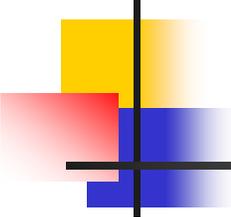


City Clerk Department

Business Plan

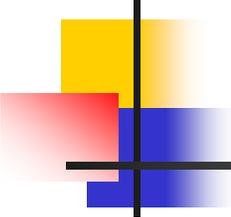
Ways & Means/Budget Presentation

May, 2004



Mission (pg. 1)

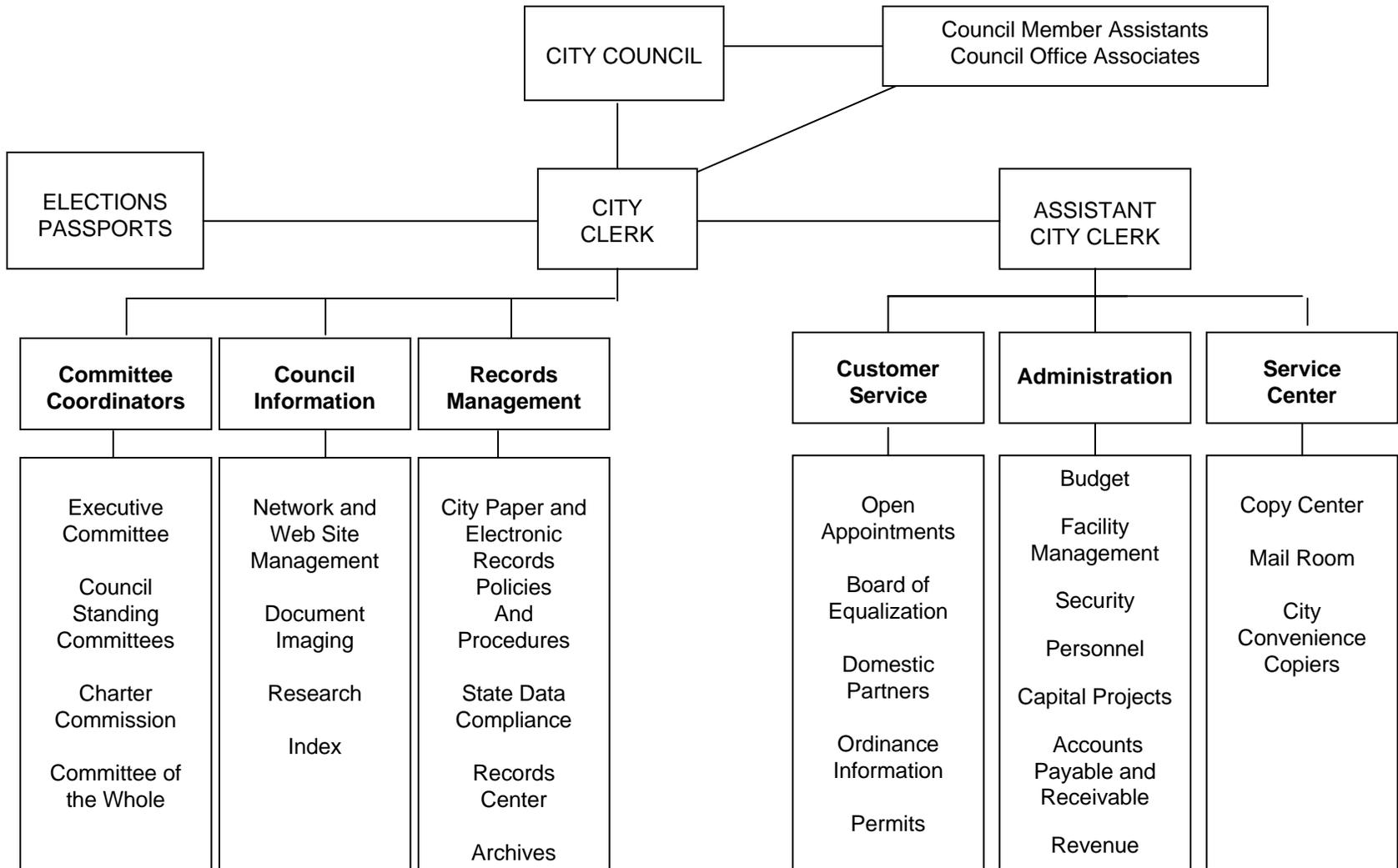
- To coordinate and maintain high quality, cost effective information for Council Members, City staff and the public, so that effective and responsible decisions can be made to govern the City.

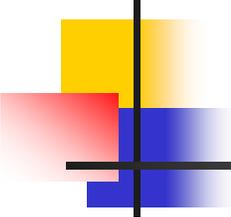


Primary Business Lines (pg. 2)

Legally Mandated Functions	Federal	State	Local
Information Management	X	X	X
Council Administration and Support			
Printing and Mailing Services			X
Elections and Voter Registration	X	X	X

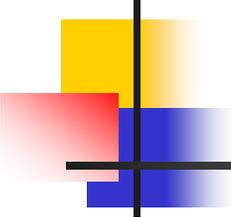
Minneapolis City Clerk Organization Chart





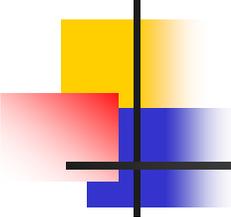
Alignment with City Goals (pg. 3)

- Deliver consistently high quality City services at a good value to our taxpayers
- Strengthen City government management and enhance community engagement



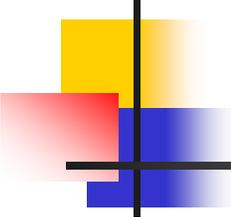
Trends and Challenges (pg. 4)

1. Enterprise Information Management
2. Citizen Access to Information
3. New Federal Election Requirements
4. Technology
5. Human Resources



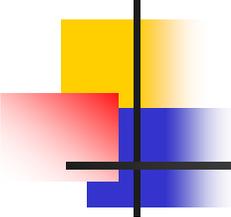
Business Line Strategies (pg. 11)

1. Information Management
2. Access to Information
3. Document Imaging
4. Council Administration
5. Printing and Mail Services
6. Elections



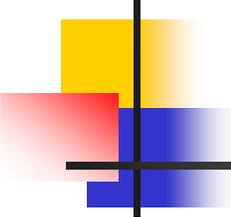
Enterprise Initiatives (pg. 13)

- EIM Defined: Enterprise Information Management (EIM) is a shared initiative to develop a standardized governance framework of policies, procedures and application tools for the life cycle management of electronic information resources across the enterprise.



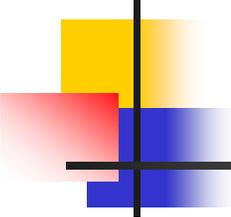
EIM Because (pg. 13)

- Legal Mandates
- Regulatory Mandates
- Electronic Records as Evidence
- Data Stewardship
- Data Practices
- Cost Savings



EIM Principles (pg. 13)

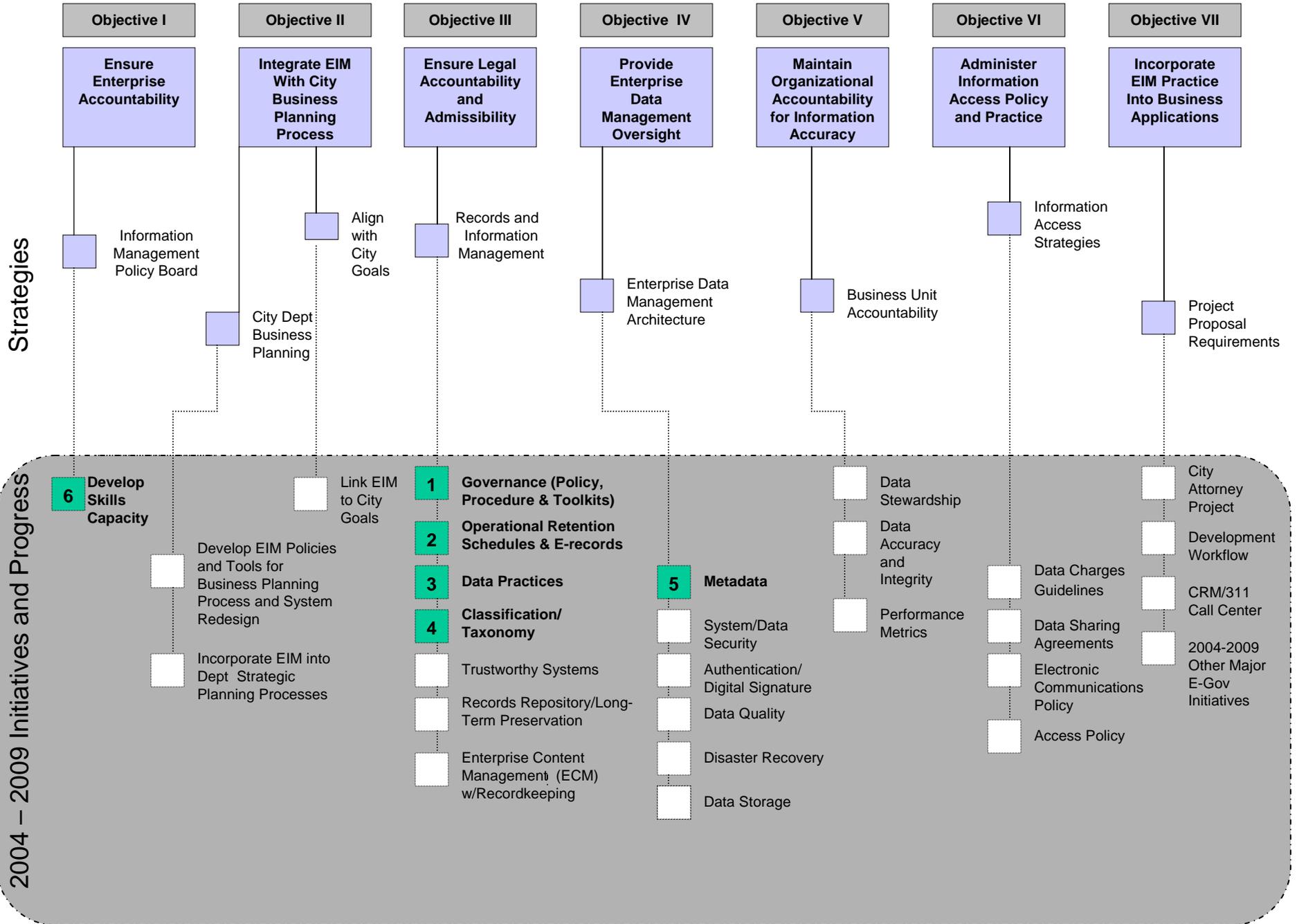
- Accessibility
- Usability
- Accountability
- Integrated Approach
- Planned and Coordinated Approach
- Optimum Value

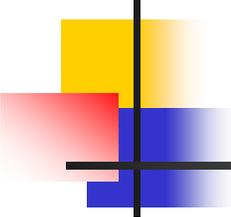


EIM Today (pg. 13)

- EIM Policy and Board – approved by City Council August 2003
- Attorney CMS Project
(integration of EIM into new systems)
- Partnerships: BIS, Attorney, Coordinator, State of Minnesota

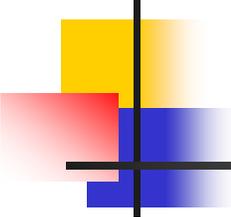
ENTERPRISE INFORMATION MANAGEMENT FRAMEWORK – CITY CLERK AND BIS COLLABORATION





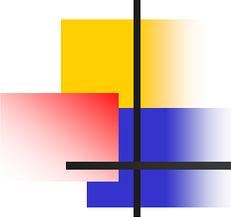
EIM Projects (pgs. 15-18)

- 1. Governance** - Develop and implement enterprise policies, procedures and toolkits for managing electronic records
- 2. Retention** – Operational Retention Schedules for Departments and Electronic Records
- 3. Data Practices** – Development of the City Data Practices Program



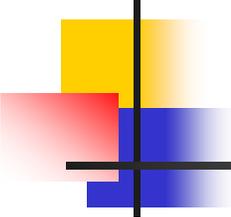
EIM Projects (pgs. 19-24)

4. **Classification** – Creation of a City-wide classification/taxonomy to manage electronic information
5. **Metadata** – Creation of City of Minneapolis Metadata Standard
6. **Skills Capacity** – Develop roles, responsibilities and expertise within all City departments



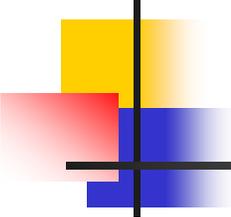
EIM Staffing (pg. 24)

- Clerk
- BIS
- Customer Departments
- Information Management Consultants
- Partnership with State of Minnesota



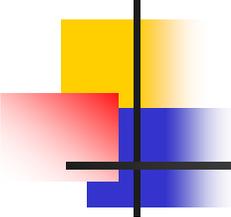
EIM Funding (pg. 24)

- BIS Capitol Funds
- Project Funds
- Charge-backs to departments
- Clerk Operating Budget



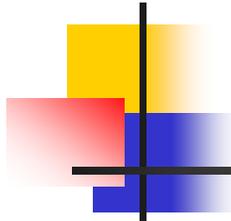
EIM Summary

- Partnerships
- Mandates
- Resources



Resource Plans (pgs. 25-32)

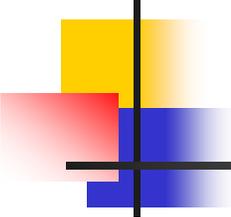
- Finance
- Workforce
- Technology
- Equipment
- Space



Finance (pgs. 25-28)

1. Revenue
2. Expenditures
3. Election Cycle

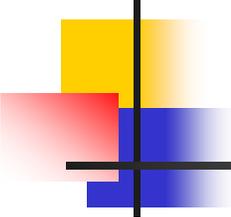
Year	2004	2005	2006	2007	2008	2009
Election Type	Federal	City	State	None	Federal	City
Funding Required	Very High	Medium	High	Minimal	Very High	Medium



Workforce (pgs. 29-30)

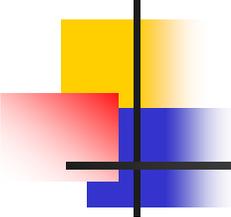
- Current Workforce: Authorized FTE's: 19.5 plus six in Elections
- Chart represents 39% decrease in FTE's in Clerk's Office – not including Elections or Copy Center/Mail Room

1987	1990	1995	2000	2003	2003+	2004	FTE ↓
23.15	24.2	21.0	18.85	18.00	14.0	14.0	9.15 or 39.5 %



Resource Plans (pgs. 31-32)

- Technology
- Equipment
- Space



Conclusions (pg. 24)

- Mandates
- Enterprise
- Technology
- Staff Excellence