



**John O. Norquist**  
Mayor, City of Milwaukee

May 6, 2003

Mr. Ronald Leonhardt  
Common Council-City Clerk  
City Hall, Room 205

Subject: Internal Transfers and Outplacement Services

Dear Mr. Leonhardt:

In my March 17, 2003 letter to you, I described the fiscal challenges facing Milwaukee in 2004 and requested your cooperation in meeting your targeted budget allocation. The resulting reductions in departmental funding are likely to have a significant impact on the size of the city's workforce in 2004.

Working together, we have been able to minimize the number of employees laid-off during past budgetary challenges. Despite the strict hiring freeze implemented earlier this year, it is probable that a number of positions identified for elimination in the 2004 budget will not be vacated through attrition. In recognition of the value and contribution of these individuals to our workforce, I am proposing supplementary actions to reduce the number of year-end lay-offs and to assist at-risk employees in their re-employment efforts.

To begin, I would like to relax the hiring freeze as of Wednesday, May 14th to allow inter-departmental transfer of employees identified for lay-off in the 2004 budget requests. If you have a vacant position that is not proposed for elimination in 2004, please give special consideration to these at-risk employees for employment in your department or agency.

Secondly, I have directed the Department of Employee Relations to provide an Outplacement Services Program for individuals who are potentially at-risk for lay-off in 2004. This week, I have requested that a file be introduced for the Common Council to approve a funding source for this program. This program will provide career development and re-employment skill services to ease employee transition into today's job market and to assist with the pursuit of other employment.

The Department of Employee Relations will be providing further correspondence on the specifics of these initiatives. I know that I can rely on your cooperation in achieving these goals.

Sincerely,

**JOHN O. NORQUIST**  
Mayor