

**CITY COUNCIL
COMMUNICATION:**

03-203

AGENDA:

MAY 5, 2002

SUBJECT:

AUTHORIZATION TO
PROCEED WITH
STAFF REDUCTIONS

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

SUBMITTED BY:

THOMAS G. TURNER
HUMAN RESOURCES
DIRECTOR

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

SYNOPSIS —

Approve and authorize the City Manager to proceed with planned reductions of seven positions and the required layoff process to implement these reductions.

FISCAL IMPACT —

Reductions are required to meet budget projections in the adopted budget.

RECOMMENDATION —

Approval.

BACKGROUND —

As part of the process to reduce the gap between expected revenues and expenses for Fiscal Year (FY) 2004, the department directors recommended elimination of several vacant positions. Additionally, seven other positions currently occupied by employees are required to be either diminished or abolished in accordance with Iowa Code Chapter 400.28. This code section requires the City Council to approve these reductions. Accordingly, the Council is asked to approve the diminutions in the following civil service classifications:

Internal Auditor (Finance Department – Karl Young);
Housing Code Research Assistant (Community Development – Melissa Quinn);
Intermediate Clerk (Police Department – Pam Perry);
Facilities Services Supervisor (Park and Recreation – Marlene Beattie);
Administrative Analyst (Park and Recreation – Sandra Whaley); and
Botanical Center Educations Curator (Park and Recreation – Susan Ferguson).

Additionally, the Park and Recreation Department is eliminating a non-civil service position (Park and Recreation Business Manager – Chris Page) as part of these reductions.

These reductions will be made upon proper written notice to employees and will be effective between June 20, 2003 and September 30, 2003. Civil service employees will have the option of exercising their seniority consistent with the provisions of the code which may result in the “bumping” of other

employees.