

City Clerk Department Proposed Budget FY2016-17



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City Clerk Duties

- Clerical Support of Council
 - Keep Journal of Council Meetings
 - Create, Organize and Distribute Council Meeting Agendas
 - Authenticate and Record Ordinances and Resolutions
 - Maintain City Code
 - Draft Ordinances and Resolutions
 - Manage Boards and Commissions Appointment Process
 - Handle Processing of Election Candidate Materials
- Records Management/Retention
- Print/Scan/Mail Processing

City Clerk

2015-16 Major Accomplishments

- Developed an electronic notification system to notify public of upcoming meetings and agendas
- Averaged less than 1.5 days in providing an initial response to requests for records under the Sunshine Law

City Clerk

2015-16 Major Accomplishments (continued)

- With volunteer assistance, reviewed and designated distribution or retention of records determined to have historical value
- Continued to add archived records to Laserfiche to allow for more efficient searching and retrieval

City Clerk

2016-17 Objectives

- Work with Public Information Officer to use social media to inform citizens of opportunities to serve on City boards and commissions
- With the assistance of Technology Services, begin implementation of electronic forms submission to the City Clerk Department

City Clerk

2016-17 Objectives (continued)

- Increase education to City Staff about in-house printing and scanning services to reduce costs of projects that may have otherwise been handled offsite

City Clerk Department

Budget Amounts	Actual 2014-15	Original 2015-16	Revised 2015-16	Proposed 2016-17
Total	\$381,705	\$366,691	\$368,534	\$321,384

Questions?

