

FY 2020-2022 Proposed Budget

Office of the City Clerk

Budget Engagement Commission

March 19, 2020

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DEPARTMENT OVERVIEW

City Clerk – Charter Officer

- Provide **legislative support** to the Mayor and City Council
- Safeguard **integrity** of local government processes and records
- Ensure **public accessibility** to local government processes and records



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PROVIDE LEGISLATIVE SUPPORT

- Record official proceedings
- Maintain original ordinances and resolutions
- Keep record of all written contracts and official bonds
- Administer oaths
- Maintain custody of City seal



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INTEGRITY OF PROCESSES AND RECORDS

- Conduct City elections
- Monitor compliance with Sunshine Ordinance and open meetings laws
- Administer Citywide records management program
- Serve as Political Reform Act filing officer
 - Conflict of Interest
 - Campaign reporting



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PUBLIC ACCESS TO PROCESSES AND RECORDS

- Publish City Council agendas and public hearing notices
- Administer board/commission recruitment
- Respond to public records requests
- Arrange ceremonial matters
- Safeguard City Council active and inactive records
- Operate Passport Acceptance Facility



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DEPARTMENT GOALS

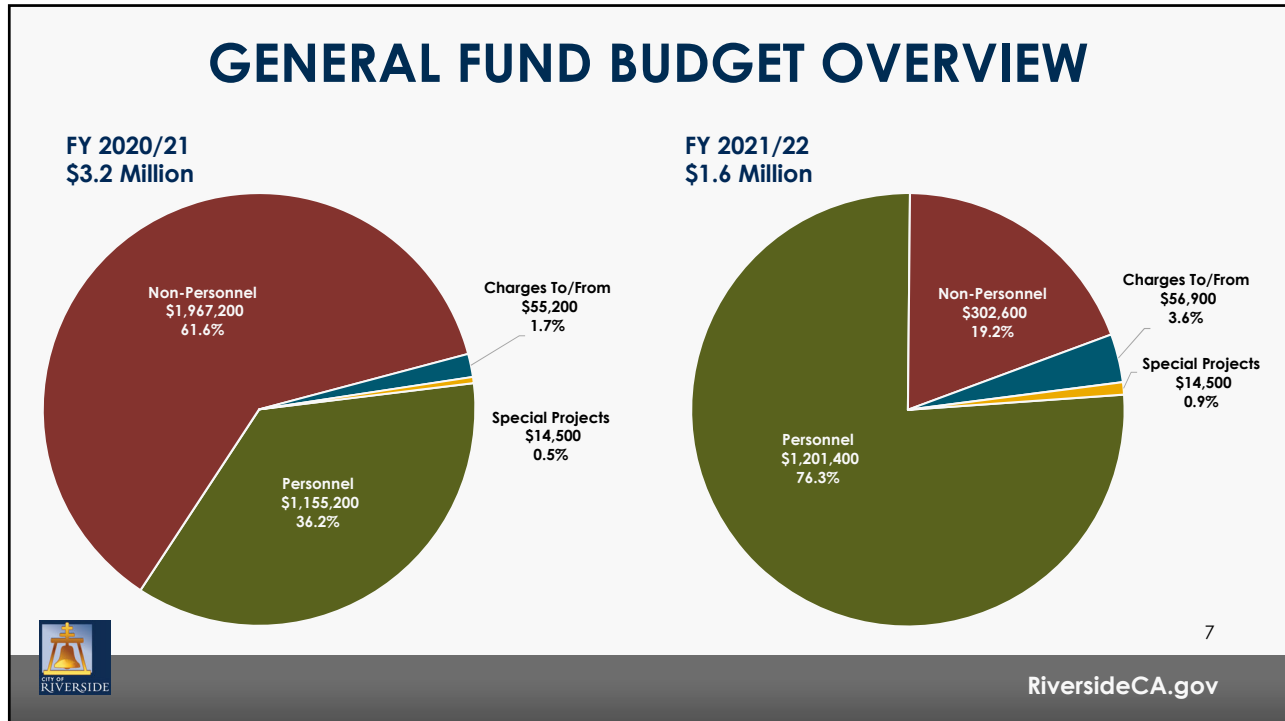
- Achieve and maintain prompt responses across all City departments for routine public records
- Grow and diversify board and commission applicant pool
- Assist with redistricting process



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SIGNIFICANT UPDATES

- FY 2020/21 Estimated Election Costs: \$1,555,000
 - Charter Amendments
 - Ward 2, 4 & 6 elections
- Add 1.0 full-time position: Deputy City Clerk ~\$80,000
 - RPU Board & Standing Committees (68%)
 - Budget Engagement Commission (9%)
 - 4 additional Commissions (23%)
 - ~\$14,500 impact to General Fund

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BUDGET CHALLENGES

- Identify and fund marketing efforts to grow and diversify board and commission applicant pool
- Absorb increasing Passport Acceptance Facility customer service demands at peak season within current staffing levels
- Absorb increasing election costs due to decertification of voting system and subsequent replacement



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