

IXA4i



OFFICE OF THE MAYOR

9th Floor, City Hall
124 W. Michigan Avenue
Lansing, Michigan 48933-1694
(517) 483-4141 (voice)
(517) 483-4479 (TDD)
(517) 483-6066 (Fax)

Virg Bernero, Mayor

TO: City Council President Harold Leeman and Council Members

FROM: Mayor Virg Bernero

DATE: April 20, 2006

RE: Executive Order 2006-04 – Implementing a Transfer of Functions between the Personnel Department, Finance Department and Human Relations and Community Services Department

The attached correspondence is forwarded for your review and appropriate action.

VB/rh
Attachment

Summary
EXECUTIVE ORDER 2006-04
(Revised June 16, 2006)

IMPLEMENTING A TRANSFER OF FUNCTIONS BETWEEN THE PERSONNEL DEPARTMENT, FINANCE DEPARTMENT, AND THE HUMAN RELATIONS AND COMMUNITY SERVICES DEPARTMENT (HRCS)

What does this reorganization do?

- * Transfers Equal Opportunity functions related to city employment matters from HRCS to the Personnel Department, which is renamed the Human Resources Department
- * Transfers Prevailing Wage and Living Wage monitoring requirements from HRCS to the Purchasing Division of the Finance Department
- * Renames the Personnel Department the Human Resources Department

Why is this desirable?

By Charter, the Mayor is responsible for reducing any unlawful discrimination. While previous Mayors have delegated this responsibility to HRCS, Mayor Bernero believes that monitoring and responding to such matters is more efficiently and effectively carried out from within the same department which has responsibility for overseeing recruitment, retention, and employee relations matters.

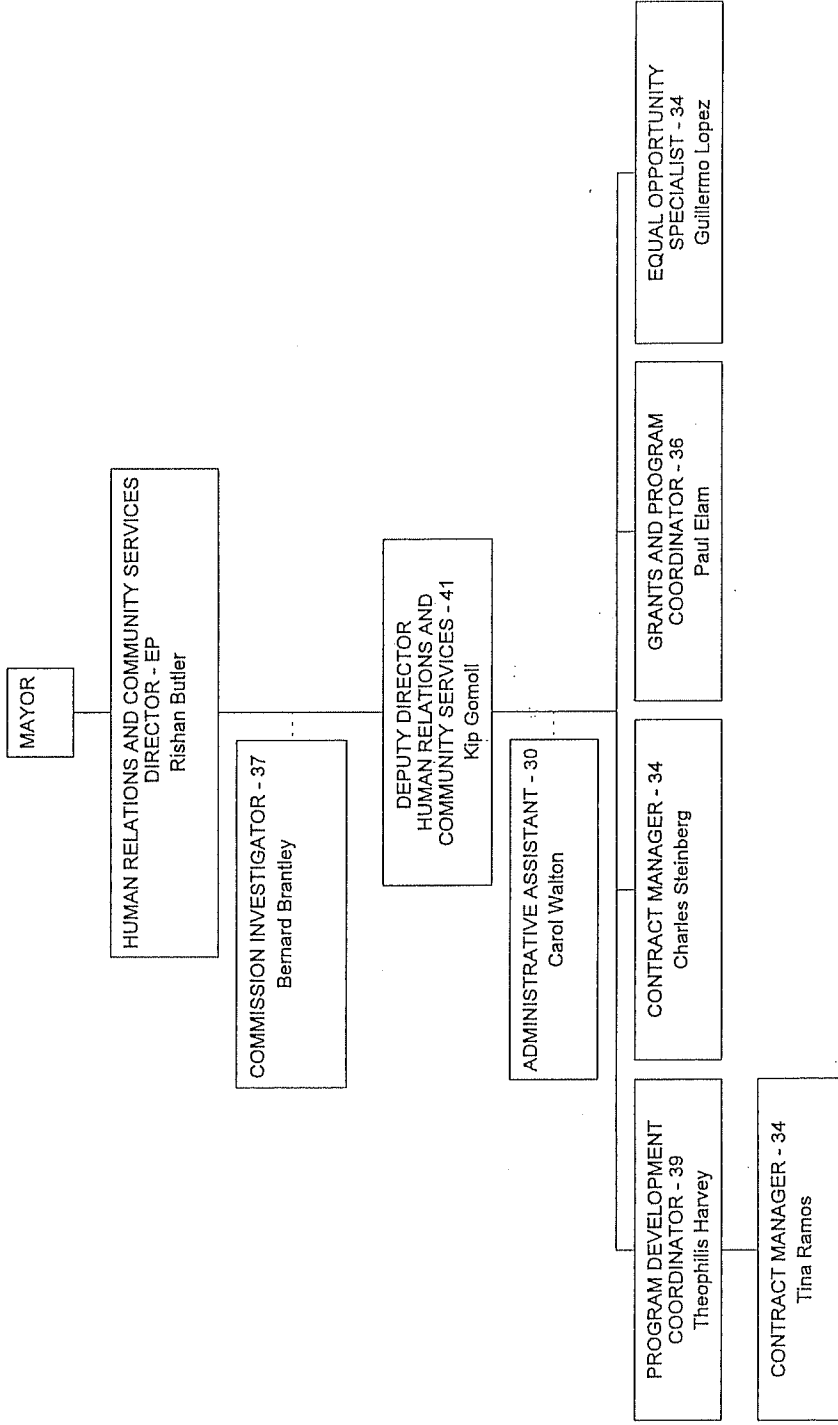
In addition, by transferring this function to the Human Resources Department, HRCS will have additional resources to focus more exclusively on other issues. Increased staff time will be focused on existing job responsibilities; including monitoring compliance with conditions on tax abatements; providing support to individuals in need; increasing efforts to utilize research based outcome measures in supporting programs; and monitoring human services grants.

What does this reorganization NOT do?

The proposed reorganization is based on the financial and staff resources reflected in the adopted 2007 budget. It will not result in any reduction of staff. To the extent that some job functions may be changed, position descriptions will be re-evaluated in accordance with the collective bargaining agreements. The Executive Order does not reduce the 1.25% set-aside for human services agency funding. In addition, there is no contractual relationship envisioned with the Capital Area United Way.

HUMAN RELATIONS AND COMMUNITY SERVICES DEPARTMENT

Organization Chart FY06



Note: The Director position is appointed by the Mayor pursuant to the Executive Plan, the Deputy Director is an exempt position, Grants Coordinator and Commission Investigator are represented by the State, County and Municipal Workers Teamsters, Local 214 Non-Supervisory Unit, the Program Development Coordinator is represented by International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local 580 Supervisory Unit, and the remainder of positions, Administrative Assistant, Contract Managers, and Equal Opportunity Specialist are represented by the International Brotherhood of Teamsters and Warehousemen, Local 580 Clerical, Technical and Professional Unit.



Virg Bernero
Mayor

OFFICE OF THE MAYOR

9th Floor, City Hall
124 W. Michigan Avenue
Lansing, Michigan 48933-1694
(517) 483-4141 (Voice)
(517) 483-4479 (TDD)
(517) 483-6066 (Fax)
mayor@ci.lansing.mi.us

RECEIVED
2006 APR 20 4:00 PM
LANSING CITY CLERK

April 19, 2006

Council President Harold Leeman and Council Members
Lansing City Council
124 W. Michigan – Tenth Floor
Lansing, MI 48933

RE: Executive Order 2006-4 - Implementing a Transfer of Functions between the Personnel Department, Finance Department and the Human Relations and Community Services Department

President Leeman and Council Members,

My proposed FY2007 budget focuses in part on restructuring some services and implementing other efficiencies that will improve the delivery of city services while reducing costs. In accordance with Section 4-301.7 of the Lansing City Charter, I am requesting your approval of the following reorganization which was incorporated into my FY2007 recommended budget.

A transfer of functions between the Personnel Department, the Finance Department and the Human Relations and Community Services Department is proposed as follows:

The specific recommendations being proposed are:

- Transfer of the EEO/Affirmative Action responsibilities from HRCS to the Personnel Department; and
- Transfer of the Prevailing Wage and Living Wage monitoring requirements from HRCS to the Finance Department; and
- The name of the Personnel Department is proposed to be changed to the Human Resources Department.

In addition, my budget includes a recommended appropriation level for human services funding which is significantly less than the minimum 1.25% of general fund revenues as required by Ordinance No. 01027; and also anticipates the utilization of the Capital Area United Way for

Council President Harold Leeman and Council Members

April 19, 2006

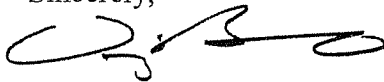
Page Two

increased coordination and improved administration of the City's human services grants. An ordinance change will be necessary to implement these changes.

I am requesting that these proposed ordinance changes be considered within the context of the FY2007 budget deliberations, with an effective date no later than July 1, 2006.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Virg Bernero", with a stylized flourish at the end.

Virg Bernero

Mayor

TO: ALL OFFICERS, EMPLOYEES, AGENCIES, BOARDS, AUTHORITIES, AND DEPARTMENTS OF THE CITY OF LANSING

RE: EXECUTIVE ORDER 2006-04 – IMPLEMENTING A TRANSFER OF FUNCTIONS BETWEEN THE PERSONNEL DEPARTMENT, FINANCE DEPARTMENT AND THE HUMAN RELATIONS AND COMMUNITY SERVICES DEPARTMENT

The proposed FY2007 budget focuses in part on restructuring some services and implementing other efficiencies that will improve the delivery of City services while reducing costs. It has been determined that a transfer of certain functions between the Personnel Department, Finance Department and the Human Relations and Community Services Department (HRCS) will provide for a reduction in costs, sharing of administrative functions, and an increase in coordination of support functions within the City.

Therefore, pursuant to the direction and mandate given to me by the people of the City of Lansing, as expressed in the City Charter, I hereby issue the following Executive Order to implement the following transfer of functions between the Personnel Department, Finance Department and the Human Relations and Community Services Department, effective July 1, 2007:

- Transfer of the EEO/Affirmative Action responsibilities from HRCS to the Personnel Department; and
- Transfer of the Prevailing Wage and Living Wage monitoring requirements from HRCS to the Finance Department.
- The name of the Personnel Department is changed to the Human Resources Department.

In addition, since the proposed FY2007 budget includes a recommended appropriation level for human services funding which is less than the minimum 1.25% of general fund revenues as required by Ordinance No. 01027, and also anticipates the utilization of the Capital Area United Way for increased coordination and improved administration of the City's human services grants, the City Attorney is hereby directed to prepared the ordinance changes necessary to implement this Executive Order.

The City Attorney also is hereby directed to prepare any other ordinance changes that are necessary to implement this Executive Order.

This Executive Order, signed this 20th day of April, 2006, shall remain in effect until it is rescinded or superceded.



Virg Bernero, Mayor of the City of Lansing