

Transition Committee
Regulatory Services Reorganization Update
October 17, 2012



City of Minneapolis

Regulatory Services Reorganization Update

Request for City Council Action from the City Coordinators Office

Date: August 31, 2012

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

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.

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.



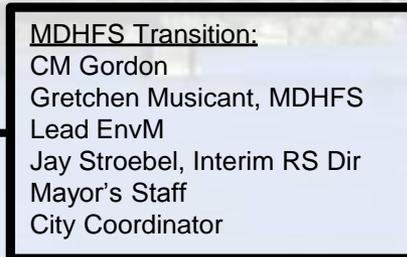
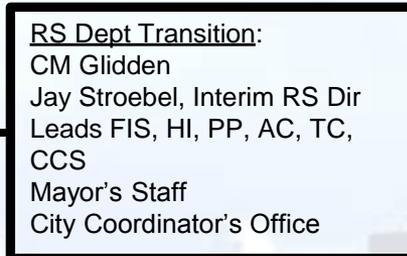
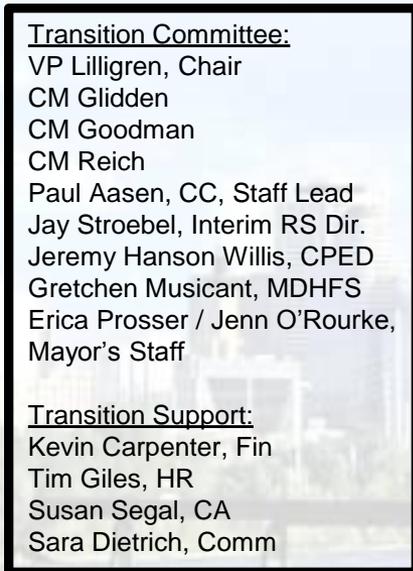
City of Minneapolis

Regulatory Services Reorganization Update

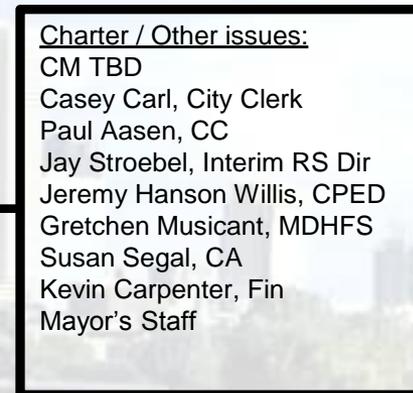
Sept – Oct 2012

Reorganization Process

Sept – Dec 2012



Sept – Nov 2012



Regulatory Services Reorganization Update

RS Reorganization Calendar, October 2012

Green = Primary working zone

Yellow = Follow-up and/or tails

	2012				2013												2014		
Phase	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
Transition Committee: Business Unit reorg & Budget Planning	Meetings with RS staff by business unit, Initial Committee meetings, Initial assessment of Charter impact	Initial reorg plan presentation, Stakeholder Outreach Internal and External, CPED and MDHFS implementation planning	Stakeholder Outreach Internal and External, Second reorg plan presentation, Determine admin resource allocation, Initial fin/HR/IT restructuring work	Budget Adopted including reorg, Begin new Dept Head hiring process, Determine transition management needs	Initial transition management assistance, Complete needed ordinance changes	New Dept Head hire, Other Issues: Admin Hearings, TC and PW connection			Other Issues: Space planning, 2014 budget needs										
Departments: Management Transition & early integration					Business Unit management reporting relationships change, Begin unit integration(s)	Onboarding of new Dept Head	Completion of accounting changes												
Departments: Business Process improvement & integration							Start BPI												
Departments, Facility Planning, 2013 Budget: Physical																City Master Space Plan in Budget			



Regulatory Services Reorganization Update

Regulatory Services Reorganization Principles – Why we are doing this?

1. To improve the delivery of city services to residents, visitors and other customers with the most efficient use of tax payer dollars and employee efforts.
2. To ensure the city is managed in a way that builds trust with residents, provides oversight, creates accountability and improves communication.
3. To become a workplace where employees have the tools they need, the right balance between oversight and freedom to act, and an opportunity for their service to be recognized.
4. To apply an enterprise-wide view to combining, integrating and aligning business units that share missions and customers.



Regulatory Services Reorganization Update

Reorganization Guidelines – What are our guiding values?

1. Align functions within the City to accelerate business development and regulatory compliance.
2. Ensure the City's ordinances and regulations are effectively enforced.
3. Balance management structure and oversight against service delivery while producing budget savings.
4. Improve the way the City delivers services by better using the experience and expertise of City employees.



Regulatory Services Reorganization Update

Reorganization Process Checkpoints

1. Build upon the critical working relationships, both formal and informal, that business units have established between within and between departments.
2. Reduce the number of city contacts needed for business, project, or property owners to start, operate or expand their business or building.
3. Avoid disrupting the function of discrete business units that are largely self-contained for operations and mission.
4. Engage employees to identify key transition issues, business unit and service improvement opportunities, and key lines of communication and coordination.
5. Engage stakeholders to identify critical services that need to be maintained and service improvement ideas.



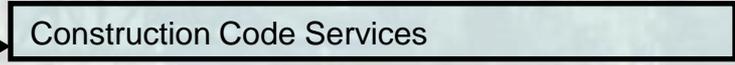
Regulatory Services Reorganization – Mayor’s Budget Proposal

Current Regulatory Services Department



Future State

New Inspections Department



Regulatory Services Reorganization – Transition Committee Working Draft 10/17/12

Current Department

- Administration (**AppORTioned**)
- Housing Inspections
- Problem Properties
- Animal Control
- Fire Inspection Services
- Traffic Control
- Construction Code Services
- Minneapolis Development Review
- Business Licensing
- Environmental Management

Future State

New Inspections Department (9 Admin Staff TBD)

- Housing Inspections
- Problem Properties
- Animal Control 94 Staff

- Fire Inspection Services
- Traffic Control 53 Staff

CPED

- Construction Code Services
- Minneapolis Development Review
- Business Licensing 109 Staff

MDHFS

- Environmental Management 31 Staff



Regulatory Services Reorganization Update – Next Steps

- MDHFS is working with EnvM to determine how business unit fits into MDHFS structure AND to identify logistical and admin support needs that may or may not be able to be met within MDHFS.
- CPED is working with BL, MDR, CCS to determine fit, potential organization structure and admin/logistical needs.
- Transition Committee will need to determine recommendation for the location of FIS and TC.
- Once a recommendation is reached on FIS and TC, an outreach schedule for late Oct and early Nov will be set to take recommendation in front of a range of stakeholder groups.
- Once a recommendation is set, Finance/HR/IT can begin working on the needed accounting, personnel and technology changes, including transition management assistance to the involved departments.
- Post-recommendation, the Charter/Legal work group will determine what charter, ordinance and/or other changes are needed.

