

# MINNEAPOLIS CITY COUNCIL OFFICIAL PROCEEDINGS

## ADJOURNED SESSION OF THE SPECIAL MEETING OF MARCH 6, 2003 HELD MARCH 13, 2003

(Published Saturday, March 15, 2003 in *Finance and Commerce*)

Council Chamber  
Minneapolis, Minnesota  
March 13, 2003 - 9:30 a.m.  
The Council met pursuant to adjournment.  
President Ostrow in the Chair.

Present - Council Members Johnson Lee, Niziolek, Benson, Goodman, Lane, Samuels, Johnson, Colvin Roy, Zimmermann, Schiff, Zerby, Lilligren, President Ostrow.

### PETITIONS AND COMMUNICATIONS

#### RESOLUTIONS (See Rep):

MAYOR AND FINANCE DEPARTMENT (268622)

2003 Budget: Mayor's recommended budget reductions and recommendation to institute hiring freeze.

#### RESOLUTIONS

Schiff moved to amend the resolution establishing revised 2003 general appropriation levels reflecting proposed revenue reductions by changing the appropriation reductions to read as follows:

	<b>2003 Budget</b>	<b>% of Total</b>	<b>Alternative Proposal</b>	<b>Alternative Percentage</b>
Mayor	893,592	0.3%		
Elections	900,367	0.3%		
City Council	1,123,145	0.4%		
City Clerk	3,217,766	1.2%		
<b>LGA Cuts for Mayor/Council/Clerk</b>				
<b>Elections</b>	<b>6,134,870</b>		<b>(552,138)</b>	<b>-9.00%</b>
Planning/CPED	2,453,972	0.9%	(368,096)	-15.00%
Contingency	1,827,730	0.7%		
City Coordinator Administration (cuts shown as recommended for Admin, IGR, Communications)	459,609	0.2%	(41,365)	-9.00%

## MARCH 13, 2003

IGR	845,238	0.3%	(76,071)	-9.00%
Communications	658,107	0.3%	(59,230)	-9.00%
<b>Total Coordinator (IGR &amp; Comm)</b>				
<b>Per to Resolution</b>	<b>1,962,954</b>		<b>(176,666)</b>	<b>-9.00%</b>
Civil Rights	1,984,306	0.8%	(377,018)	-19.00%
Assessor	2,730,224	1.1%	(129,110)	-4.73%
Health & Family	3,889,486	1.5%	(388,949)	-10.00%
Human Resources	3,903,215	1.5%	(390,322)	-10.00%
Attorney	4,642,827	1.8%	(366,783)	-7.90%
Internal Service Funds/Transfers	10,154,364	3.9%		0.00%
Finance	5,839,379	2.3%	(583,938)	-10.00%
Licenses***	5,935,022	2.3%		0.00%
Inspections***	12,913,657	5.0%		0.00%
Information Technology Operations	13,652,971	5.3%	(1,228,767)	-9.00%
Public Works	38,373,646	14.8%	(6,162,808)	-16.06%
Fire Department	44,181,259	17.0%	(2,942,472)	6.66%
Police	98,892,698	38.1%	(6,971,935)	-7.05%
<b>Total General Fund</b>	<b>259,472,580</b>	<b>100.0%</b>	<b>(20,639,001)</b>	<b>-7.95%</b>

Seconded.

Zerby moved that the resolutions be postponed and that when this Council adjourns, it adjourns to 9:30 a.m. on Friday, March 14 for the purpose of considering said resolutions. Seconded.

Lost. Yeas, 5; Nays, 8 as follows:

Yeas - Johnson Lee, Niziolek, Samuels, Zerby, Lilligren.

Nays - Benson, Goodman, Lane, Johnson, Colvin Roy, Zimmermann, Schiff, Ostrow.

Lilligren moved to amend the resolution by adding a paragraph "d" to read as follows:

"d) Before any layoffs are effective, department heads will return to the City Council for approval of the layoff strategy." Seconded.

Goodman moved to amend the motion by adding to the end of the sentence "by April 1". Seconded.

Adopted upon a voice vote.

The motion, as amended, was adopted.

Yeas, 7; Nays, 6 as follows:

Yeas - Johnson Lee, Niziolek, Johnson, Colvin Roy, Zimmermann, Schiff, Lilligren.

Nays - Benson, Goodman, Lane, Samuels, Zerby, Ostrow.

Niziolek moved to amend the Schiff proposal to amend the resolution establishing revised 2003 general appropriation levels reflecting proposed revenue reductions by changing the appropriation reductions by increasing the Fire Department Alternative Proposal from \$2,942,472 to \$3,423,642 (7.75%) and reducing the Police Department Alternative Proposal from \$6,971,935 to \$4,490,765 (6.56%).

Lost for lack of a second.

Lilligren moved to amend the resolution, as amended, by adding a paragraph "e" to read as follows:

"e) The Police Chief is directed to reduce the CCP/SAFE program by no more than 50%." Seconded.

The motion was adopted. Yeas, 10; Nays, 3 as follows:

Yeas - Johnson Lee, Niziolek, Benson, Goodman, Samuels, Johnson, Colvin Roy, Zimmermann, Schiff, Lilligren.

Nays - Lane, Zerby, Ostrow.

Zimmermann moved to reconsider the matter of postponing the resolutions. Seconded.

Lost upon a voice vote.

Schiff's amendment to the resolution, as amended, was adopted by unanimous consent.

Resolution 2003R-064, by Ostrow amending the 2003 General Appropriation Resolution by establishing revised 2003 appropriation levels reflecting proposed revenue reductions was passed March 13, 2003 by the City Council and approved March 13, 2003 by the Mayor. A complete copy of this resolution is available for public inspection in the office of the City Clerk.

The following is the complete text of the unpublished summarized resolution.

**RESOLUTION 2003R-064**

**By Ostrow**

**Amending the 2003 General Appropriation Resolution by establishing revised 2003 appropriation levels reflecting proposed revenue reductions.**

Resolved by The City Council of The City of Minneapolis:

That the 2003 General Appropriation Resolution, as amended, be further amended by reducing City Department budgets in the General Fund in the following manner:

	<b>2003 Budget</b>	<b>% of Total</b>	<b>Alternative Proposal</b>	<b>Alternative Percentage</b>
Mayor	893,592	0.3%		
Elections	900,367	0.3%		
City Council	1,123,145	0.4%		
City Clerk	3,217,766	1.2%		
<b>LGA Cuts for Mayor/Council/Clerk</b>				
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<b>Total General Fund</b>	<b>259,472,580</b>	<b>100.0%</b>	<b>(20,639,001)</b>	<b>-7.95%</b>

\*Licenses/Inspections receive fees to cover direct and indirect costs of services

Be It Further Resolved:

- a) That the Finance Officer be authorized to reduce departmental 2003 budgets to reflect the amendments authorized by this resolution;
- b) That the Human Resources Director be directed to assist each department in developing and implementing guidelines, procedures and criteria should it become necessary to reduce the number of City employees because of these reductions to the 2003 budget. The guidelines, procedures and criteria must be based on the City's adopted policies, goals and objectives and departmental business and work plans;

c) That the City's revenue estimate in the General Fund for local government aid be reduced by \$20,639,000;

d) Before any layoffs are effective, department heads will return to the City Council for approval of the layoff strategy by April 1, 2003;

e) The Police Chief is directed to reduce the CCP/SAFE Program by no more than 50%.

The resolution, as amended, was adopted.

Yeas, 8; Nays, 5 as follows:

Yeas - Johnson Lee, Johnson, Colvin Roy, Zimmermann, Schiff, Zerby, Lilligren, Ostrow.

Nays - Niziolek, Benson, Goodman, Lane, Samuels.

Passed March 13, 2003.

Approved March 13, 2003. R.T. Rybak, Mayor.

Attest: S. Ristuben, Asst City Clerk.

Resolution 2003R-065, by Ostrow adopting City policy regarding implementation of a hiring, promotion and reclassification freeze was passed March 13, 2003 by the City Council and approved March 13, 2003 by the Mayor. The following is the roll call vote of the City Council:

Yeas, 11; Nays 2 as follows:

Yeas - Benson, Goodman, Lane, Samuels, Johnson, Colvin Roy, Zimmermann, Schiff, Zerby, Lilligren, Ostrow.

Nays - Johnson Lee, Niziolek.

A complete copy of this resolution is available for public inspection in the office of the City Clerk.

The following is the complete text of the unpublished summarized resolution.

**RESOLUTION 2003R-065**

**By Ostrow**

**Adopting City policy regarding the implementation of a hiring, promotion and reclassification freeze.**

Resolved by The City Council of The City of Minneapolis:

That the following policies are hereby adopted:

1. Effective immediately an employment-hiring freeze and the termination of all temporary and permit employees will be in place for all City departments, regardless of the funding source for any vacant position(s). This freeze shall be in place until further notice;

2. Effective immediately all promotions, not yet approved, shall be put on hold. This hold on promotions shall be in place until further notice;

3. Effective immediately all classification maintenance studies, not yet approved, shall be put on hold;

4. Effective immediately all individual job audit requests shall be reviewed by Human Resources, and the department that generated the request shall be advised as to which job responsibilities must be altered in order to assure the employee is working within his/her current classification limits. The effected employee will be compensated for the time he/she performed any higher level responsibilities. Departments will immediately remove the higher level responsibilities. This hold on reclassifications shall be in place until further notice;

5. Departments seeking an exemption from the hiring freeze for critical positions will need administrative approval by the Human Resources Director. This request for exemption shall include decisions to continue with any existing temporary or permit employees. The Human Resources Director shall determine what process departments shall follow to seek such an exemption and decide whether to approve the request;

6. Departments may appeal decisions made by the Human Resources Director to a Committee composed of the City Coordinator and the Chief Finance Officer, who will make the final decision;

7. The Human Resources Director shall report on a monthly basis final decisions to the Ways and Means/Budget Committee;

8. Approval of the following directions to departments regarding the employment-hiring freeze and the holds on promotions and reclassifications:

a. The employment-hiring freeze, and promotion and reclassification hold applies to all positions and shall be in place until further notice.

b. Personnel savings resulting from position vacancies, and promotion and reclassification holds cannot be used at the department level for spending on non-personnel items, including contractors.

c. Vacant positions cannot be filled through promoting current employees even if the promotion would create a vacancy in another position.

d. Vacant position savings cannot be applied to increase overtime costs associated with the hiring freeze.

e. The employment-hiring freeze shall become effective immediately with any prior job offers honored.

f. The hiring freeze shall apply to all City operations regardless of funding source.

g. Recruitment for standard certification list updates may continue with the approval of the Human Resources Director and with the understanding that no employment offers shall be tendered until the City Council acts to formally rescind the employment-hiring freeze.

Adopted Yeas, 11; Nays 2 as follows:

Yeas - Benson, Goodman, Lane, Samuels, Johnson, Colvin Roy, Zimmermann, Schiff, Zerby, Lilligren, Ostrow.

Nays - Johnson Lee, Niziolek.

Passed March 13, 2003.

Approved March 13, 2003. R.T. Rybak, Mayor.

Attest: S. Ristuben, Asst City Clerk.

Lilligren moved to adjourn. Seconded.

Adopted upon a voice vote.

Adjourned.

Steven J. Ristuben,  
Assistant City Clerk.

Created: 3/14/2003