

CITY CLERK & ELECTIONS

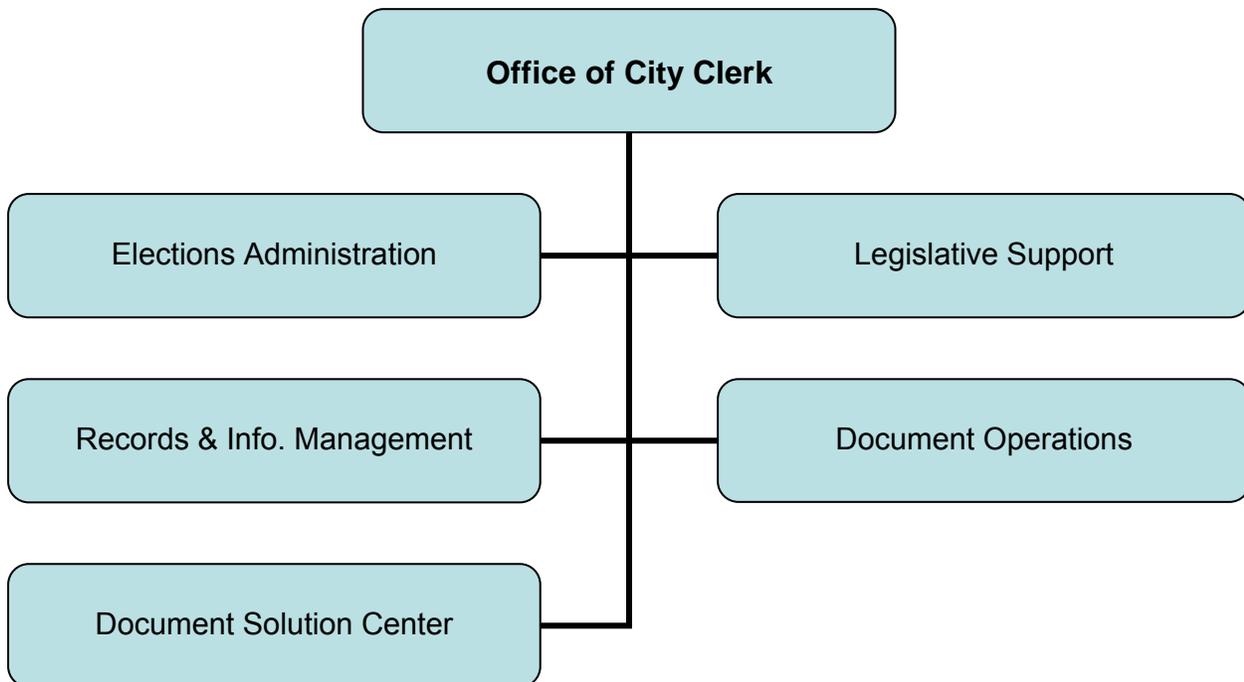
MISSION

The Office of City Clerk is the secretariat of the City Council and facilitates its legislative processes. In addition, the office serves as the organizational center for three enterprise programs: elections administration; records and information management; and the document solutions center.

BUSINESS LINES

- Elections Administration
- Legislative Support
- Records & Information Management
- Appointed Boards & Commissions
- Document Solutions Center (print/reprographics, mail/courier, data operations)
- Department Operations

ORGANIZATION CHART



Appointed Boards and Commissions

General Fund Request from Clerk: \$33,197

Clerk

The Appointed Boards and Commissions program encourages Minneapolis community members to have an active role in policy-making in the City of Minneapolis. To this end, this program entails four major components.

- 1) Outreach and education – Collect information regarding open volunteer positions in a user-friendly format and provide opportunities for community members to learn more about what is required to serve on a board or commission.
- 2) Administering the Open Appointments process – The Open Appointments process ranges from public notification, application management, and legislative steps for appointment.
- 3) Training and Orientation – Provide newly appointed volunteers training that gives them the context and tools needed to serve as volunteers. This includes topics such as understanding where boards and commissions fit in to the City structure and processes, and how to operate using Robert's Rules.
- 4) Recognition – Acknowledge the contributions and work of the hundreds of hours dedicated by volunteers.

Measure: Accessible programs and services

Elections Administration

General Fund: \$1,432,673

Clerk

The Elections Administration program serves as the gateway to representative democracy for Minneapolitans, protecting rights guaranteed by the federal and state constitutions as well as numerous federal, state, and local laws and regulations. The outcome of this program enables citizens to participate directly in governmental decision-making processes and to exercise their right to vote. The services associated with this program are wide-ranging and include the following scope of work for each federal, state, county, municipal, and school election programmed during the four-year election cycle:

- Election Planning & Preparation
- Election Judge Recruitment, Training & Deployment
- Communications, Voter Services & Outreach
- Election Law, Policy & Research
- Absentee Balloting
- Voting Equipment & Warehouse Functions
- Election Day Activities
- Business Operations
- Post-Election Administration

Measure: Accessible programs and services

Domestic Partnership Registry

General Fund: \$9,487

Clerk

Domestic Partnership is defined by the Chapter 142 of the Minneapolis Code of Ordinances, which was initially adopted by the Minneapolis City Council on January 25, 1991. Minneapolis was the first city in the State of Minnesota to prohibit discrimination on the basis of sexual orientation and gender identity/expression, a position that has subsequently been adopted by numerous cities across the state. Domestic partner registration enables employers to voluntarily provide equal treatment in employment benefits for such partners and their dependents and also provides visitation privileges in health care facilities. An application fee of \$20 is collected by the Office of City Clerk for each registration, though there is no charge for filing amendments or notices of termination. Once registered, a registration certificate is provided to the domestic partners by the Office of City Clerk, which is generally issued within three working days after the date of application. This registration certificate may be used as evidence of the domestic partnership. The application and any amendments, the registration certificate, and any termination notices constitute government

data under state law and are subject to disclosure pursuant to the Minnesota Government Data Practices Act.

Measure: Eliminate discrimination

Board of Appeal and Equalization

General Fund: \$13,865

Clerk

The Board of Appeal & Equalization arbitrates disputes between property owners and the City of Minneapolis concerning property classification or market value assessments, and has the authority to decrease, sustain, or increase the market value of a property. The Board consists of three members, which, by law, must include one real estate agent, one appraiser, and one homeowner. The City Charter designates the Office of City Clerk as the secretariat of the Board of Appeal & Equalization, and it is responsible for a variety of legal notices, scheduling, agenda management, and documenting and certifying the decisions of the Board of Appeal & Equalization.

Measure: Resident satisfaction of City services

Legislative Support

General Fund: \$1,424,908

Clerk

The Legislative Support program ensures compliance with all applicable legal, policy, and procedural regulations as the same pertain to the City's legislative process. This includes: issuing a variety of notices; preparing agendas detailing policy proposals and business matters to be acted upon; accurately preserving the legislative record; certifying to the passage of acts, orders, and judgments of the City Council; and codifying ordinances as local laws of the City of Minneapolis.

Measure: Satisfaction of internally provided City services

Records & Information Management

General Fund: \$143,141

Clerk

The Records & Information Management program ensures that the City's records and data are managed with due regard for legal requirements, risk, probity, continuity, and economy, and to assure effective training and oversight so all records and data are accessible throughout the identified lifecycle using appropriate media and technology. To accomplish these broad objectives, the program consists of two primary activities: (1) the provision of professional records management services, which includes retention scheduling; development, coordination, and support of a network of departmental records coordinators and liaisons, including relevant training; and the identification and proper preservation of archival materials having enduring value to the City; and (2) ensuring compliance throughout the enterprise with the Minnesota Government Data Practices Act and functioning as a single point of access for internal and external parties seeking access to government records and data under the law.

Measure: Access to information and services

City Records Center

General Fund: \$290,405

Clerk

The City Records Center, which is located in the Municipal Building's clock tower, provides on-site storage for approximately 20,000 cubic feet of non-current (inactive) records for all departments within the enterprise. The key services provided by this program include: the transfer and storage of non-current records in a secure and controlled environment; the retrieval and subsequent re-filing of records and materials stored in the Records Center upon demand; and the coordinated disposal of records, data, and other materials at the appropriate time in a secure manner as allowed under approved retention schedules.

Measure: Satisfaction rating of internally provided City services

Document Solutions Center

Other Funds: \$839,659

Clerk

The Document Solutions Center functions as the City's in-house printer of record and provides cost-effective and timely print, reprographic, and bindery services to all City departments. The Document Solutions Center encompasses three functional areas:

- (1) Print Services,
- (2) Reprographic Services, and
- (3) Main Frame Data Print Services, which supports variable data print services for water bills and licensing purposes.

The Document Solution Center fulfills 3,100 customer requests and produces in excess of 4,700,000 copies annually. The Data Print Center provides 3,130,000 copies annually and produces 55,000 checks (Accounts Payable and Payroll) for a total of 3,185,000 copies. The total production for the combined Document Solutions Center exceeds 7,885,000 copies annually.

Measure: Satisfaction rating of internally provided City services

Mail/Courier Services

Other Funds: \$463,250

Clerk

In addition to its core functions (described separately), the Document Solutions Center provides cost-effective, responsive, and timely mail and courier services for all City departments. The Mail Room and Courier encompasses four functional areas:

- (1) Internal mail sorting and distribution,
- (2) USPS outgoing mail processing through a contracted presort mail vendor,
- (3) Internal mail distribution to non-campus (City Hall) downtown locations, and
- (4) UPS shipping services.

The Mail Room processes in excess of 770,000,000 pieces of U.S. mail and 32,000 pieces of interoffice mail annually. The Courier Services program provides on-call and routed courier services for all departments, in excess of 16,000 deliveries annually.

The Mail Room staff was reduced from 1 FTE to 0.35 FTE and an outside vendor for the processing of U.S. outgoing mail was contracted. This arrangement resulted in significant cost savings for the program, both in staffing and in equipment needed to process outgoing mail. The vendor—Lifeworks*—provides services for the greater City route (Public Service Center, CPED, City of the Lakes, Convention Center, and Towle Bldg.), resulting in savings compared to costs for a commercial courier.

Measure: Satisfaction rating of internally provided City services

FINANCIAL ANALYSIS

EXPENDITURE

The 2012 City Clerk and Elections & Registrations department's budget of \$4.88 million is a \$490,000 increase from the 2011 budget. The department's base budget was increased by \$500,000 for Elections because 2012 is a presidential election year.

REVENUE

Revenue is estimated at \$1.2 million, a 19% increase from 2011.

FUND ALLOCATION

The department's expenditure budget is funded by the General Fund (73%) and Internal Service Funds (27%).

MAYOR'S RECOMMENDED BUDGET

The Mayor recommends:

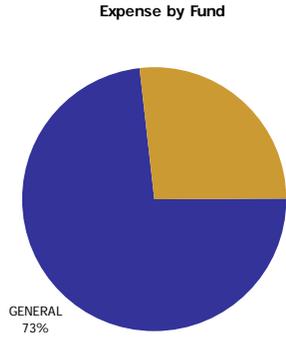
- Appointed Boards and Commissions: The Mayor recommends no change.
- Elections Administration: Includes a planned increase of \$500,000 for election year 2012. The Mayor recommends a \$100,000 cut to this program from 2011 spending levels.
- Domestic Partnership Registry: The Mayor recommends no cut.
- Board of Appeal and Equalization: The Mayor recommends a \$600 cut from 2011 spending levels.
- Legislative Support: The Mayor recommends no change.
- Records & Information Management: The Mayor recommends no funding for the enhanced program and a \$6,000 cut from 2011 spending levels.
- City Records Center: The Mayor recommends a \$12,000 cut from 2011 spending levels.
- Document Solutions Center: The Mayor recommends no change.
- Mail/Courier Services: The Mayor recommends no change.

CLERK & ELECTIONS EXPENSE AND REVENUE INFORMATION

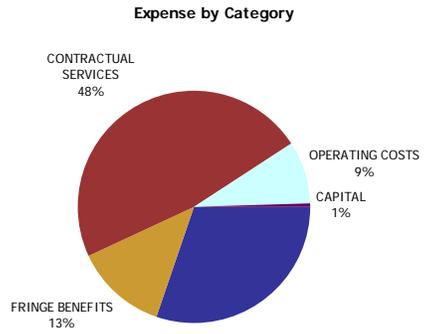
EXPENSE	2009 Actual	2010 Actual	2011 Council Adopted	2012 Mayor's Recommended	Percent Change	Change
SPECIAL REVENUE						
CONTRACTUAL SERVICES	35,000				0.0%	0
TOTAL SPECIAL REVENUE	35,000					0
GENERAL						
SALARIES AND WAGES	1,177,534	1,225,173	1,146,119	1,174,994	2.5%	28,875
FRINGE BENEFITS	349,673	381,727	407,500	478,842	17.5%	71,343
CONTRACTUAL SERVICES	1,863,016	1,278,322	1,312,661	1,687,454	28.6%	374,793
OPERATING COSTS	210,596	183,153	199,908	221,959	11.0%	22,051
CAPITAL			16,793	17,062	1.6%	269
TOTAL GENERAL	3,600,819	3,068,375	3,082,981	3,580,311	16.1%	497,330
INTERNAL SERVICE						
SALARIES AND WAGES	244,155	243,443	252,375	305,828	21.2%	53,453
FRINGE BENEFITS	86,258	90,248	104,005	140,826	35.4%	36,821
CONTRACTUAL SERVICES	555,861	715,968	607,380	642,479	5.8%	35,099
OPERATING COSTS	270,761	325,726	159,427	203,304	27.5%	43,877
CAPITAL			10,307	10,472	1.6%	165
TOTAL INTERNAL SERVICE	1,157,035	1,375,386	1,133,494	1,302,909	14.9%	169,415
TOTAL EXPENSE	4,792,853	4,443,760	4,216,475	4,883,220	15.8%	666,746

REVENUE	2009 Actual	2010 Actual	2011 Council Adopted	2012 Mayor's Recommended	Percent Change	Change
GENERAL						
LICENSE AND PERMITS	5,344	3,799	2,500	2,500	0.0%	0
CHARGES FOR SERVICES	102,955	48,735	45,735	46,935	2.6%	1,200
CHARGES FOR SALES	8,789	1,854	425	425	0.0%	0
OTHER MISC REVENUES	51	1,293			0.0%	0
TOTAL GENERAL	117,139	55,681	48,660	49,860	2.5%	1,200
SPECIAL REVENUE						
CONTRIBUTIONS	35,000				0.0%	0
TOTAL SPECIAL REVENUE	35,000				0.0%	0
INTERNAL SERVICE						
CHARGES FOR SERVICES	1,008,025	1,079,347	945,941	1,135,975	20.1%	190,034
OTHER MISC REVENUES		40			0.0%	0
TOTAL INTERNAL SERVICE	1,008,025	1,079,387	945,941	1,135,975	20.1%	190,034
TOTAL REVENUE	1,160,164	1,135,068	994,601	1,185,835	19.2%	191,234

Please note historical spending levels in this department are illustrative. In recent years, Council has been part of Clerk/Elections' budget.



SPECIAL REVENUE
27%



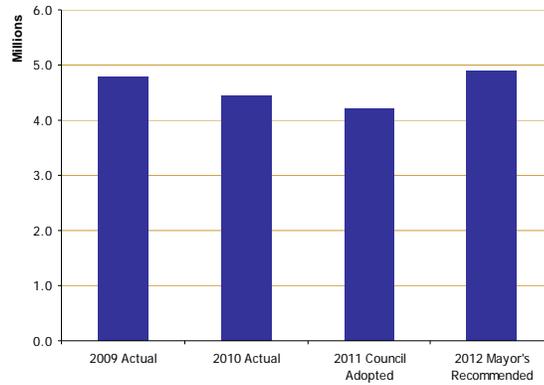
CONTRACTUAL SERVICES
48%

FRINGE BENEFITS
13%

OPERATING COSTS
9%

CAPITAL
1%

Expense 2009 - 2012



Staffing Information

Division	2009 Budget	2010 Budget	2011 Budget	2012 Mayor's Recommended	% Change	Change
DATA OPERATIONS CENTER	1.30	1.30	0.75		-100.0%	(0.75)
ELECTIONS & REGISTRATION	5.00	5.00	5.00	5.00	0.0%	
CENTRAL MAILING	0.35	0.35	0.35	0.35	0.0%	
CITY CLERK - OPERATIONS	16.00	7.00	15.00	15.02	0.1%	0.02
COPY CENTER	4.85	4.85	4.65	5.65	21.5%	1.00
CITY CLERK		8.00				
TOTAL	27.50	26.50	25.75	26.02	1.1%	0.27

Positions 2009-2012

