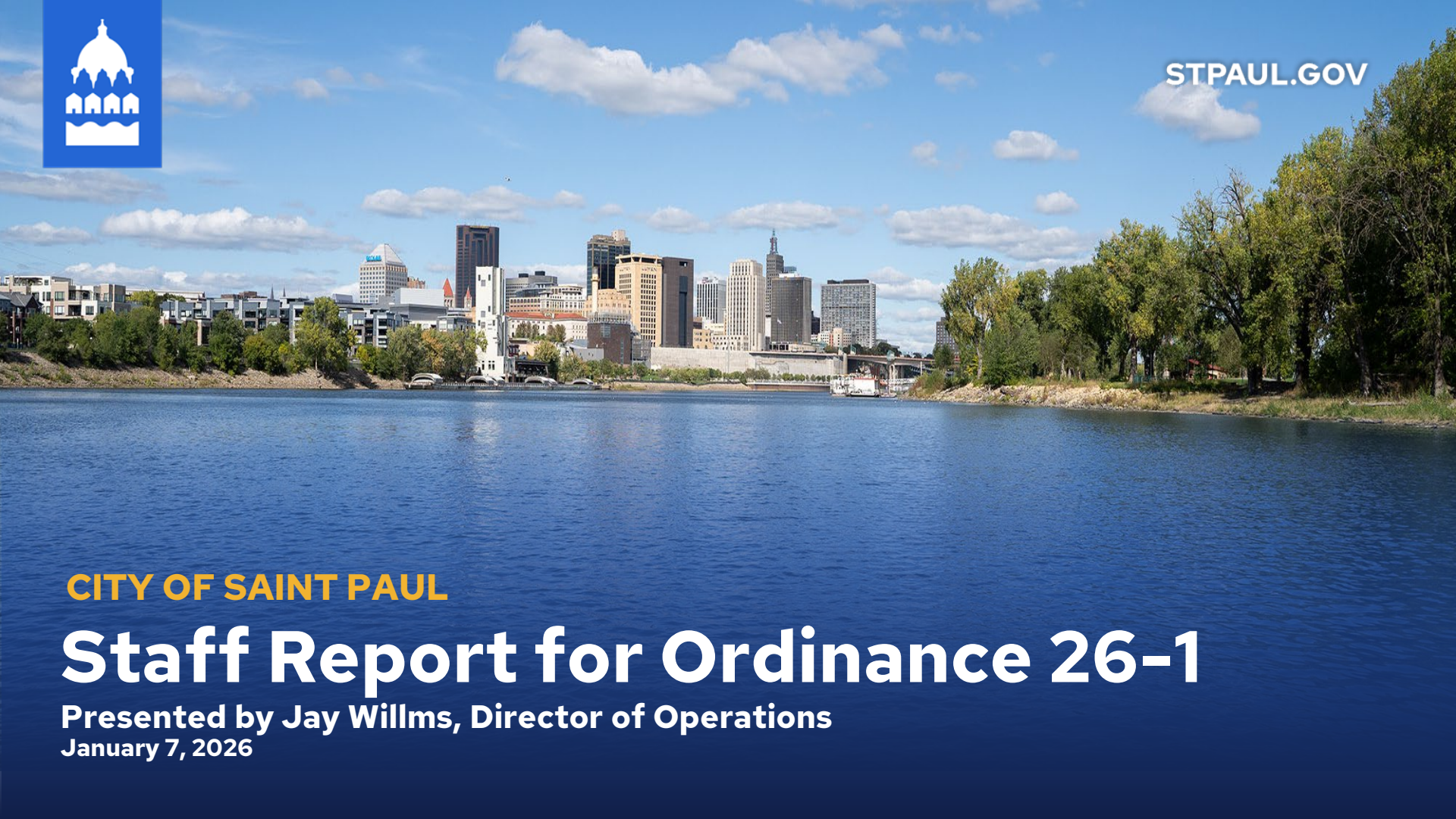




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CITY OF SAINT PAUL

Staff Report for Ordinance 26-1

Presented by Jay Willms, Director of Operations
January 7, 2026



Director of Operations Codification

The work of a Director of Operations is already happening:

- Centralized staff supervision
- Establishing department policy
- Workflow and process design
- Resource allocations and budget decisions
- Cross-branch coordination

However,

- Authority of the role is ambiguous (informal, fragmented, and person-dependent)
- Supervision of the role is ambiguous (performance reviews, compensation, etc.)

Codification turns de facto authority into accountable authority for this Council and future Councils.



What codification clarifies:

- **Operational decision-making authority**
 - Workspace and space planning
 - Facility access and safety procedures
 - Technology tools and systems
 - Internal operational logistics
- **Administrative policy authority**
 - Create internal administrative policies, procedures, and operating standards
 - Govern how Council operations function day-to-day
- **Budget, contracting, and resource authority**
 - Preparing and administering the Council Office budget
 - Allocating staffing resources within the adopted budget
 - Approving personnel actions tied to budget compliance
 - Procurement and contracting



What authority is *not* included:

- No policy-making authority
- No political authority
- No override of Councilmember legislative judgment
- No reduction in Councilmember ability to set priorities or direct legislative work



Benefits of Codification

Two-way accountability and clarity

The Director of Operations is clearly empowered and clearly accountable

Council gains:

- A single point of responsibility for operations
- Clear expectations and performance standards
- Keeps Councilmembers focused on policy, representation, and oversight (instead of day-to-day personnel issues.)

Staff gain:

- Consistency
- Transparency
- Predictability



Benefits of Codification (Continued)

It makes the organization more resilient:

- Turnover, retirements, emergencies, and transitions happen.
- When authority is unwritten:
 - Every transition resets expectations
 - Institutional memory walks out the door
- Codification ensures continuity regardless of who holds the position.



Questions?