

EXECUTIVE COMMITTEE MINUTES  
CITY OF MINNEAPOLIS  
April 20, 2016

A regular meeting of the committee was convened at 10:07 a.m. on this date.

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

Members Absent: Council Member Kevin Reich

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

1. Appointed position: Deputy Director Fire Inspection Services

1. Adopting findings that the proposed position of Deputy Director Fire Inspection Services meets the criteria in Section 20.1010 of the Minneapolis Code of Ordinances, City Council to establish positions.
2. Approving the appointed position of Deputy Director Fire Inspection Services, evaluated at 533 total points and allocated to Grade 11.
3. Approving the salary schedule for the position, which has a salary range of \$91,534 to \$108,508, effective April 15, 2016.
4. Authorizing annual step movement for the incumbent provided satisfactory or better performance in the job.

**Refer to Ways & Means Committee**

Staff presentation by Pam Nelms, Human Resources Department.

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

2. Appointed Officials' Salary Administration Plan modifications

Approving modifications to the Appointed Officials' Salary Administration Plan to establish and clarify procedures to maintain and manage the salary administration plan for appointed employees.

**Refer to Ways & Means Committee**

Staff presentation by Spencer Cronk, City Coordinator.

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

3. Performance Appraisal Policy revisions

Approving revisions to the Performance Appraisal Policy to standardize the performance management processes across the organization.

**Refer to Ways & Means Committee**

Staff presentation by Spencer Cronk, City Coordinator, and Patience Ferguson, Human Resources Director.

The Committee discussed:

1. How the requirements will be implemented.
2. What systems will be put in place to ensure that managers and supervisors conduct annual performance appraisals for employees.
3. How the policy applies to politically appointed employees and Charter Department heads.

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

4. Severance pay for appointed employees ordinance

Subject matter of an ordinance amending Title 2, Chapter 20 of the Minneapolis Code of Ordinances relating to Administration: Personnel, amending provisions related to severance pay for appointed employees.

Spencer Cronk, City Coordinator, reported that staff from the City Attorney's Office and Human Resources Department are working on developing proposed text amendments to Section 20.455 entitled "2005 Severance Pay for Appointed Employees." The proposed ordinance, which will be submitted to the Ways & Means Committee, proposes to eliminate paragraph (c) to conform with State law and rewrite the section so that it applies only to Charter Department heads.

On motion by Hodges, carried on voice vote, the report was received and filed.

5. 2016 Politically Appointed Compensation Plan

1. Adopting a seven-step salary structure for each job title that currently has a four-step structure.
2. Adopting a two-step salary structure for each job title that currently has a single-step structure.
3. Approving a conversion schedule that creates a new top step 2% plus \$100 above all current top-step rates for all positions effective at the end of the day on Dec. 31, 2015, and transition employees effective at the end of the day on Dec. 31, 2015.
4. Approving an increase of 1% to all compensation-step rates, including longevity, on Jan. 1, 2016.
5. Authorizing annual step movement, subject to supervisory approval.

**Refer to Ways & Means Committee**

Staff presentation by Tim Giles, Human Resources Department.

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

6. 2016 Non-Represented Employees Salary Schedule

Approving salary schedule changes for the non-represented group as follows:

1. Effective at the start of the pay period that includes March 1, 2016, increase the salary and wage schedules, including longevity, by 2.25% for all classified jobs.
2. Authorize step progression, subject to satisfactory or better performance.

**Refer to Ways & Means Committee**

Staff presentation by Tim Giles, Human Resources Department.

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

On motion by Hodges, carried on voice vote, the meeting was adjourned to Room 315 City Hall for a closed session of the Committee for the purpose of discussing labor negotiations.

### **Closed Session**

An adjourned session of the regular meeting of the committee was convened at 10:37 a.m. on this date.

7. Collective bargaining agreement: Emergency Communications Center Supervisors Bargaining Unit, Jan. 2016 through Dec. 2017
  1. Approving a collective bargaining agreement with the Minnesota Teamsters Public and Law Enforcement Employees' Union Local No. 320, Emergency Communications Center Supervisors Unit, for the period Jan. 1, 2016, through Dec. 31, 2017.
  2. Approving the Executive Summary of the agreement.
  3. Authorizing a collective bargaining agreement consistent with the terms of the Executive Summary.
  4. Authorizing the Employee Services Director to implement the terms and conditions of the collective bargaining agreement upon ratification by the union and adoption by the City Council.

### **Refer to Ways & Means Committee**

City Attorney Susan Segal stated that the meeting may be closed for the purpose of discussing labor negotiation and strategies.

At 10:38 a.m., on motion by Hodges, carried on voice vote, the meeting was closed as permitted by Minnesota Statutes 13D.03 to discuss labor negotiation strategy related to negotiations with the Emergency Communications Center Supervisors Bargaining Unit.

Members Present: Mayor Betsy Hodges, Council Members Barbara Johnson, Elizabeth Glidden, and Cam Gordon

Members Absent: Council Member Kevin Reich

Also Present: Susan Segal, City Attorney; Spencer Cronk, City Coordinator; Trudy Kjenstad, City Coordinator's Office; Ben Hecker, Mayor's Office; Tim Giles, Perry Palin, Nastassia Leigh, and Pam Nelms, Human Resources Department; and Jackie Hanson, City Clerk's Office.

Perry Palin summarized the tentative agreement between the City of Minneapolis and the Emergency Communications Center Supervisors Unit from 10:39 a.m. to 10:44 a.m.

At 10:44 a.m., on motion by Gordon, carried on voice vote, the meeting was opened.

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

The adjourned session of the Executive Committee meeting was tape recorded with the tape on file in the Office of the City Clerk.

The meeting was adjourned at 10:45 a.m.

Submitted by:  
Jackie Hanson, Chief Committee Coordinator