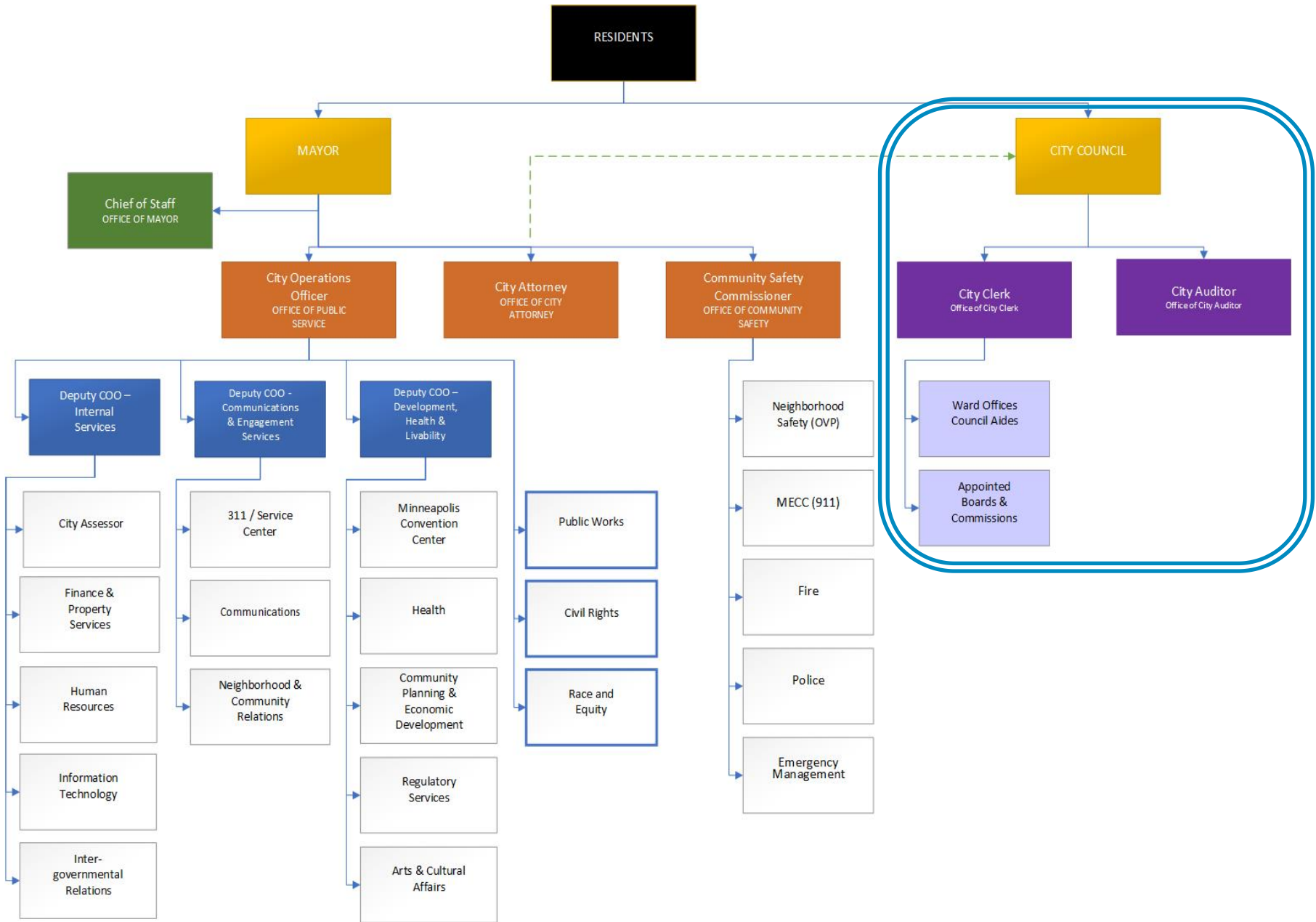


CITY OF MINNEAPOLIS

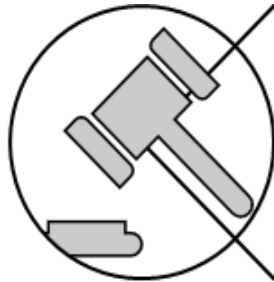
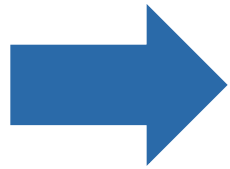
# Legislative Department:

## Components for Legislative Department under Executive Mayor – Legislative Council structure

Updated September 2022

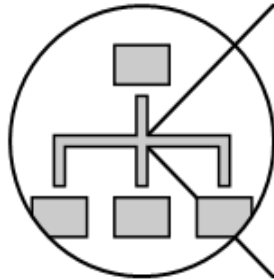


# Council's Official Functions: City Charter § 4.1



## **Policymaking**

- Enact local laws to govern the community
- Adopt policies to regulate the City



## **Oversight**

- Evaluate enterprise performance
- Conduct studies and investigations

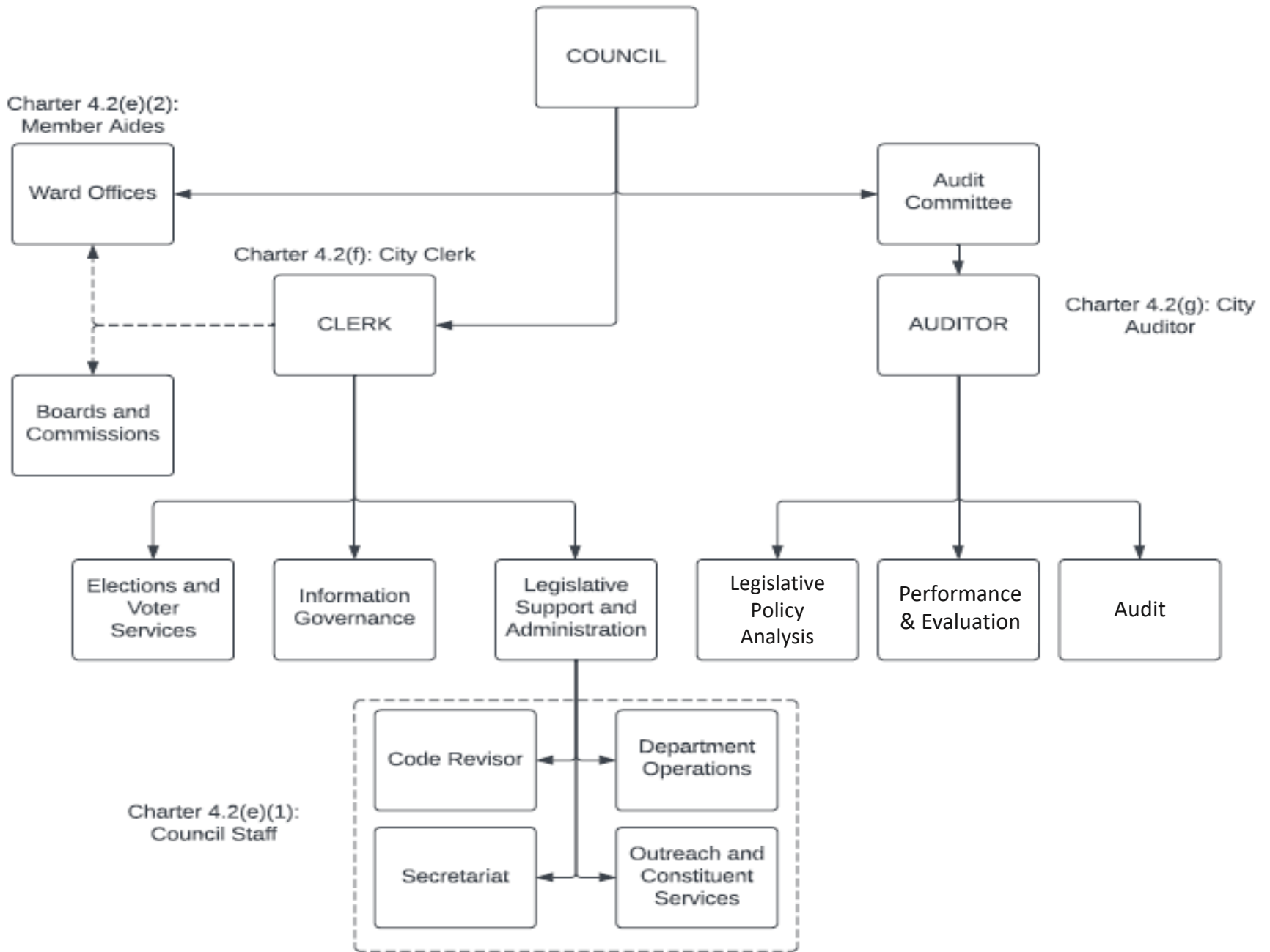


## **Representation**

- Advocate for City policies and priorities
- Act as ombudsman for constituents



Charter article IV: Council and Legislative Department



## Organizing Principles:

1. Centralized vs Decentralized
2. Professional vs Political



### CONTINUUM

#### Centralized/Professional

- Serve the legislative body
- Institutional focus [the Council]
- Usually nonpartisan, career track
- Often reflect professional disciplines, adherence to professional standards and ethics, etc.

#### Decentralized/Political

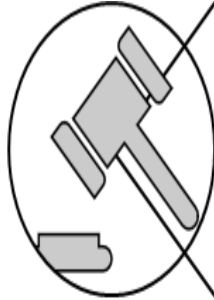
- Serve individual legislators
- Individual focus [the Member]
- Usually partisan, noncareer track
- Often have significant campaign and relevant political backgrounds, can also have professional background (but usually not necessary)

# Support for Council Functions

Secretariat  
Code Revisor  
Legislative & Fiscal Analysis  
Outreach & Constituent Services  
Ward Offices/Aides  
Department Operations  
Audit & Assurance

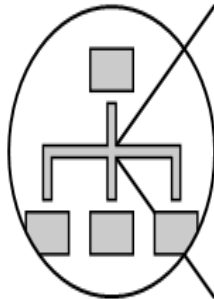
Performance Evaluation  
Audit & Assurance  
Legislative & Fiscal Analysis  
Secretariat  
Code Revisor  
Outreach & Constituent Services  
Ward Offices/Aides  
Department Operations

Ward Offices/Aides  
Outreach & Constituent Services  
Department Operations



## Policymaking

- Enact local laws to govern the community
- Adopt policies to regulate the City



## Oversight

- Evaluate enterprise performance
- Conduct studies and investigations



## Representation

- Advocate for City policies and priorities
- Act as ombudsman for constituents



# City Clerk: Policymaking + Oversight

## Code Revisor

Provides professional, impartial legislative and policy drafting, research, and reference services for Council and its Committees. Publishes and maintains the City Charter and Code of Ordinances.

**This would be a new unit in the Clerk's Office.**

### **NEW:**

- **1 Code Revisor**
- **2 Assistant Code Revisors**

## Secretariat

Manages all aspects associated with the scheduling, conduct, and support for meetings of Council and its Committees; certifies and publishes records of its proceedings and official acts; and ensures that applicable rules and procedures are satisfied in the enactment of local laws and public policies.

### EXISTING:

- 1 Manager, Legislative Services
- 6 Legislative Clerks

### **NEW:**

- **1 Indexing Clerk**



# City Clerk: Operations + Representation

## Operations

Manages day-to-day administrative functions of the department, including financial management and personal administration, information technology and operating systems, and resource coordination. Also provides administrative support for Ward Offices.

### EXISTING:

- 1 Manager, Administrative Services
- 1 Manager, IT Services
- 2 Operations Technicians
- 2 Administrative Analysts
- 1 Program Assistant

### NEW:

- 1 Director of Administration

## Outreach & Constituent Services

Provides nonpartisan support for coordinated community outreach, communications, civic literacy initiatives, a variety of special projects, and similar functions for the Council and the legislative department.

**This would be a new unit in the Clerk's Office.**

### NEW:

- 1 Manager, Outreach & Constituent Services
- 1 Multi-media Coordinator
- 1 Project Coordinator
- 2 Constituent Services Reps.





# City Auditor: Independent Analysis & Evaluation

## City Auditor

Charter Amendment No. 184 creates a new position of City Auditor, to be appointed by the independent Audit Committee and to function as an independent, trusted, nonpartisan evaluator of the City's performance, both in terms of policy as well as operations. The City Clerk is tasked with collaborating with the Human Resources Department in bringing forward recommendations for establishing, classifying, and compensating this new executive-level position within the Legislative Department.

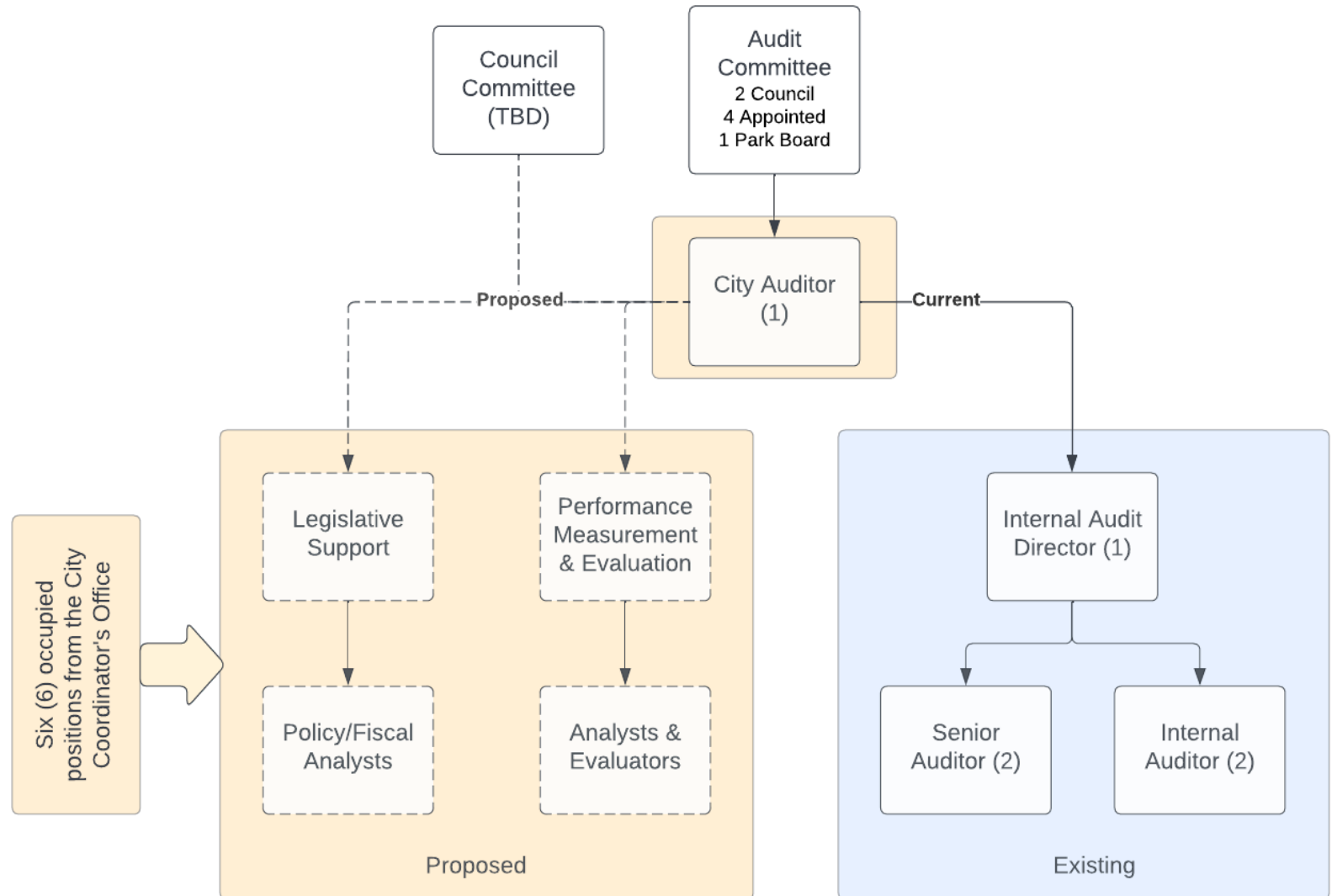
The City Auditor will essentially lead three divisions: the Audit & Assurance Division; the (new) Policy & Fiscal Analysis Division; and the (new) Performance Measurement Division. Each division will require a leader (deputy director) to plan and manage its operations under the direction of the City Auditor.

### **NEW:**

- **1 City Auditor**



# City Auditor's Office: Policymaking & Oversight



# Office of City Auditor: Audit & Assurance

## Audit & Assurance Division

Internal Audit provides comprehensive risk-based oversight to the enterprise via audits. Internal Audit also consults with departments and programs to assess risk, design controls, and improve practices.

Due to the high demand for community safety audit services and the expanded concept of community safety in the City of Minneapolis, the Internal Audit Division anticipates the addition of two subject-matter experts dedicated to assisting Council with its policy-making, oversight, and evaluation of community safety functions, operations, service delivery, etc.

### **NEW:**

- **2 Community Safety Auditors**



# City Auditor: Policy & Fiscal Analysis

## [A new division]

### Policy Analysts

Legislative Analysts support Council and its Committees with professional, nonpartisan research and evaluations and generate policy options for consideration as directed. Due to their independent status, these analysts are free to provide unbiased, neutral recommendations and results to inform the Council's work.

#### **NEW:**

- **1 Director, Legislative Analysis**
- **4 Legislative Analysts**

### Fiscal Analysts

Financial Analysts primarily focus on the budget and fiscal impacts of policy and legislative proposals and assist Council and its Committees in reviewing and understanding the impacts of the Mayor's recommended budget.

#### **NEW:**

- **2 Fiscal Analysts**



# City Auditor: Performance Measurement [A new division]

***Added since initial presentation on April 26***

## Team

The Performance Measurement Team—which represents a transfer of the existing Office of Performance & Innovation—will be responsible for administering an enterprise-wide performance management program that identifies key performance metrics across all departments for the delivery of city services and programs, to gather responsive data, and to evaluate enterprise performance against established goals, policies, and priorities articulated by the City Council.

### **TRANSFER: Six existing FTEs from the City Coordinator's Department**

- **1 Director, Innovation Delivery Team (filled)**
- **1 Manager of Continuous Improvement (filled)**
- **3 Program Managers (filled)**
- **1 Innovation Team Planner Analyst (filled)**

Vacant OPI positions & OPI budget are transferring with this move; thus, this proposal does not include programming dollars.

\*Discussions had been underway, outside of the budget process, between the Internal Auditor & City Coordinator to transfer this occupied position to the City Auditor's Office.

# Implementation Timeline: UPDATED (8/8/22)

## Office of City Clerk

### 2023 Budget

- 1 Project Coordinator
- 1 Constituent Services Rep.

### 2024 Budget

- 1 Manager, Outreach & Const. Serv.
- 1 Constituent Services Rep.
- 1 Code Revisor
- 1 Director of Administration

### 2025 Budget

- 1 Assistant Code Revisor
- 1 Multi-media Coordinator

### 2026 Budget

- 1 Assistant Code Revisor
- 1 Indexing Clerk

## Office of City Auditor

### 2022 Budget

- **City Auditor (mandatory per Charter)**

### 2023 Budget

- 1 Director, Legislative & Fiscal Analysis
- 1 Community Safety Auditor
- 1 Fiscal Analyst
- **1 OPI Director Innovation Delivery Team**
- **3 OPI Program Managers**
- **1 OPI Innovation Team Planner Analyst**
- **1 Manager of Continuous Improvement**

### 2024 Budget

- 2 Policy Analysts

### 2025 Budget

- 1 Community Safety Auditor
- 1 Policy Analyst
- 1 Fiscal Analyst

### 2026 Budget

- 1 Policy Analyst

