

CITY CLERK

MISSION

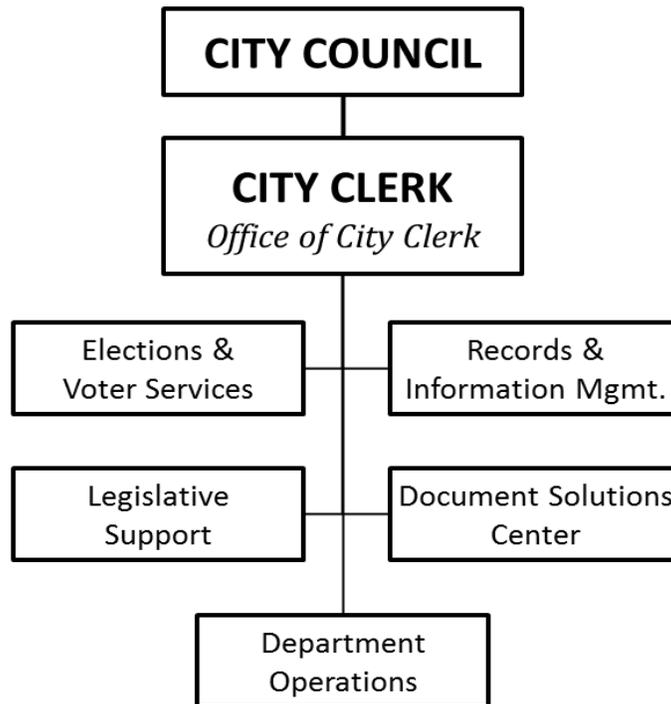
The Office of City Clerk is the secretariat of the City Council and facilitates its legislative processes. In addition, the office serves as the organizational center for three enterprise programs: elections administration; records and information management; and the document solutions center.

BUSINESS LINES

The City Clerk is elected by City Council and serves concurrently as the corporate secretary of the municipal corporation and secretary of its governing body. The office has five distinct lines of business:

1. Elections & Voter Services
2. Records & Information Management
3. Legislative Support
4. Document Solutions Center
5. Department Operations

ORGANIZATION CHART



SELECTED RESULTS MINNEAPOLIS MEASURES

This department does not participate in Results Minneapolis.

One Minneapolis

Elections & Voter Services

General Fund: \$1,780,863

The Elections & Voter Services program serves as the gateway to representative democracy, protecting rights guaranteed by the federal and state constitutions. By conducting free and fair elections, this program fosters public confidence in electoral processes and in elected officials who serve and represent Minneapolis voters at federal, state, and local levels. The program ensures readiness and capability to conduct an election whenever required in support of the constitutional rights of all qualified voters in the City of Minneapolis.

A City that Works

Office of City Clerk

General Fund: \$3,242,698

Other Funds: \$1,383,892

The Office of City Clerk provides legislative support that ensures legislative processes comply with all legal and procedural requirements and supports effective governance by recording, publishing, and providing access to the official acts, orders, and decisions of the Mayor and City Council.

This program also provides records and information management that ensures all City data and information assets are created, maintained, disposed of or preserved in accordance with legal and operating requirements with due regard for accessibility, business continuity, probity, risk, and economy.

FINANCIAL ANALYSIS

Expenditure

The total 2016 City Clerk Department's budget of \$6.4 million is an increase of 12.7%, or \$700,000 from the 2015 budget of \$5.7 million. 2016 Mayor's recommended budget reflects inflationary increases in operation costs and \$200,000 in Mayor's recommended budget enhancements.

Revenue

Budgeted revenue for this department in 2016 is projected to be \$1.2 million, inclusive of an additional \$172,721 collected through cost allocation model charges to other departments related to data operations. This represents an increase of 2.0% from the 2015 budget.

Fund Allocation

This department is funded primarily by the General Fund (78%), with the remaining 22% from internal service funds for the document center function.

Mayor's Recommended Budget

The Mayor recommended \$200,000 in one-time General Fund resources to provide supplemental funding for the presidential election.

**CITY CLERK
EXPENSE AND REVENUE INFORMATION**

EXPENSE	2013 Actual	2014 Actual	2015 Adopted	2016 Mayor's Recommended	Percent Change	Change
GENERAL						
SALARIES AND WAGES	1,450,462	2,231,425	2,028,770	2,113,335	4.2%	84,565
FRINGE BENEFITS	385,203	466,755	673,952	695,566	3.2%	21,614
CONTRACTUAL SERVICES	1,717,407	1,632,441	1,390,954	1,548,842	11.4%	157,889
OPERATING COSTS	274,106	381,975	227,192	233,756	2.9%	6,564
CAPITAL		1,792	17,062	432,062	2,432.3%	415,000
TOTAL GENERAL	3,827,179	4,714,388	4,337,929	5,023,561	15.8%	685,632

INTERNAL SERVICE						
SALARIES AND WAGES	217,687	218,201	290,424	337,847	16.3%	47,423
FRINGE BENEFITS	62,865	60,973	145,781	149,340	2.4%	3,559
CONTRACTUAL SERVICES	814,106	968,163	782,296	785,834	0.5%	3,538
OPERATING COSTS	261,940	225,811	120,225	100,400	-16.5%	(19,825)
CAPITAL			10,472	10,472	0.0%	0
TOTAL INTERNAL SERVICE	1,356,599	1,473,148	1,349,198	1,383,892	2.6%	34,694

TOTAL EXPENSE	5,183,778	6,187,537	5,687,127	6,407,454	12.7%	720,326
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REVENUE	2013 Actual	2014 Actual	2015 Adopted	2016 Mayor's Recommended	Percent Change	Change
GENERAL						
CHARGES FOR SALES	570	95		300	0.0%	300
CHARGES FOR SERVICES	6,046	212,020	106,281	101,800	-4.2%	(4,481)
LICENSE AND PERMITS	4,712	2,650	1,000	1,000	0.0%	0
OTHER MISC REVENUES		121,169			0.0%	0
GENERAL	11,327	335,933	107,281	103,100	-3.9%	(4,181)

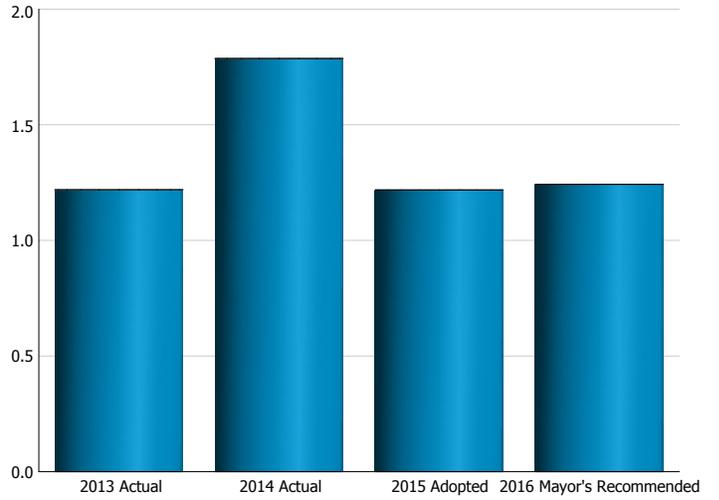
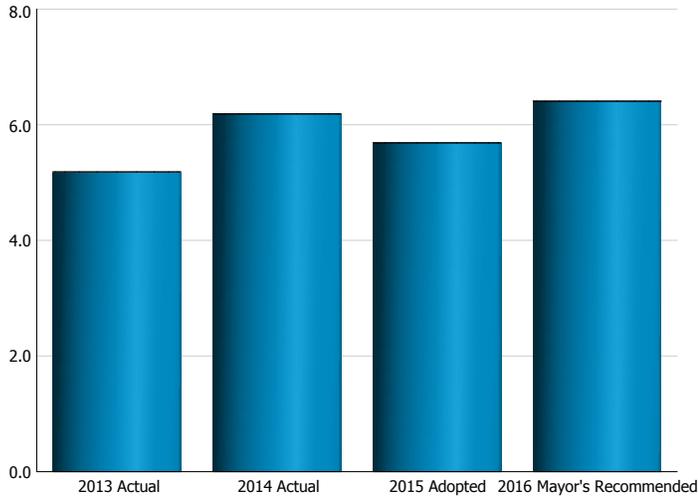
INTERNAL SERVICE						
CHARGES FOR SERVICES	1,207,341	1,369,941	1,110,766	1,139,261	2.6%	28,495
OTHER MISC REVENUES	72				0.0%	0
TRANSFERS IN		80,380			0.0%	0
INTERNAL SERVICE	1,207,413	1,450,321	1,110,766	1,139,261	2.6%	28,495

TOTAL REVENUE	1,218,740	1,786,254	1,218,047	1,242,361	2.0%	24,314
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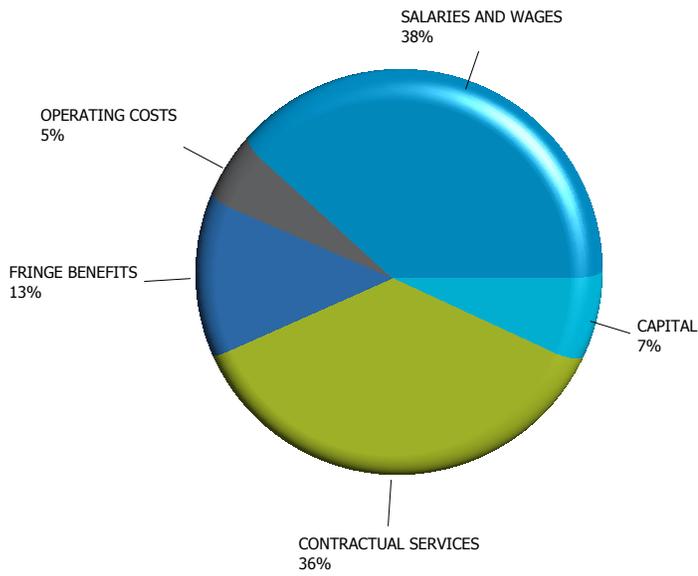
CITY CLERK EXPENSE AND REVENUE INFORMATION

Expense 2013 - 2016
In Millions

Revenue 2013 - 2016
In Millions



Expense by Category



CITY CLERK Staffing Information

Division	2013 Budget	2014 Budget	2015 Budget	2016 Mayor's Recommended	% Change	Change
CENTRAL MAILING	0.35	0.35	0.35	0.05	-85.7%	(0.30)
CITY CLERK - ADMINISTRATION	17.00	16.00	19.00	19.00	0.0%	0
COPY CENTER	5.65	5.65	4.65	4.95	6.5%	0.30
DATA OPERATIONS CENTER			1.00	1.00	0.0%	0
ELECTIONS & REGISTRATION	4.00	5.00	6.00	6.00	0.0%	0
Overall	27.00	27.00	31.00	31.00	0.00	0.00

Positions 2013-2016

