

FISCAL REVIEW SECTION – LEGISLATIVE REFERENCE BUREAU

2005 Proposed Budget Summary: Common Council/City Clerk's Office

Expense Category	2003 ACTUAL	2004 BUDGET	% CHG	2005 PROPOSED	% CHG
Operating Exp.	\$7,763,485	\$7,212,879	-7.1%	\$6,714,938	-6.9%
Capital Improvements	\$1,717	\$0	0.0%	\$0	0.0%
Positions	114	102	-10.5%	91	-10.8%
DLH - O&M	178,409	171,122	-4.8%	153,720	-10.2%
DLH - Non-O&M	1,750	1,800	2.9%	1,800	0.0%

Departmental Mission Statement

To establish city policy and law, oversee administration of city government, adopt the annual budget, ensure the delivery of services to constituents, and provide public information about city government.

The City Clerk's Office is responsible for the day-to-day administration of the Common Council's activities and staff, including constituent services. The License Division issues various municipal permits and licenses needed to operate a business in the city. The Legislative Reference Bureau provides information services, research, legislative drafting, and fiscal analysis to the Common Council, City departments and the general public. The department is also responsible for cable television franchise regulation and operates the city government cable channel.

Pertinent Historical Information

1. Budgeted O&M direct labors hours decreased from 185,853 in 2001 to 171,122 in 2004, a decrease of 14,731 DLH, -7.9%. The number of positions decreased from 109 in 2001 to 102 in 2004, -6.4%.
2. In the 2001 Budget, the Communications Policy Coordinator position was abolished from the City Clerk's Office. The Cable TV Franchise Regulation SPA was not funded. The City Clerk's office still maintained responsibility for cable television franchise regulation.
3. In the 2002 Budget, a new special fund, Aldermanic Travel, was created to fund council member travel and provided \$52,000. Two SPA's, the Seminar Fund and Wisconsin League of Municipalities Meetings, used to fund all city departmental costs for seminar, convention and travel, were eliminated.
4. The 2003 Budget combined the functions of 2 positions, Legislative Research Analyst Senior and Fiscal Review Analyst Senior, both salary grade 006, into a Legislative Fiscal Analyst Senior, salary grade 007, in a single position. Two employees, one a Legislative Analyst, one a Fiscal Analyst, were placed in the new positions, and their former positions were eliminated.

5. In the 2003 Budget, 3 positions of the Police Liaison Officers were assigned to the City Clerk's budget. These positions represent the Milwaukee Police Association in its labor negotiations and other issues with the City of Milwaukee and were previously included in the Department of Employee Relations (DER). The 2003 Budget consolidated DER with the Fire and Police Commission. The 3 positions could not remain in the new DER structure.
6. In the 2004 Budget, the number of aldermanic districts was reduced from 17 to 15 with the 2004 spring general election. 2 Alderman and 2 Aldermanic Legislative Assistant positions were eliminated, along with the Staff Assistant to the Finance and Personnel Committee. All of these were funded for one-third of the year.
7. The 2004 Budget eliminated the two Community Services positions. Other personnel changes included the elimination of Administrative Assistant II (2), Production Assistant, Graduate Intern, College Interns (2), Librarian I, and Personnel Payroll Assistant I. The salary grade for the Deputy City Clerk position was reduced.
8. The 2004 Budget added a License Specialist position in the License Division to support the administration of 24-Hour Business Establishment licensing.

2005 BUDGET ISSUES AND PROPOSED CHANGES

PERSONNEL

In the 2005 Proposed Budget, the number of authorized positions is 91, a decrease of 11 positions, -10.8% from the 102 positions authorized in the 2004 Budget. The total direct labor hours, 153,720, represent 85.40 positions funded by operations and maintenance. 1,800 hours are non-direct labor hours, and represent 1.0 position funded through a CDBG grant.

Vacancies

1. **Staff Assistant to Finance & Personnel Committee, SG007:** This position was not funded after the April 19, 2004 election, and has been vacant since then. Duties included providing assistance to members of the Finance and Personnel Committee on fiscal policy matters. Those duties have been assumed by the Council Records section and the Legislative Reference Bureau.
2. **Legislative-Fiscal Analyst – Lead, SG 007:** In the Legislative Reference Bureau, this position performs research, drafting and budget/fiscal analysis for members for the common council members and other departments. One position has been vacant since March 29, 2004. The workload has been absorbed by other LRB staff.
3. **Legislative Research Analyst-Senior, SG 006:** In the Legislative Reference Bureau, this position performs research and drafting for common council members and other departments. The position has been vacant since August 17, 2004 and will be filled by transfer of a Fiscal Review Analyst – Sr. The workload has been absorbed by other LRB staff, causing some backlog on council and departmental requests.
4. **Council File Specialist, SG455:** This position is located in the Council Records Section, records legislative actions and produces various reports for common council members and committees. The position has been vacant since November 9, 2003. Duties were absorbed by the remaining staff in the council records section.
5. **Communications Assistant I, SG415:** In the Central Administration Division, the duties include receptionist, telephone operator and mail clerk. The position has been vacant since October, 2003. Duties were absorbed by other switchboard staff and council secretaries.

Eliminations and Changes

1. **Alderman, SG10, 2 positions:** There was a reduction in the number of the Common Council members from 17 to 15, since April 2004. The positions will be eliminated in the 2005 Budget.
2. **Staff Assistant to Finance & Personnel Committee, SG007:** The position was funded only through April 19, 2004. The position is vacant and duties were absorbed by the Council Records Section and Legislative Reference Bureau. The position will be eliminated in the 2005 Budget.

3. **Communications Assistant I, SG415:** Located in Central Administration, the position is vacant due to an extended medical leave, which has expired. The workload has been absorbed by remaining staff and council secretaries. The position will be eliminated in the 2005 Budget.
4. **Council File Specialist, SG455:** Located in the Council Records Section, the position records legislative actions and produces various reports for common council members and committees. The position has been vacant since November 9, 2003, with duties absorbed by the remaining staff in the Council Records section. The position will be eliminated in the 2005 Budget.
5. **Public Relations Supervisor, SG006:** *Not funded in the 2005 Proposed Budget.* In Public Relations, the incumbent will be promoted to the position of Publications and Information Manager, SG009, upon the retirement of the incumbent. Newsletter writing of articles for council members will be reduced.
6. **Production Services Coordinator, SG004:** Located in Public Relations, the position was eliminated to meet the Mayor's requested budget allocation, which will lead to the elimination of informational programming by City Channel 25 such as CityScene, Insight Milwaukee, Post-Council Interviews and other original programming. *Position is not vacant.*
7. **Production Technician, SG505, 2 positions:** Located in Public Relations, the positions were eliminated to meet the Mayor's requested budget allocation, which will lead to the elimination of informational programming by City Channel 25 such as CityScene, Insight Milwaukee, Post-Council Interviews and other original programming. Eliminated in the 2005 Budget. *Positions are not vacant.*
8. **Office Assistant III, SG425:** Located in the Legislative Reference Bureau, the position was eliminated to meet the Mayor's requested budget allocation. Due to automation, there is a reduced need for clerical support. *Position is not vacant.*
9. **Fiscal Review Analyst – Sr., SG006, 2 positions:** Located in the Legislative Reference Bureau, these positions were eliminated to meet the Mayor's requested budget allocation. One analyst will transfer to the Legislative section, resulting in the reduction of one position in each section. Certain fiscal/budget and research analysis services will be curtailed and there may be an increase of backlog of research drafting.
10. **License Specialist, SG455:** – Located in the License Division, funding is reduced by the equivalent of 1FTE based upon 2 anticipated vacancies in 2005. The positions will be held as vacant to meet the Mayor's budget allocation.

LINE ITEMS

1. In Operating Expenditures, the 2005 Proposed Budget provides \$722,639 in funding, a decrease of \$6,855, -1.0% from the 2004 Budget of \$715,784. This includes:

Other Operating Services, \$434,239, for fees, communication, postage, equipment repair, advertising and printing services. This is an increase of \$14,275, 3.4% from the 2004 Budget of \$419,964, due to external charges such as mailing service fees and rental costs for meetings.

Information Technology Services, \$50,000, for computer support services provided by IMTD and outside vendors for hardware and software. This is a decrease of \$8,000, -13.8% from the 2004 Budget of \$50,000.

2. In Equipment Purchases, the 2005 Proposed Budget provides \$40,000, a decrease of \$900, -2.2% from the 2004 Budget of \$40,900. This includes

Additional Equipment, \$24,000, for books and subscriptions, a decrease of \$1,000, -4.0% from the 2004 Budget of \$25,000.

Replacement Equipment, \$16,000, for a Character Generator (CH) replacement, \$9,000 is used to make titles for meetings and productions for meeting bumpers and special program opening and closings; \$7,000 is for 2 DVCam VCR's. One is to replace the dub bay which is obsolete equipment to retrieve archival footage. The other is to allow longer use DVCam tapes for events and meetings. The total funding for replacement equipment is an increase of \$100, 0.6%, from the 2004 Budget of \$15,900.

SPECIAL FUNDS

In Special Funds, the 2005 Proposed Budget provides \$98,035, a decrease of \$23,000, -19.0% from the 2004 Budget to \$121,035. This includes:

1. **Aldermanic Travel, \$17,000**, remains the same as the 2004 Budget. This new account was created in the 2002 City Clerk's budget due to the elimination of two SPA's, Seminar Fund and Wisconsin League of Municipalities Meetings, that were used to fund all city departmental costs for seminar, convention and travel costs. For 2005 it is expected that Council members will reduce attendance at conventions and seminars to help address the city's current financial difficulties.
2. **Sale of Code and Charter, \$22,000**, a decrease of \$1,000, -4.3% from the 2004 Budget of \$23,000. The Code and Charters are the laws that govern the City of Milwaukee. The decrease represents a reduction of printing expenses for hard copies of the code due to the availability of the code online.

3. **Computer System Upgrades, \$45,000**, a decrease of \$21,000, -31.8% from the 2004 Budget of \$66,000. No major hardware or software purchases are anticipated in 2005.

In 2004, laptop computers for provided to all council members, new computers were purchased for the LRB administrative, library and research staff; three new laser printers were purchased; a new server was installed for Contrack, Legistar and GLAS; and a wireless access point is being tested in the committee rooms.

SPECIAL PURPOSE ACCOUNTS (SPA)

SPAs are budgeted outside of departmental operating accounts. Control over such accounts is provided to departments by resolution. The 2005 Proposed Budget includes funding for 5 special purpose accounts, but 7 accounts are under the City Clerk's control during 2005. Funding provided is \$416,820, a decrease of \$651, -0.2% from the \$417,471 provided in the 2004 Budget. The SPAs are listed as follows:

CITY CLERK'S SPA'S 2004

	2003* ACTUAL	2004 BUDGET	2005 PROPOSED	2004-2005 CHG	2004-2005 % CHG
AUDIT FUND	\$ 170,000	\$ 210,000	\$ 205,000	\$ -5,000	-2.4%
BOARD OF ETHICS	\$ 17,301	\$ 24,101	\$ 25,100	\$ 999	4.1%
CABLE TV FRANCHISE REG.	\$ 6,930	\$ 20,000	\$ 20,000	\$ 0	0.0%
CONSTITUENT SVC. REFERRAL	\$ 6,936	\$ 0	\$ 0	\$ 0	0.0%
ECONOMIC DEVELOPMENT	\$ 15,000	\$ 20,000	\$ 20,000	\$ 0	0.0%
HANDGUN VIOLENCE MEDIA CAMP	\$ 3,169	\$ 0	\$ 0	\$ 0	0.0%
MEMBERSHIPS, CITY	\$ 138,232	\$ 143,370	\$ 146,720	\$ 3,350	2.3%
TOTAL	\$ 357,568	\$ 417,471	\$ 416,820	\$ -651	-0.2%

**Effective 2002, each department must provide funding for any department travel.*

Audit Fund, \$205,000 - This account provides partial funding for the preparation of the City's Annual Financial Report (CAFR) by a certified public accountant. Component units (RACM, HACM, MEDC, MECCA, NIDC) pay directly for the cost of their audits as part of the contract. The contract's primary deliverable is an independent opinion regarding the quality of the City's financial status, reviews financial systems controls and provides for three management audits of city departments annually. The opinion is essential to the evaluation of the City's credit-worthiness by the financial markets. The audit contract was put out for bids through a RFP. KMPG-Peat Marwik was awarded the contract. 2004 represents the first year of a 4-year contract. In the 2005 Proposed Budget, the account decreased by \$5,000 the contract costs associated with the services.

Board of Ethics, \$25,100 - The Board of Ethics SPA is included within the City Clerk's Office for administrative purposes only. The City Clerk's Office exerts no control over budget development. The Board of Ethics prepares its budget request which is submitted to the Mayor without modification. This SPA supports expenditures for the administrative costs related to the Board of Ethics. The proposed expenditures are for salaries for the board's research assistant, legal consultant, operating expenditures for supplies, materials and computer maintenance. The board requested \$32,100.

Cable TV Franchise Regulation, \$20,000 – The funding is used for outside service to oversee compliance with the cable television franchise agreement.

City Memberships, \$146,720 – This account provides funding for memberships to various organizations that support the City’s lobbying, policy research, and professional development programs. The memberships for 2005 include:

American Management Association	\$ 2,100
League of Wisconsin Municipalities	\$ 49,500
Government Finance Officers Association	\$ 1,600
National Forum Of Black Administrators	\$ 2,020
Public Policy Forum	\$ 1,000
Wisconsin Alliance of Cities	\$ 68,500
National League of Cities	\$ 22,000
Total	\$146,720

Constituent Referral System, \$0 – This account provides funds for developing a standard, citywide approach to handling constituent service requests. An interdepartmental team examined the elements necessary to record constituent contacts and produce aldermanic service requests. In 2000, the software was purchased and substantially modified to specifically meet the needs of the City. Software modifications were completed early in 2003. The department is working with ITMD and the ConTrack vendor to implement a wider use of ConTrack for city departments that do not currently have service request tracking systems and to integrate it with a web-based service request program to be designed by ITMD. The remaining funds in this account will be sufficient for this current project. No additional funds have been requested for 2005.

Economic Development Committee Fund, \$20,000 – This account funds expenditures related to marketing the City for industrial and commercial development, business attraction and retention, and tourism. DCD’s Economic Development Division initiates the budget development process with a proposed budget for review by the Economic Development Committee. The Fund’s budget is subject to approval by the Common Council, and is administered by the City Clerk’s Office. The Common Council Requested Budget for 2005 was \$50,000.

Handgun Violence Media Campaign, \$0 – This account provides matching funds for public education related to promoting the consequences of using firearms in the commission of a crime. Established in the 2000 Budget, the expenditures of funding is contingent on funds received from the private sector or the public sector (federal, state, county). Contracted with Safe and Sound, Inc, the public education activities include programs, billboards, radio and television ads. No additional funds have been requested for 2005.

CAPITAL IMPROVEMENTS

The department requested \$317,400 for renovations to Rooms B1, B1-A, B1-B, the addition of carpeting and an additional exit for B-12 within City Hall; the remodeling of Rooms 101 and 101A in City Hall; and the remodeling of Room 102 in the Zeidler Municipal Building. The department will not receive funding for capital improvements in the 2005 Proposed Budget.

DEPARTMENTAL REVENUES

REVENUES	2003 ACTUAL	2004 ESTIMATE	2005 PROPOSED	2004 – 2005 CHANGE	2004 – 2005 % CHANGE
Charges for Services	\$ 3,726,271	\$ 3,514,200	\$ 3,624,365	\$ 110,165	3.1%
Licenses and Permits	\$ 1,748,420	\$ 1,822,700	\$ 1,687,300	\$-365,400	-20.0%
Total	\$ 5,474,691	\$ 5,336,900	\$ 5,311,665	\$ -25,235	-0.5%

According to the Comptroller’s Office, the 2005 Proposed Budget estimates that \$5,311,665 of revenues will be generated by the City Clerk’s Office. This is a decrease of \$25,235, -0.5%, from the 2004 Budget estimate of \$5,336,900. This major estimated revenue is:

1. **Charges for Services, \$3,624,365**

Telecommunication Franchise Fees - This revenue is derived from the cable franchise fees.

2. **Licenses and Permits, \$1,687,300**

The revenue fluctuates due to biennial amusement, bartender, dance and music, liquor and malt license and fees.

REVENUES	2003 ACTUAL	2004 ESTIMATE	2005 PROPOSED	2004 – 2005 \$ CHANGE	2004 – 2005 % CHANGE
<i>Licenses</i>					
Amusmt-Dance/Music	\$ 778,498	\$ 745,000	\$ 745,000	\$ 0	0.0%
Liquor & Malt	\$ 920,072	\$ 980,000	\$ 913,000	\$ -67,000	-6.8%
Miscellaneous	\$ 14,355	\$ 4,000	\$ 19,400	\$ 15,400	135.0%
<i>Permits</i>					
Special Privilege	\$ 35,495	\$ 93,700	\$ 9,900	\$ -83,800	92.3%
Total	\$1,748,420	\$1,822,700	\$1,687,300	\$ -135,400	-7.4%

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