

# City Council Office Transition

## OMF Cross-Functional Team

### Final Quarterly Status Report January 2013

Team Sponsor(s)	Team Lead	Date of Last Report	Date of this Report												
Jane Braaten, Carol Brune/Ben Berry, Anna Kanwit, Betsy Ames	Elyse Rosenberg Crystal Castruita	September 2012	January 2013												
<b>Project Purpose</b>	Fiscal Year (FY) 2012-13 is an election year, during which three City Council positions (Mayor and Commissioners #1 and #4) are up for election. With two incumbents leaving office, at least two of the Council Offices will undergo a transition. The Council Office Transition team will prepare, plan, and execute a smooth start for the new administration's logistics.														
<b>Goals and Deliverables</b>	<ul style="list-style-type: none"> <li>• Prepare and execute transition task list</li> <li>• Develop communications protocols for lead OMF staff</li> <li>• Prepare and deliver on-boarding materials and training</li> <li>• Have the office spaces and equipment move in ready for start of business on January 2<sup>nd</sup></li> <li>• Have the websites for the new elected officials online and in production on January 1<sup>st</sup>.</li> <li>• Coordinate OMF tasks as appropriate with outgoing office-holders</li> <li>• Develop a security plan for new office-holders.</li> <li>• Document the process for future transitions</li> </ul>														
<b>Project timeline</b>	<p>Kickoff by 8/1/2012</p> <p>August-September – prepare task lists, materials, training; assess space and technology replacement needs; initiate purchases; communicate as appropriate to coordinate with outgoing elected officials and newly elected officials</p> <p>October-December – execute transition plans</p> <p>January-June – execute ongoing training activities</p>														
<b>Team members</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Facilities</td> <td>Bob Kieta</td> </tr> <tr> <td>BTS</td> <td>Myndi Fertal</td> </tr> <tr> <td>Procurement</td> <td>Barb Gibson</td> </tr> <tr> <td>HR</td> <td>David Rhys</td> </tr> <tr> <td>Business Ops</td> <td>Crystal Castruita Elyse Rosenberg (Team Lead)</td> </tr> <tr> <td>CAO Policy Team</td> <td>Celia Heron</td> </tr> </table> <p>Outside resources include:</p> <ul style="list-style-type: none"> <li>• City Attorney</li> <li>• City Auditor</li> <li>• RACC</li> </ul>			Facilities	Bob Kieta	BTS	Myndi Fertal	Procurement	Barb Gibson	HR	David Rhys	Business Ops	Crystal Castruita Elyse Rosenberg (Team Lead)	CAO Policy Team	Celia Heron
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<b>Other changes</b>	N/A														
<b>Current Status</b>	Transition Task List and Communication Protocol were completed. New elected officials are in office, staff is on board, offices and technology were refreshed. The Cross Functional Team has ceased to formally meet and will be handling any remaining issues via email or individual meetings.														
<b>Next Step</b>	Complete final transition tasks, train new staff in appropriate City procedures, complete a debriefing session to document lessons learned, archive appropriate documentation. This will be														

	the team's final CFT report.
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