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SECTION – 8 **City Clerk**

City Clerk

To provide an efficient, supportive, and professionally managed City Clerk's Office operation for other municipal departments, government agencies, and the general public while focusing on service levels of the highest quality, and public employees of the highest caliber.

The **City Clerk** serves as the Clerk of the City Council and is responsible for the preparation of agendas, the recording and maintenance of all Council actions, and the preparation and filing of public notices.

- The City Clerk's Office is a service agency and the office through which the Council, City departments, as well as the public look for general information regarding the City.
- As the official records keeper for the City, the Clerk is responsible for the coordination and administration of all City records, documents, and public files.
- The City Clerk advertises and receives bids, conducts all bid openings, maintains the City's municipal code and charter, receives all claims filed against the City, researches issues related to Council and Committee actions, maintains contract and agreement files, processes passport applications, registers lobbyists, manages online campaign filings and campaign finance submissions, administers City board and commission files, administers oaths of office, and serves as the official custodian of the City Seal.
- The City Clerk is the Elections Officer for the City and the Filing Officer/Official for Fair Political Practices Commission requirements.
- The City Clerk also manages the administrative, personnel, and fiscal operations of the Offices of the Mayor and City Council, including the City Auditor and Independent Budget Analyst.

Below are recent accomplishments and current initiatives that meet the requisite characteristics of a 3.0 city: innovation, infrastructure improvement, and/or inclusion.

INNOVATION

- Implemented an online board and commission application process that provides for a simpler user experience, and dramatically reduces internal manual processes.
- Implementing an automated chamber voting system for use by the City Council that provides immediate and transparent public display of votes.

INFRASTRUCTURE

- Provide training opportunities to City staff on procedures and resources associated with the Clerk's Office to maintain institutional knowledge that will be lost as employees leave City service and remaining employees take on new responsibilities.

- Continue reviewing operations in the City Clerk’s Office and Offices of the Mayor and City Council for implementation of “best practices” for a more productive work flow and accurate deliverables.
- Continue utilization of the content management system as a tool in the implementation of a citywide records management program to move the City toward consistent administration and appropriate handling of the agency’s records and provide increased access to agency records to both internal and external customers.
- Continue with the implementation and refinement of the automated agenda workflow system to streamline City Council and Standing Committee agenda packets.
- Continue to assess and use technology tools as a means to achieve sustainable services.

BUDGET CHANGES

Program	Description	Fund	Revenue/ Offset Adjustment	Expenditure Change	FTE Change
Clerk	Fund technology enhancements for automated board and commission application process and automated chamber voting providing immediate voting results to the public.	General	-	30,000	-
Clerk	Increase the labor budget to address concerns of employee retention.	General	-	20,000	-
Total Change			\$ -	\$ 50,000	-

Department Budget Summary

City Clerk Budget Summary	FY2013/14 Actuals	FY2014/15 Approved	FY2014/15 Amended	FY2015/16 Approved	Change More/(Less) Approved/Amended
Employee Services	1,452,647	1,476,485	1,476,485	1,509,965	33,480
Other Services and Supplies	200,704	277,404	277,404	307,962	30,558
City Property	17,759	6,000	6,000	6,000	-
Labor and Supply Offset	6,802	1,500	1,500	1,000	(500)
Total	1,677,912	1,761,389	1,761,389	1,824,927	63,538

Funding Summary by Fund/Special District	FY2013/14 Actuals	FY2014/15 Approved	FY2014/15 Amended	FY2015/16 Approved	Change More/(Less) Approved/Amended
General Fund	1,191,755	1,205,051	1,205,051	1,141,849	(63,202)
Interdepartmental Service Fund	486,157	556,338	556,338	683,078	126,740
Total	1,677,912	1,761,389	1,761,389	1,824,927	63,538

Division Budget Summary

City Clerk Division Budgets	FY2013/14 Actuals	FY2014/15 Approved	FY2014/15 Amended	FY2015/16 Approved	Change More/(Less) Approved/Amended
City Clerk Division	1,341,620	1,406,518	1,406,518	1,481,828	75,310
Mayor-Council Operations Division	336,292	354,871	354,871	343,099	(11,772)
Total	1,677,912	1,761,389	1,761,389	1,824,927	63,538

Staffing Levels

City Clerk Division Budgets	FY2013/14 Actuals	FY2014/15 Approved	FY2014/15 Amended	FY2015/16 Approved	Change More/(Less) Approved/Amended
City Clerk Division	12.00	12.00	12.00	12.00	-
Mayor-Council Operations Division	3.00	3.00	3.00	3.00	-
Total	15.00	15.00	15.00	15.00	-