

CITY CLERK

RESOURCES	ACTUAL FY02	ACTUAL FY03	BUDGET FY04	PROJECTED FY04	RECOMMENDED FY05
Personnel Expenses	\$ 805,618	\$ 744,428	\$ 951,925	\$ 876,996	\$ 1,061,748
Operating Expenses	<u>253,752</u>	<u>377,374</u>	<u>408,079</u>	<u>396,033</u>	<u>370,318</u>
Operating Budget	\$ 1,059,370	\$ 1,121,802	\$ 1,360,004	\$ 1,273,029	\$ 1,432,066
Capital Outlay	<u>1,500</u>	<u>68,431</u>	<u>10,785</u>	<u>10,226</u>	<u>12,461</u>
Budget Allocation	\$ 1,060,870	\$ 1,190,233	\$ 1,370,789	\$ 1,283,255	\$ 1,444,527
Authorized Positions	17	17	18	18	19

Vision and Mission: The vision of the City of Tampa Clerk's Office is to head towards modernization. The city clerk's office is committed to providing services with an emphasis on efficiency and customer service, so members of City Council, the public, and the media are able to efficiently access City of Tampa records and documents. The mission is to maintain and protect the official set of city records in keeping with the city charter and Florida statutory requirements.

Goals and Objectives: The office of the city clerk adheres to the highest standards in record keeping and customer service. In executing its mission, the office focuses on the following goals and objectives:

- Maintain and protect the official set of city records. Strict adherence to the city charter and Florida Statutes.
- Determine more efficient ways to perform certain tasks using information technology: An application systems analyst with records management and retention expertise is needed to spearhead electronic records management initiatives. The clerk's office will also review its workflow process, to streamline its document handling processes. Continue to reduce paper use with the use of scanners and electronic records.
- Focus on a high level of customer service. The city clerk's office is being upgraded with office renovations and new equipment. This will enable the office to provide City Council, city departments and the general public with a more effective level of service. The new electronic agenda will play a further role in making it easier for the public to electronically access city records in an efficient manner. The electronic agenda will provide users with instant access to background information. This will increase productivity and informed decision making.
- Take inventory of current applications already available within the City of Tampa. Review current available applications. Work with the strategic planning and technology department to upgrade and/or maximize the use of the current system.

Current Operations and Initiatives: There have been several changes within the city clerk's office with office renovations, an electronic agenda and upgrades in positions. New furniture and equipment will make the clerk's office more efficient and effective in providing services to City Council, City of Tampa employees and the general public. The electronic agenda will make it easier for the public and media to electronically access city records and background information on proceedings.

Performance Measures		FY03 Actual	FY04 Projected	FY05 Estimated
CITY COUNCIL:	Action Agendas	72	74	76
	Resolutions	1,630	1,766	1,913
	Ordinances	326	353	382
CEB/BOARD:	Meetings/Rosters	45	45	45
	Cases Processed	2,196	4,688	4,900
	Orders Generated	1,194	1,383	1,633
	Appeals Processed	3	3	3
	Releases Recorded	299	1,113	1,225
FRONT DESK ACTION:	Closures	38	40	41
	Wet-Zoning	163	168	169
	Variance Zonings	88	90	91
	Zoning Petitions	160	168	170