

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #18-104**

**RESOLUTION APPROVING DEPARTMENT RESTRUCTURES AND STAFFING CHANGES**

**WHEREAS**, the Assistant City Administrator/Economic Development Manager submitted a letter of resignation; and

**WHEREAS**, the City Clerk is currently on a phased retirement; and

**WHEREAS**, to strategically address how the job responsibilities of the two key positions will be accomplished staff developed a staffing plan; and

**WHEREAS**, the staffing plan was discussed at the May 8, 2018 work-session and staff recommended department restructures and staffing changes; and

**WHEREAS**, the recommended changes are fully funded by the 2018 budget.

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

1) Motion to adopt resolution #18-104 effective June 1, 2018 to restructure City departments and make staffing changes, as follows:

- Recruit for an Economic Development Manager; and
- Assign the Community Development Director duties as the Acting City Administrator to cover the City Administrator's role in his absence; and
- Assign the supervision of the Economic Development function and staff to the Community Development Director;
- Increase the Community Development Director's pay by four percent
- Transfer supervision of the IT function and staff to the Finance Director
- Increase the Finance Directors pay by four percent
- Create an Administrative Services Director position, to be filled by the current Human Resources Manager (the HR Manager position would not be replaced); and
- Increase the Human Resources Manager pay by three percent, plus a step change effective June 1, 2019.
- Add a part-time Administrative Assistant working up to 29 hours per week to assist with administrative duties including HR functions, election support and more; and
- Increase this part-time position to a 40 hours per week upon the current City Clerk's retirement on or near December 31, 2019

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 22<sup>nd</sup> day of May, 2018.