



**Request for City Council Action
from the
City Coordinators Office**

Date: August 31, 2012

To: Honorable Barbara Johnson, President, Minneapolis City Council

Subject: Formation of a Transition Committee for the Regulatory Services Department Reorganization

Department Information

Prepared by: Paul Aasen

Approved by: Paul Aasen, City Coordinator

Presenters in Committee: Jay Stroebel, Interim RS Director

Financial Impact

No financial impact.

Background

Mayor Rybak, in his August 15, 2012 budget speech, proposed restructuring the Regulatory Services Department through reorganization and a reduction in management positions. The goals of the proposal are to further optimize services in the city and better align department activities.

The City has experience with complex reorganizations and mergers such as the formation of Community Planning & Economic Development (CPED) and Neighborhood & Community Relations (NCR) departments. One of the features of a successful reorganization is the formation of a working group to coordinate and oversee the planning for and execution of the reorganization. This request for City Council action seeks to form a Transition Committee to oversee and coordinate this proposal through the 2013 budget process and into the implementation phases in 2013. The Transition Committee will evaluate reorganization options and will make recommendations to the City Council.

Recommendation

1. Appoint members of the city council and staff to a Transition Committee to provide coordination and oversight of the planning needed to reorganize the Regulatory Services Department. The appointees are:
 - a. Council Vice President Lilligren, Chair
 - b. Council Member Glidden
 - c. Council Member Goodman
 - d. Council Member Reich
 - e. Paul Aasen, City Coordinator, Staff Lead
 - f. Jeremy Hanson Willis, CPED Director
 - g. Gretchen Musicant, MDHFS Director
 - h. Jay Stroebel, Interim RS Director
 - i. Erica Prosser and/or Jennifer O'Rourke, Mayor's Office

2. Direct the Transition Committee to meet regularly from September through December 2012 on a schedule set by the Chair and City Coordinator to:
 - a. Review the Regulatory Services reorganization as proposed in the Mayor's 2013 budget speech and related documents;
 - b. Identify the current Regulatory Services work units that should be considered for assignment into other departments and identify current Regulatory Services work units that should remain together in a reorganized department;
 - c. Identify the necessary Charter and ordinance changes needed to implement the reorganization;
 - d. Identify the key working groups, including other City Council Members and key departmental staff, needed to plan and implement the reorganization and charge those working groups with formulating plans to:
 - i. Integrate the management of work units assigned to other departments;
 - ii. Ensure ongoing activities of the Regulatory Services Department are not interrupted through the transition;
 - iii. Optimize the business processes of working units assigned to other departments and those remaining in the reorganized Inspections Department;
 - iv. Select and appoint a Director for the new Inspections Department;
 - v. Optimize management structures of all the departments involved in the reorganization;
 - vi. Integrate any physical location/office issues into the FSAM process.
 - e. Work with the Ways & Means Committee Chair, and other key council committee chairs as needed, to integrate the reorganization plan into the 2013 budget process.