

## **CITY COUNCIL & CLERK**

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### **MISSION**

The City Council & Clerk Department, as the legislative department of the City of Minneapolis, maximizes access to municipal government; exercises oversight and ensures accountability by city departments; preserves transparency in government processes; and enables informed decisions for community governance.

### **BUSINESS LINES**

#### **CITY COUNCIL**

- Legislative Authority & Policy Enactment
- Executive Oversight & Evaluation
- Community Representation

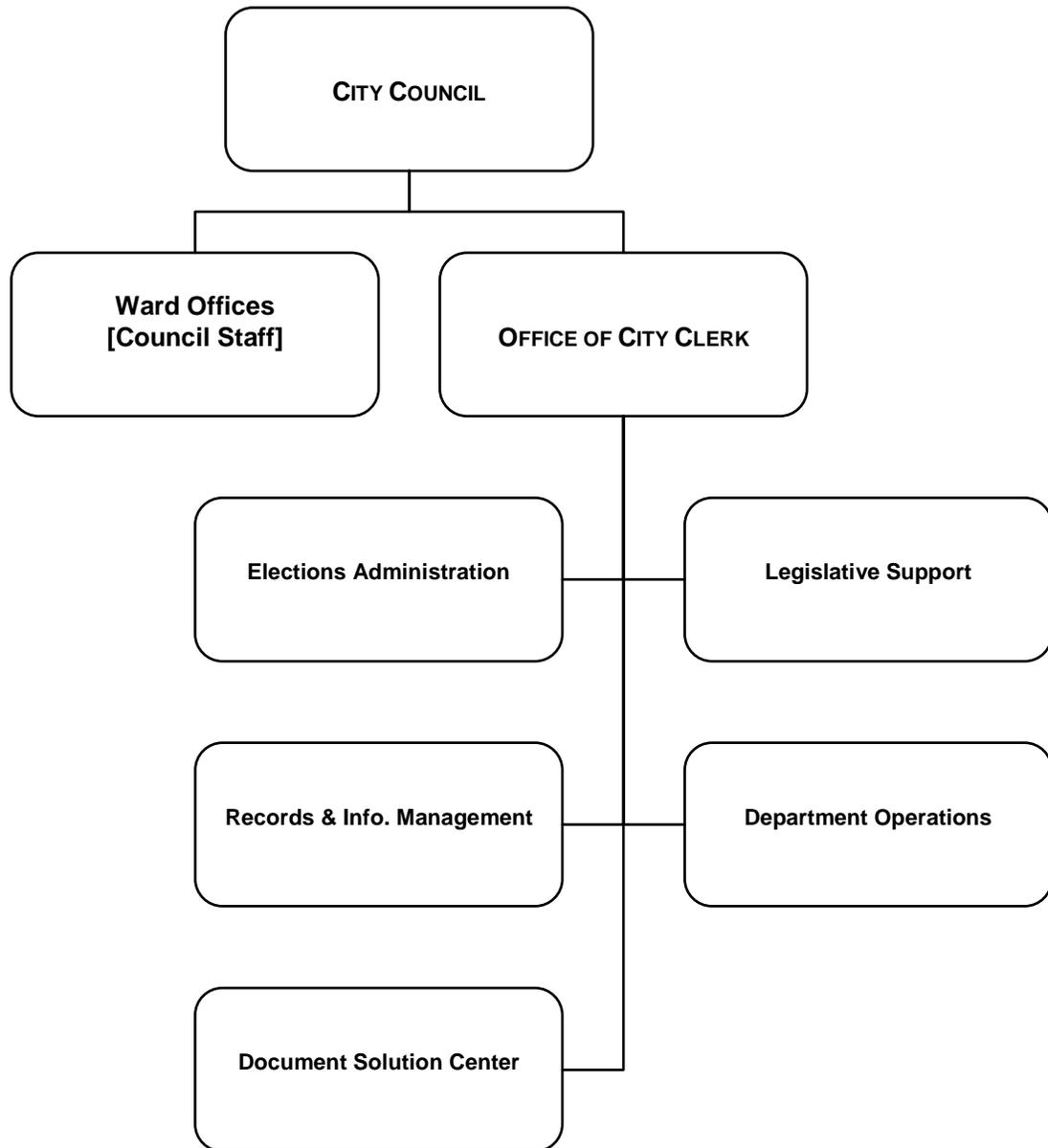
#### **COUNCIL STAFF**

- Policy Development
- Constituent Services

#### **OFFICE OF CITY CLERK**

- 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: \$33,197

#### *City Council & 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

### *City Council & 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

### *City Council & 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

*City Council & 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: \$1,454,908

*City Council & 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

*City Council & 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

*City Council & 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

*City Council & 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**

General Fund: \$34,111

*City Council & Clerk*

Other Funds: \$463,250

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*

**City Council**

General Fund: \$1,835,339

*City Council & Clerk*

The City Council is charged with providing for the general health, safety, and welfare of the city and its residents. Without limiting the generality of the foregoing, the City Council has the power to adopt, amend, and repeal public policies; to levy and apportion taxes, make appropriations, and adopt budgets; to oversee organizational performance and the delivery of municipal services and programs; and to make appointments to subordinate boards and

commissions. Finally, as representatives of their respective wards, Council Members help articulate and advocate for the needs, priorities, and interests of their constituents. This proposal enables the City Council to exercise leadership for all areas of Minneapolis City Government.

*Because of broad policy mandates impacting all City goals, no measures are associated with this program.*

**Council Staff – Constituent Services**

General Fund: \$1,382,239

*City Council & Clerk*

The Constituent Services program encompasses a wide range of services and activities that enable Council Members to meet the needs and expectations of their constituents, neighborhoods, and stakeholders/partners in a coordinated, timely, and professional manner.

*Measure: Accessible programs and services*

**Council Staff – Policy Development**

General Fund: \$1,398,406

*City Council & Clerk*

The Policy Development program provides confidential, executive-level project management; interdepartmental and intergovernmental coordination; communication; and policy development and implementation support. The program builds internal and external stakeholder support and coordination across all City Goals and departmental activities through research, coalition building, outreach, policy drafting, system and process navigation, and advocacy. In addition to these services, the Policy Development program enables Council Members to perform effectively in their overlapping roles as local legislators and community representatives.

*Measure: Satisfaction rating of internally provided City services*

**FINANCIAL ANALYSIS**

**EXPENDITURE**

The 2012 City Council & Clerk department's budget of \$9.3 million is a \$1.2 million increase from the 2011 revised budget. The department's base budget was increased by \$500,000 for Elections because 2012 is a presidential election year. The department added back 0.27 FTE within existing resources in the Copy Center. The department is funded with 86% general fund dollars and 14% special revenue fund dollars.

**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 (84%) and Internal Service Funds (14%).

**MAYOR'S RECOMMENDED BUDGET**

The Mayor recommended:

- Appointed Boards and Commissions: The Mayor recommended no change.

- Elections Administration: Includes a planned increase of \$500,000 for election year 2012. The Mayor recommended a \$100,000 cut to this program from 2011 spending levels.
- Domestic Partnership Registry: The Mayor recommended no cut.
- Board of Appeal and Equalization: The Mayor recommended a \$600 cut from 2011 spending levels.
- Legislative Support: The Mayor recommended no change.
- Records & Information Management: The Mayor recommended no funding for the enhanced program and a \$6,000 cut from 2011 spending levels.
- City Records Center: The Mayor recommended a \$12,000 cut from 2011 spending levels.
- Document Solutions Center: The Mayor recommended no change.
- Mail/Courier Services: The Mayor recommended no change.
- City Council: The Mayor recommended no change.
- Council Staff – Constituent Services: The Mayor recommended a ten percent reduction from 2011 spending levels because 311 reduces the call volume to Council offices.
- Council Staff – Policy Development: The Mayor recommended no change.

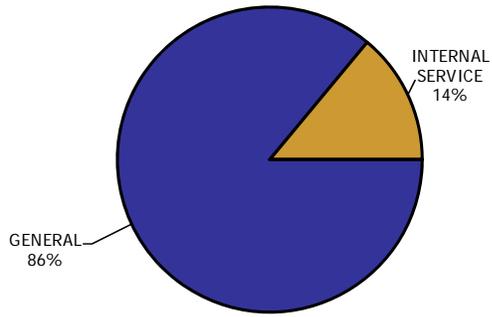
#### COUNCIL ADOPTED BUDGET

Council adopted the Mayor's recommendations with the following amendments: Increase the City Council & Clerk Department appropriation by \$125,000 to offset reductions; direct staff to reduce City Council's 2012 ward budgets by 12%, setting each ward budget at a total of \$10,490, transfer \$30,000 from the BIS Employee Mobility Project and transfer that amount of the City Council & Clerk Department and delay final action of funds regarding the 2011 roll-over of individual ward budgets until all 2011 expenses have been accounted and paid, and direct staff to develop a plan to train all City Council staff on 311 constituent service and response systems and procedures. Additionally, Council also combined the budgets of the City Council and City Clerk.

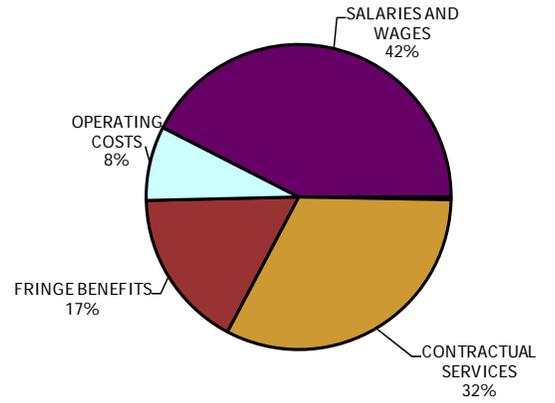
**CITY COUNCIL & CLERK  
EXPENSE AND REVENUE INFORMATION**

EXPENSE	2009 Actual	2010 Actual	2011 Revised	2012 Council Adopted	Percent Change	Change
<b>SPECIAL REVENUE</b>						
CONTRACTUAL SERVICES	35,000					0
<b>TOTAL SPECIAL REVENUE</b>	<b>35,000</b>					<b>0</b>
<b>GENERAL</b>						
CAPITAL			16,793	17,062	1.6%	269
CONTRACTUAL SERVICES	2,380,476	1,633,381	1,626,282	2,342,659	44.0%	716,377
FRINGE BENEFITS	1,048,107	1,144,186	1,221,436	1,435,278	17.5%	213,842
OPERATING COSTS	549,202	477,634	521,328	575,223	10.3%	53,895
SALARIES AND WAGES	3,693,425	3,842,847	3,594,891	3,657,548	1.7%	62,657
<b>TOTAL GENERAL</b>	<b>7,671,210</b>	<b>7,098,049</b>	<b>6,980,730</b>	<b>8,027,770</b>	<b>15.0%</b>	<b>1,047,040</b>
<b>INTERNAL SERVICE</b>						
CAPITAL			10,307	10,472	1.6%	165
CONTRACTUAL SERVICES	555,861	715,968	607,380	687,348	12.8%	77,552
FRINGE BENEFITS	86,258	90,248	104,005	140,826	35.4%	36,821
OPERATING COSTS	270,761	325,726	159,427	158,435	0.9%	1,424
SALARIES AND WAGES	244,155	243,443	252,375	305,828	21.2%	53,453
<b>TOTAL INTERNAL SERVICE</b>	<b>1,157,035</b>	<b>1,375,386</b>	<b>1,133,494</b>	<b>1,302,909</b>	<b>14.9%</b>	<b>169,415</b>
<b>TOTAL EXPENSE</b>	<b>8,863,244</b>	<b>8,473,434</b>	<b>8,114,224</b>	<b>9,330,679</b>	<b>15.0%</b>	<b>1,216,455</b>
REVENUE	2009 Actual	2010 Actual	2011 Revised	2012 Council Adopted	Percent Change	Change
<b>GENERAL</b>						
CHARGES FOR SALES	8,789	1,854	425	425	0.0%	0
CHARGES FOR SERVICES	102,955	48,735	45,735	46,935	2.6%	1,200
LICENSE AND PERMITS	5,344	3,799	2,500	2,500	0.0%	0
OTHER MISC REVENUES	51	1,293			0.0%	0
<b>TOTAL GENERAL</b>	<b>117,139</b>	<b>55,681</b>	<b>48,660</b>	<b>49,860</b>	<b>2.5%</b>	<b>1,200</b>
<b>SPECIAL REVENUE</b>						
CONTRIBUTIONS	35,000				0.0%	0
<b>TOTAL SPECIAL REVENUE</b>	<b>35,000</b>				<b>0.0%</b>	<b>0</b>
<b>INTERNAL SERVICE</b>						
CHARGES FOR SERVICES	1,008,025	1,079,347	945,941	1,135,975	20.1%	190,034
OTHER MISC REVENUES		40			0	0
<b>TOTAL INTERNAL SERVICE</b>	<b>1,008,025</b>	<b>1,079,387</b>	<b>945,941</b>	<b>1,135,975</b>	<b>0.0%</b>	<b>190,034</b>
<b>TOTAL REVENUE</b>	<b>1,160,164</b>	<b>1,135,068</b>	<b>994,601</b>	<b>1,185,835</b>	<b>19.2%</b>	<b>191,234</b>

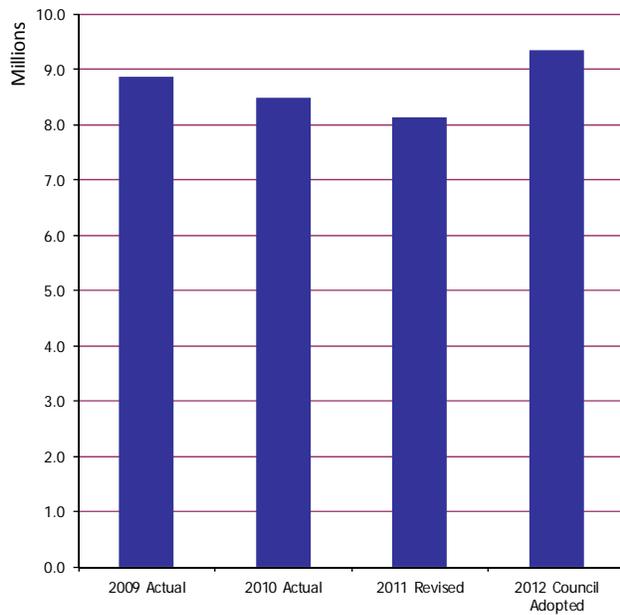
Expense by Fund



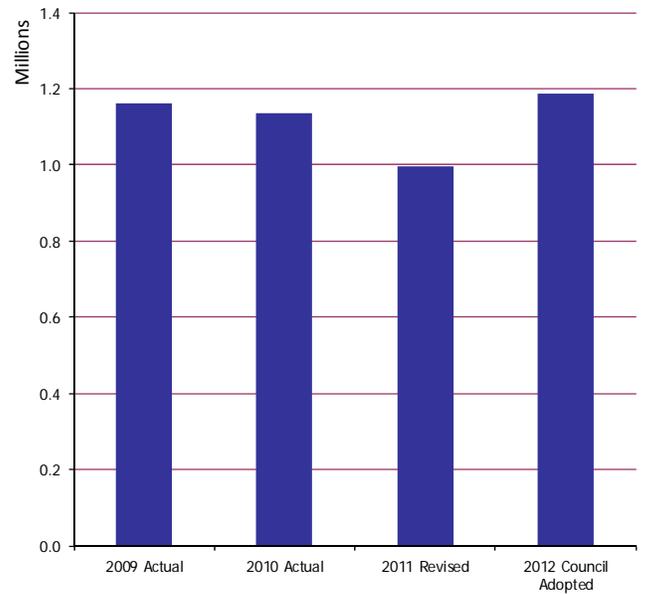
Expense by Category



Expense 2009 - 2012



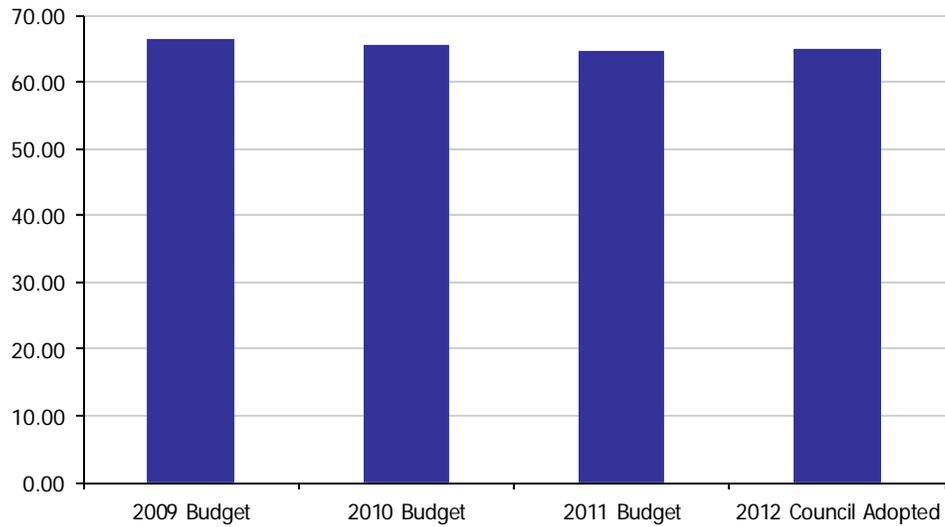
Revenue 2009 - 2012



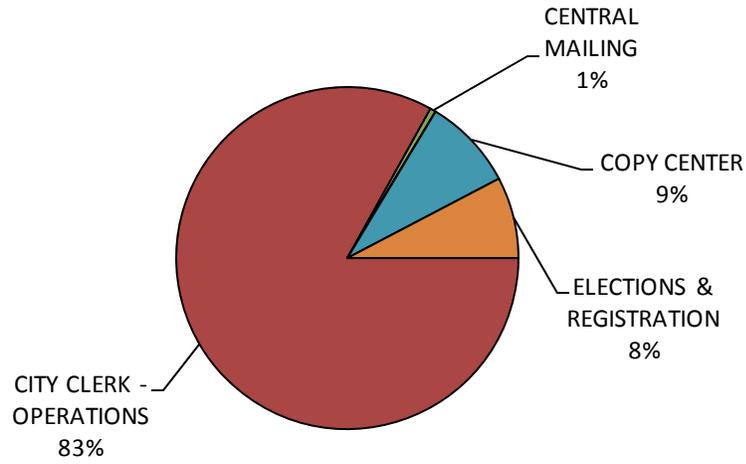
## CITY COUNCIL & CLERK Staffing Information

Division	2009 Budget	2010 Budget	2011 Budget	2012 Budget	% 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	55.00	46.00	54.00	54.02	0.0%	0.02
COPY CENTER	4.85	4.85	4.65	5.65	21.5%	1.00
CITY CLERK		8.00				
<b>TOTAL</b>	<b>66.50</b>	<b>65.50</b>	<b>64.75</b>	<b>65.02</b>	<b>0.4%</b>	<b>0.27</b>

### Positions 2009-2012



**Positions by Divison**



**Expense by Division**

