

## **City Council and Administration Budget Workshop May 7, 2005**

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**Department: Clerk**

**Department Issues/Concerns:** Reduced staffing and increased responsibilities

**New Responsibilities/How Handled:** Addition of third election for Clerk's area as a result of the Consolidated Elections law. May 3, 2005 was the first of the elections under the law. Additional training of staff and election workers on new election equipment/software to meet HAVA requirements. Addition of support to Government Youth Council by Council Liaison.

### **2004 Completed/Initiated project(s):**

- Accounting – Bi-Monthly billing for water and sewer completed
- Cemetery – platting of new sections of cemetery. New lots to be available in 2005 – project carried over to 2005.

### **2005 Projects/Status/Completion Date:**

- Continue to research options for records management, including training of all city staff - ongoing
- Passport photographs – Camera/printer purchased with implementation in June.
- Cemetery – platting/corner pin setting for new sections of cemetery.
- Cemetery – Columbariums (for cremation area) to be completed after the platting process with possible carryover to 2006
- Cemetery - Pole barn for equipment storage/work space – initial plan research with construction expected to carryover to 2006.
- Accounting – Maintain status quo.
- Began implementing Legistar backfile conversion
- Assist City Council with implementation of New Government Your Council; new Youth Council to begin Fall 2005
- New election equipment – equipment to be received May/June through federal grant to the State of Michigan for uniform election processing to meet Help America Vote Act (HAVA) requirements. Training

### **2006 Projects:**

- Research possibility of providing City Council meetings on Web.
- Records management – needs assessment for paper and electronic records retention
- Research Vital Statistics imaging replacement - through 2007

**What City Council Objectives can you INITIATE and LEAD in the implementation without additional resources?**