

REPORT TO THE CITY COUNCIL FROM  
THE EXECUTIVE COMMITTEE  
CITY OF MINNEAPOLIS  
April 22, 2015

A regular meeting of the committee was convened at 10:06 a.m. on this date.

Members Present: Mayor Betsy Hodges (chair), Council Members Barbara Johnson, Kevin Reich, Elizabeth Glidden, and Cam Gordon

Matters listed below are hereby submitted with the following recommendations; to-wit:

1. New Appointed Position - Director Transportation Planning:

- a) Finding that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions.
- b) Approving the proposed position of Director Transportation Planning.
- c) Approving the salary schedule for the position, effective March 26, 2015, and authorize annual step movement for the incumbent provided satisfactory or better job performance.

**(Refer to Ways & Means Committee)**

Staff presentation was given by Pam Nelms, Human Resources Department, and Steve Kotke, City Engineer, Department of Public Works.

On motion by Hodges, carried on voice vote, the matter was approved and referred to the Ways & Means Committee.

2. New Appointed Position - Manager Field Support:

- a) Finding that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions.
- b) Approving the proposed position of Manager Field Support.
- c) Approving the salary schedule for the position, effective March 26, 2015, and authorize annual step movement for the incumbent provided satisfactory or better job performance.

**(Refer to Ways & Means Committee)**

Staff presentation was given by Pam Nelms, Human Resources Department, and Brett Hjelle, Manager of Business Administration, Department of Public Works.

On motion by Hodges, carried on voice vote, the matter was approved and referred to the Ways & Means Committee.

3. Civil Service Commission:

Approving the reappointment of Christine Siewert as Civil Service Commissioner for a three-year term beginning March 1, 2015, and expiring February 28, 2018, for referral to the Ways & Means Committee to schedule a public hearing.

Staff presentation was given by Patience Ferguson, Director, Human Resources Department.

On motion by B. Johnson, carried on voice vote, the matter was approved and referred to the Ways & Means Committee.

## 4. Civil Service Commission:

Approving the reappointment of Macey Wheeler as Civil Service Commissioner for a three-year term beginning March 1, 2014, and expiring February 28, 2017, for referral to the Ways & Means Committee to schedule a public hearing.

Staff presentation was given by Patience Ferguson, Director, Human Resources Department.

On motion by B. Johnson, carried on voice vote, the matter was approved and referred to the Ways & Means Committee.

## 5. Appointed Officials Compensation Plan:

- a) Approving a general wage adjustment of 2.2% effective January 1, 2015.
- b) Adopting an eight-step salary structure for all positions within the Appointed Officials Compensation Plan effective January 1, 2015.
- c) Approving a January 1, 2015, transition of current employees to the corresponding step on the new schedule.
- d) Authorizing annual step movement from the date of job entry and promotions, provided satisfactory or better job performance.
- e) Directing staff to prepare a document for the administration and maintenance of the new compensation plan, including administrative mechanisms to maintain market competitiveness and internal equity.
- f) Directing staff to implement the necessary corrections to restore external market competitiveness as established and approved by the previously-adopted Appointed Officials Compensation Plan maintenance policy, with the exception of the Internal Auditor position, as follows: 3% increase effective July 1, 2015; and 3% increase effective December 31, 2015.

Staff presentation was given by Spencer Cronk, City Coordinator, and Tim Giles, Director Employee Services, Human Resources Department. Presenting examples of recent appointed hires was City Engineer Steve Kotke and City Assessor Patrick Todd.

On motion by Hodges, carried on voice vote, the matter was approved and referred to the Ways & Means Committee.

## 6. Paid Parental Leave Policy:

- a) Approving a Paid Parental Leave Policy that will provide up to three weeks of paid leave to eligible employees when a qualifying event occurs.
- b) Directing the Human Resources Department to develop and put into place the necessary procedures that will support the implementation of a Paid Parental Leave Policy, to be effective July 1, 2015.
- c) Directing the Human Resources Department to place the policy and procedures in the City's Policy Library.

Staff presentation was given by Charles Bernardy, Manager, Human Resources Department, and Sandra Christensen, Deputy Finance Officer, Finance & Property Services.

On motion by Hodges, carried on voice vote, the matter was approved and referred to the Committee of the Whole, with the staff directive contained in item "b" being amended to read as follows:

"Directing the Human Resources Department to develop and put into place the necessary procedures that will support the implementation of a Paid Parental Leave Policy, to be effective ~~July 1, 2015~~ January 1, 2015. Staff are directed to identify and provide a mechanism to make whole those employees that claim a qualifying event that occurred after January 1, 2015."

The meeting was adjourned at 11:01 a.m.

Submitted by:  
Jackie Hanson, Chief Council Committee Coordinator