUITMENT FOR A REPLACEMENT PART-TIME POLICE TECHNICIAN

WHEREAS, staff received a letter of resignation dated September 6, 2012 from Mr. Dean Busch, the current IT Manager; and

WHEREAS, in June, the IT Manager assumed some of the duties previously covered by the Deputy City Clerk; and

WHEREAS, in July, the IT Intern left the City resulting in less IT support ; and

WHEREAS, the Finance Officer has determined the position to be an essential position and key to the City's operations; and

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,

Confirms the recommendation of the Personnel Committee to do the following:

Motion to approve resolution # 12-09-XXX to accept the IT Manager's resignation and to conduct a recruitment for a replacement IT Manager.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , 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 25th day of September 2012.