

CITY CLERK/ELECTIONS/CITY COUNCIL

MISSION

To provide high quality, cost-effective processes and information for Council Members, City staff and the public, so that effective and responsible decisions can be made to govern the City. The mission and actions of the City Clerk Department serve to support all six of the City's goals.

- Ensure that all procedures of the Council and Clerk's offices conform to Federal, State and City regulations, so that information management, Council actions and documentation lead to sound and legally-based decisions.
- Conduct elections that facilitate the maximum participation of all eligible voters in the City of Minneapolis.
- Provide copying, binding, data process printing and mail services for City departments.
- Act diplomatically and apolitically to document and preserve the archival history of the city and to ensure citizens and lawmakers have unfettered access to information needed for responsible decision-making.

BUSINESS LINES

• CITY COUNCIL

- Establish general policies subject to the approval of the Mayor; to ensure the health, safety, life, property and general, social, and economic welfare of the City's citizens.
- Handle constituent concerns.
- Conduct regularly scheduled Council meetings, committee meetings, and public hearings to carry out the policies of the City.

• Committee Management and Council Information

Coordinate activities of the City Council, 8 standing committees, 4 special committees, Executive Committee and the Charter Commission.

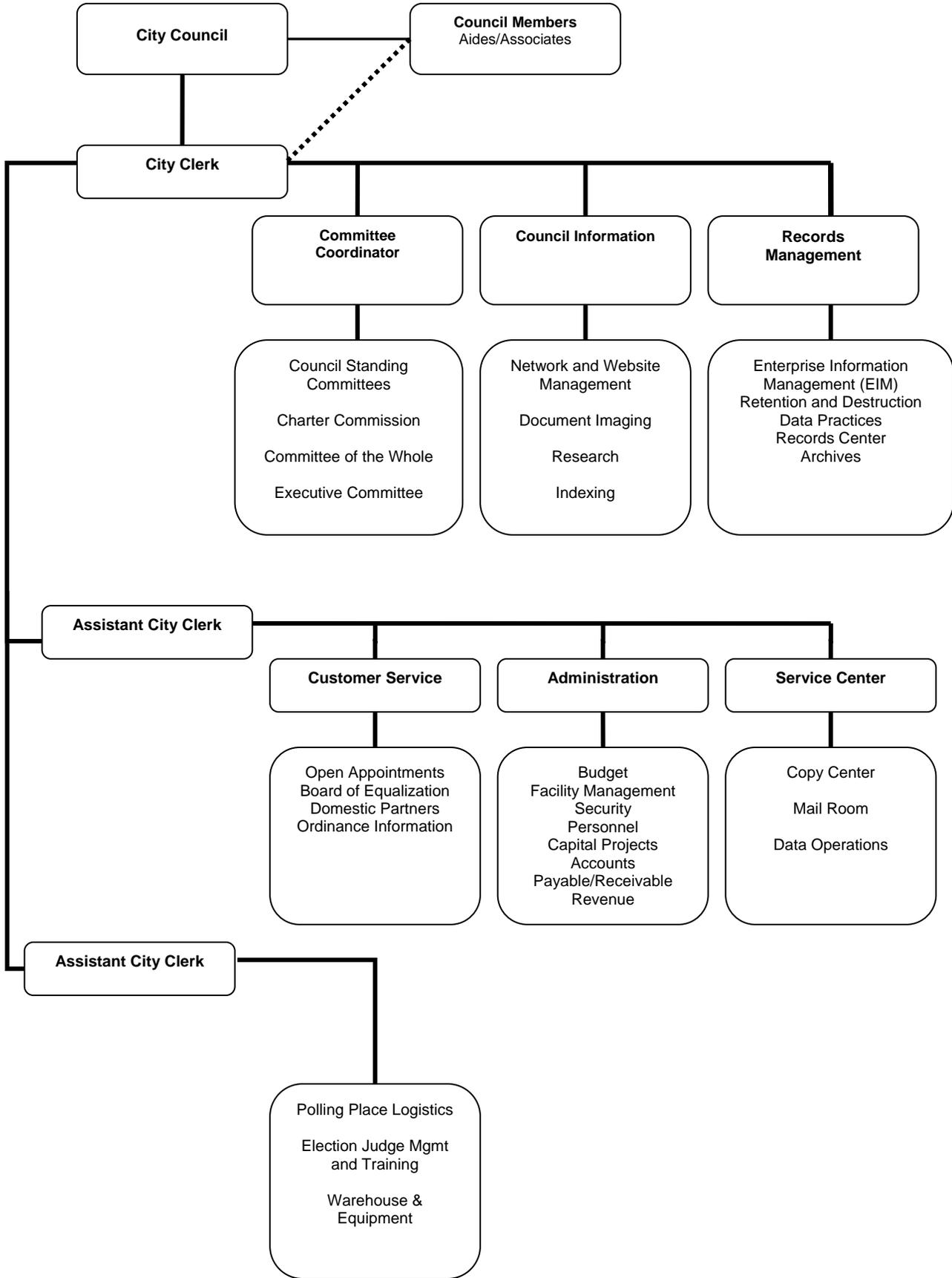
- Coordinate committee activity and legal procedures with Council Members, Mayor and City Attorney's Office.
- Provide process training for City staff, adapt technology to the electronic flow of documents from staff, through Council and into publication and continuously work on improving committee procedures and the quality of documents used for policy making by elected officials.
- Produce the official record of all Council actions.
- Maintain all Council information on the City Web site.
- Provide indexing and research of Council actions.

• Administration for Council and Clerk

Provide administrative support to Council Members, their staff and the City Clerk's Department

- Coordinate the Open Appointments Process for City boards and commissions.
- Administer the Board of Equalization.
- Provide human resource services including preparing job descriptions, hiring, assisting with or conducting the disciplinary process, grievance process, counseling/coaching and performance management of Council staff employees. Write employment contracts for non permanent Council staff. Perform payroll functions.

- Develop, administer, monitor and project spending of Ward operating budgets. Assist the purchase of supplies and equipment. Assist Council Members with vendor problems such as invoice issues.
- Technology: Oversee web and network support for the City Clerk and City Council.
- Coordinate Mayor-Council inauguration activities and provide extensive orientation for new Council Members and staff.
- Write policies and procedures.
- Provide facilities management including managing remodeling projects, key control, security and workplace safety.
- Purchase major furniture items. Conduct ergonomic workplace studies and purchase remedial furniture. Write bid specifications for larger one-time and ongoing purchases.
- **Records Management and Enterprise Information Management (EIM)**
Oversee all of the official government records for the City of Minneapolis.
 - Policies: Manage the City's paper and electronic records. Develop and oversee policies and procedures governing information.
 - Records Retention: Manage retention and destruction schedules for general city records for finance, personnel and administration and develop department-specific schedules for records unique to individual departments.
 - Data practices: Respond to requests for information. 100 -120 requests per year
 - Records Center, Records Warehouse and Archives: 1,200 new boxes taken, 1,000 boxes destroyed per year, and 1,400 retrievals/re-filings per year.
- **Printing, Data Operations and Mailing**
Provide copying and bindery services for all City departments including:
 - High speed black and white and color xerography, Offset printing
 - Collating/folding
 - Paper cutting/drilling, Hand assembly and Numbering
 - Envelope insertion and Stitching/stapling/binding
 - Printing personalized vendor checks, payroll checks, utility bills and other licensing
- Provide mailing services for City departments including:
 - First class and standard mail (bulk mail) assistance
 - Interoffice mail delivery in City Hall
 - Courier service to city departments in downtown buildings
 - Package assistance and mailing through United Parcel Service
 - Assistance with specialty mail such as certified, registered and insured mail
- **Elections**
Administer Federal, State, County and Local elections for the citizens of Minneapolis.
 - Manage elections for 226,000 registered voters, register up to 29,000 new voters per election, coordinate equipment, supplies and staffing for 131 polling places, and train between 1500-2200 election judges each election year (range from local to federal election).
 - Community engagement: Work with constituency groups to provide voter education, advocate for legislative initiatives related to elections and to recruit election judges.



RESULTS MINNEAPOLIS

Please see March 3, 2009 report at <http://www.ci.minneapolis.mn.us/results-oriented-minneapolis/docs/clerk-results.pdf>.

KEY TRENDS AND CHALLENGES

Ranked Choice Voting (RCV). Beginning with the General Election of November 3, 2009, the City will institute RCV in municipal contests. The City will be using a vote counting method never previously used anywhere in the world. The challenges for 2009 and beyond include developing a user friendly ballot, efficiently hand counting the ballots in a timely manner so the new municipal officials can take office on January 4, 2010, educating and outreaching in the community so voters go to the polls, and conducting an analysis of the conduct of the 2009 election. The longer term issue is to purchase a federal and state certified ballot tabulator, not currently in existence, which is why hand counting will occur until a tabulator is certified and purchased by the City or County. With a tabulator, votes will be announced within a few hours of the polls' closing.

The Elections budget in the current and future years as it pertains to RCV is unknown because the City has never used the RCV voting method.

Succession Planning There was an upper management succession plan in place until the Assistant City Clerk, Director of Elections, left city employment in June 2009. That position is filled now filled with a contracted 6 month employee who will be leaving on December 31, 2009, the same date as the City Clerk. Working with the City Council, a plan to hire upper management will be forthcoming during the last half of 2009. The plan is to hire a qualified City Clerk and two Assistant City Clerks so there is a smooth transition into 2010.

2010 Budget Reductions If the proposed 10% (\$784,100) City Council/City Clerk budget reduction is recommended by the Mayor and adopted by the City Council, there will be a significant staff decrease. This decrease will cause, for an unknown period of time, disjointedness in operations which will take a significant amount of time to adjust. Staff in each unit will provide input into the best way to adjust to achieve reductions associated with their unit and will be allowed to assist shifting priorities with the other work units.

In what internal/external partnerships is the department currently engaged and/or exploring for the future?

Within the last 12 months, as a result of conversations with our City Clerk/City Council Results Minneapolis review panel, there have been attempts to increase our engagement with outside-the-city individuals and organizations, particularly in Elections.

Our Elections Director has served on the Municipal Clerk's and Finance Officers Joint Election Task Force. Elections staff involved the Secretary of State encouraging the creation of an open and public State Ranked Choice Voting Issues Task Force on which the City of Minneapolis participated. The Director served on the Technical Advisory Committee and Legislative/Rules Committee sub committees of that larger group.

Recently, Elections staff conducted a RCV voting test and the public and organizations were invited to attend the multi day process to increase transparency and knowledge.

The City has engaged a consulting firm, Tipping Point Strategies, to provide outreach and education to the Minneapolis residents. That firm has initiated an “issues” group inviting everyone to participate. The first meeting occurred about two weeks ago. It is hoped that the participation of external organizations will, over the next 3-5 months, increasing numbers of residents will attend and provide feedback and guidance regarding the City’s plans to roll out RCV.

The City has reached out to the Hubert H. Humphrey Institute to provide assistance through the faculty and possibility of using students. The City is also reaching out to foundations for grant assistance, including the McKnight Foundation and the Minneapolis Foundation.

Internally, the City Clerk has been involved and continues to be involved with Business Process Improvement teams. We are also currently engaged in the COMPASS Users Group, BIS business planning teams such as asset consolidation and printer reduction, the Facility and Space Asset Management Team (FSAM), and the Security Work Team.

How is the department evaluating programs or services for cost effectiveness?

The major cost effectiveness initiatives exist in two internal service fund cost centers, the Copy Center and the Mail Room.

In the Copy Center, annually, we conduct a rate comparison with two private sector vendors. This analysis has always shown this service provides a significant savings. The most recent survey demonstrated a 60% cost savings for black and white copies and a 59% savings for color copies. These savings are achieved through efficient leveraging of technology and bundled purchasing practices.

In the Mail Room, we employ the services of a contracted courier service for daily delivery of interoffice mail to non campus departments. The contracted services, through Lifeworks, realize a 77% savings over commercial courier services. Additional value comes from the vendor, Lifeworks, which provides employment to challenged adults.

To save significant dollars, the City also uses an outside, low bid vendor meeting specifications, PSI, to process our daily first class outgoing mail into the United States Postal Service mail stream. For example, the current first class one ounce mail rate through a blue post office box is \$.44 per piece. The bid rate through PSI is \$.357. a savings of \$.083 per piece

Copy Center policy states that before a department can use a provider other than the Copy Center, that department must show the job to the Supervisor, Copy Center Operations. The Supervisor determines if the Copy Center can perform the job, or if it should be sent to our low bidder meeting specifications or sent to another vendor, at which time the department is expected to obtain bids for each job. This three tiered process ensures taxpayers receive the best cost to achieve the service.

In mid 2009 the Supervisor will co chair the City Clerk/City Council initiative through BIS to right size departmental print needs. The result should be a reduction in the number of printers and the addition of more cost effective higher speed copier/printers. It has been determined that a right-sizing printer initiative could lead to as much as a 72% cost savings that could be used to optimize department budgets.

What actions will the department take to meet the current financial projections (5% and 10% reductions)?

The department did not submit these scenarios for consideration by the Mayor.

FINANCIAL ANALYSIS

EXPENDITURE

The 2010 City Clerk, Council, and Elections & Registrations department's budget of \$8.7 million is 1.9% decrease from the revised 2009 budget.

All City postage is paid by the Central Mailing budget, estimated at \$435,500 for 2010. The Copy Center budget is estimated at \$587,087 for 2010, for the copying requisition (printing) function. The Mail Room and the Copy Center have equal revenues for services, both are estimated, and expenditures and revenues may need increases during the year, based on use of services. The Copy Center will be charged rent of \$87,087 in 2010, and will receive a corresponding increase to cover this expense.

The budget for this department includes \$816,844 in property services rent charges based on the Council's adoption and implementation of a City-wide rate for rent for City Hall tenants in 2009 which now, in 2010, is reflected in department budgets, with exception of Copy Center.

REVENUE

Revenue is estimated at \$985,000 million, with declining sales of documentation copies due to availability of internet access.

Central Mailing expects mailing services expenditures to match revenues. The Copy Center also expects matching revenues to expenditures in the copying requisitions (printing) function. The Data Operations Center should bring in matching revenues to expenditures with the rate model.

FUND ALLOCATION

The department's expenditure budget is funded by the General Fund (86%) and Internal Service Funds (14%).

ORIGINAL BUDGET: The Mayor recommended and Council approved a reduction of \$249,000 from the current service level for this department. Additionally, Council funded \$20,000 on a one-time basis for transition costs.

The budget for this department includes a reduction of BIS charges of \$54,200 due to the Council's actions to reduce the BIS budget. This reduction in BIS charges will subsequently reduce the department's appropriation by the same amount. Additionally, the budget for this department includes a \$1,971 increase to General Fund Overhead

charges in the Intergovernmental Services Fund and a \$1,706 decrease in appropriation in the General Fund due to the Council's actions to fund two internal audit positions.

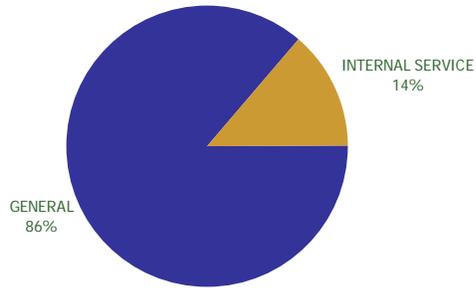
MAYOR'S REVISED BUDGET: The Mayor recommended a reduction of \$113,000.

COUNCIL REVISED BUDGET: Council approved the Mayor's recommendation.

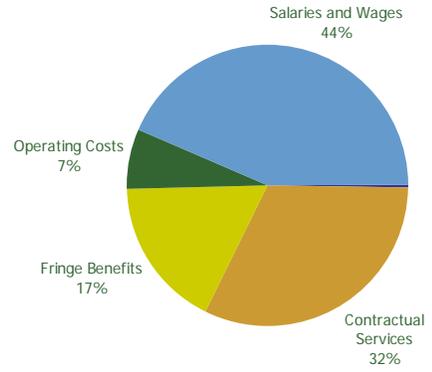
**CITY COUNCIL/CLERK/ELECTIONS
EXPENSE AND REVENUE INFORMATION**

EXPENSE	2007 Actual	2008 Actual	2009 Revised Budget	2010 Revised Budget	Percent Change	Change
GENERAL						
Salaries and Wages	3,367,850	3,360,583	3,443,879	3,513,337	2.0%	69,458
Fringe Benefits	944,664	947,870	1,274,021	1,366,198	7.2%	92,177
Contractual Services	1,262,256	1,520,821	2,484,624	2,145,382	-13.7%	(339,242)
Operating Costs	424,011	448,193	428,250	454,333	6.1%	26,083
Capital	8,621	12,858	16,300	16,626	2.0%	326
Debt Service	0				0.0%	0
TOTAL GENERAL	6,007,402	6,290,325	7,647,073	7,495,875	-2.0%	(151,198)
INTERNAL SERVICE						
Salaries and Wages	241,218	223,712	261,682	273,134	4.4%	11,452
Fringe Benefits	88,393	109,687	119,582	134,684	12.6%	15,101
Contractual Services	688,960	555,736	556,034	609,728	9.7%	53,694
Operating Costs	333,040	304,297	237,439	151,859	-36.0%	(85,581)
Capital	0		26,762	16,727	-37.5%	(10,035)
TOTAL INTERNAL SERVICE	1,351,611	1,193,432	1,201,500	1,186,132	-1.3%	(15,368)
TOTAL EXPENSE	7,359,013	7,483,757	8,848,573	8,682,007	-1.9%	(166,566)
REVENUE						
GENERAL						
License and Permits	2,625	2,770	2,500	2,500	0.0%	0
Charges for Service	101,618	8,166	45,735	45,735	0.0%	0
Charges for Sales	1,976	2,767	2,100	600	-71.4%	(1,500)
Other Misc Revenues	563	(40)	325	325	0.0%	0
TOTAL GENERAL	106,782	13,663	50,660	49,160	-3.0%	(1,500)
INTERNAL SERVICE						
Charges for Service	1,193,905	1,065,036	1,041,405	935,500	-10.2%	(105,905)
Charges for Sales	940	213			0.0%	0
Other Misc Revenues	0	267			0.0%	0
TOTAL INTERNAL SERVICE	1,194,845	1,065,516	1,041,405	935,500	-10.2%	(105,905)
TOTAL REVENUE	1,301,626	1,079,179	1,092,065	984,660	-9.8%	(107,405)

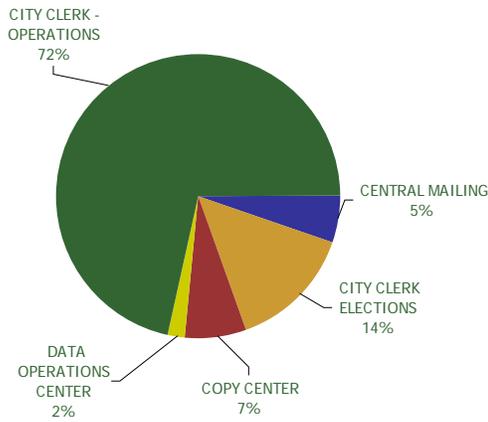
Expense by Fund



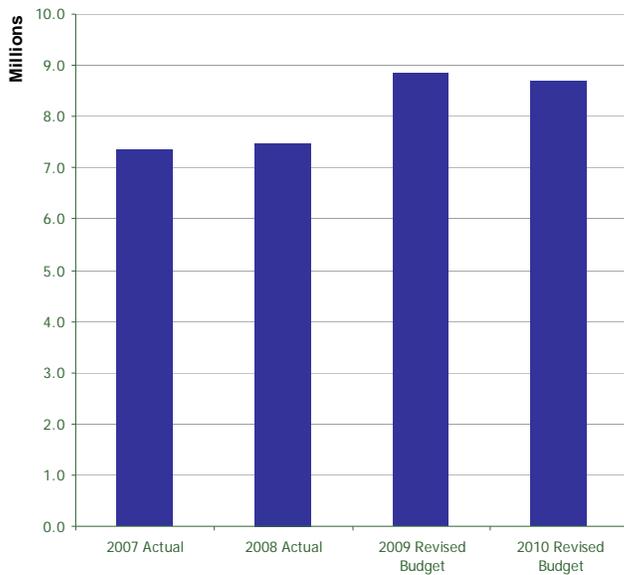
Expense by Category



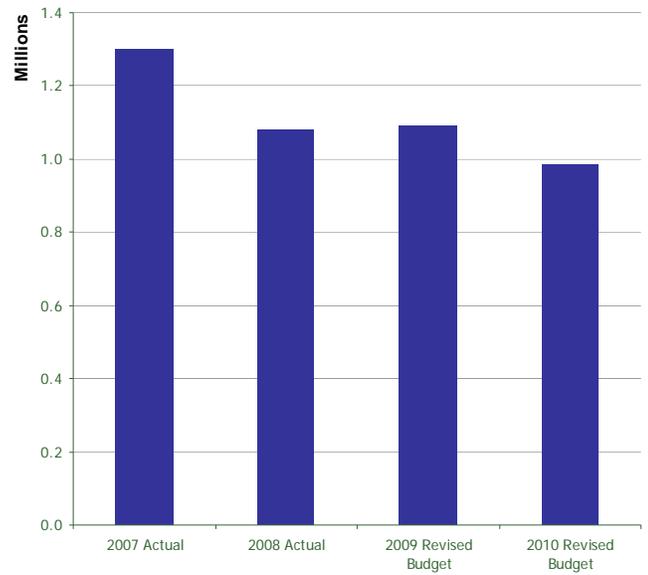
Expense by Division



Expense 2007 - 2010



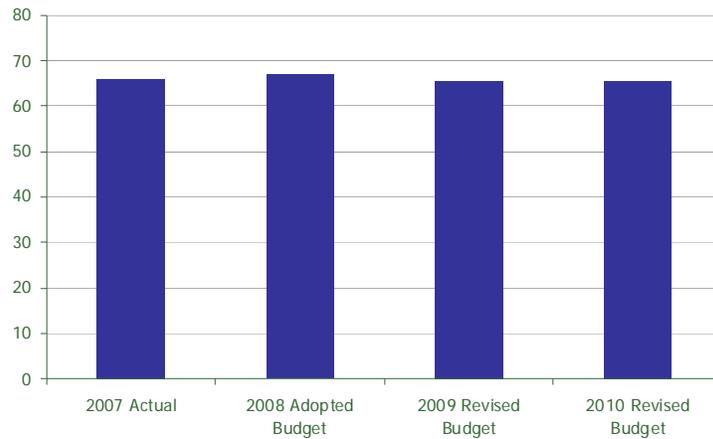
Revenue 2007 - 2010



CITY COUNCIL/CLERK/ELECTIONS Staffing Information

	2007 Actual	2008 Adopted Budget	2009 Revised Budget	2010 Revised Budget	% Change	Change
CENTRAL MAILING			0.35	0.35	0.0%	
CITY CLERK - OPERATIONS	55.00	55.00	54.00	54.00	0.0%	
CITY CLERK ELECTIONS & REG	6.00	6.00	5.00	5.00	0.0%	
COPY CENTER	5.00	5.00	4.85	4.85	0.0%	
DATA OPERATIONS CENTER		1.00	1.30	1.30	0.0%	
TOTAL	66.00	67.00	65.50	65.50	0.0%	

Positions 2007-2010



Positions by Division

