

Focus Minneapolis Work Plan/Critical Activities for June – December 2003

6-2-03 – JS draft

	Who	June	July	August	Sept – Dec
Mgmt and Organizational Decisions					
Define major CPED divisions	Lee	Decision by end of June			
Ordinance	CAO (Carol & Nikki), Chuck L, Jeff, Chuck B (+ Lee at key points)	Drafting sessions; HR & Finance input; briefings w/ key staff, labor and electeds	- 11 th introduce at Council mtg - 15 th CD set public hrg - 29 th public hrg & vote	8 th Council action	
MCDA Ordinance and/or by-law changes	CAO, Chuck Lutz	Analysis of issues regarding continued existence of MCDA	Recommendations to Council as part of ordinance package	MCDA Board action as necessary	
Budget & Strategic Planning Activities					
2004 Budget prep	Jeff to coordinate team	Team mtgs	~ 1 st week: pre-hearing w/ Lee ~ 15 th : hearing w/ Mayor	~14 th : Mayor's budget	Ways & Means review of 2004 budget recommendation
2004-2008 Business Plan	Jeff to coordinate team	Team mtgs	~ 15 th : hearing w/ Mayor		Ways & Means review of 2004 business plan
NRP/Citizen Engagement					
Pat Born analysis of Lane proposal	Pat B	- 4 th : presentation to NRP Bd TF - public discussion at community mtgs			
Public Meetings on Feb Joint City/NRP report and Lane ordinance	NRP Board TF	- 5 mtgs planned - June 30 th NRP Bd mtg to consider recommendations			
Policy resolution on NRP	Several	Monitor public discussions	18 th Study Session	Council consideration of Lane ordinance	

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Customer Service Improvements					
Interim One Stop Shop (milestones dependent on funding availability)	Ellen Dossdall	Initiate customer parking; Write process models for high occupancy projects; advisory group kickoff; Business Licensing staff at One Stop Shop; Evaluate e-gov software	Define enterprise permits for CPED, PW, Fire, Reg. Services; Software vendor negotiations; space planning; organizational planning	Training on development workflow for One Stop staff	Simple permits on web in test mode Configure development workflow management system
Streamline Project & Plan Approvals	Chuck Ballentine	Draft recommendations to dept heads	Recommendations to Mayor/Council for consideration		
Review/coordinate dept service boundaries	Chuck Ballentine	Draft recommendations to dept heads	Recommendations to Mayor/Council for consideration		
Contract Management Streamlining	Pat Born, Jay Heffren	Finalize staff recommendations	Refer charter changes to IGR committee	Referral to Charter Commission	Charter Commission review and action & referral back to IGR
2003 Transition Activities					
Formal transfer of EZ to CPED	John Moir	8 th : Council action anticipated			
Detail remaining MCDA support staff functions to City depts	Chuck Lutz	- Logistics planning with HR, Communications, Finance, Planning and Attorney - 2004 budget discussions with CC		Change in supervision to be in effect August 8 th	
Office moves to Crown Roller	PWs, Paul Fuchs, Jeff	Logistics planning	CPED, EZ to move	METP to move	
Overall staff transition issues	Pam French	Transition planning, initiate MCDA job classification study	Transition planning continues	Transition begins; to be coordinated with adoption of CPED ordinance	Transition continues