

CITY CLERK

RESOURCES	ACTUAL FY00	ACTUAL FY01	BUDGET FY02	PROJECTED FY02	RECOMMENDED FY03
Personnel Expenses	\$ 695,623	\$ 737,932	\$ 790,479	\$ 789,929	\$ 819,850
Operating Expenses	238,333	237,204	259,040	244,490	250,525
Operating Budget	\$ 933,956	\$ 975,136	\$ 1,049,519	\$ 1,034,419	\$ 1,070,375
Capital Outlay	12,670	18,485	15,109	11,109	76,461
Budget Allocation	\$ 946,626	\$ 993,621	\$ 1,064,628	\$ 1,045,528	\$ 1,146,836
Authorized Positions	17	17	17	17	17

The Office of the City Clerk is the official keeper of all records and proceedings for the City of Tampa. Its goal is to record and maintain the official set of City records in keeping with City Charter and Florida statutory requirements. The department is composed of four divisions according to function.

The Documentation of City Records division is primarily responsible for recording the proceedings of every City Council meeting. It is also responsible for preparing City Council agendas; indexing local laws, ordinances, resolutions, agreements and deeds; and updating and distributing supplements to the City Code. It administers oaths of office to department heads, police officers, firefighters and persons appointed to serve on various boards and committees and maintains current appointments to City boards and committees, and City financial disclosure statements, state financial disclosure coordination and executive orders. Other responsibilities include the publication of legal notices, recording of official documents with appropriate agencies, and indexing of City cemetery burials.

The Code Enforcement Board (CEB) division is the administrative staff for the Board, and records all CEB meetings, keeps official files, distributes legal notices of Code violations, prepares and files liens for non-compliance, and keeps the Board and departments informed of Board actions.

The Support Services of the Boards division provides support to the Community Redevelopment Agency, General Employees Pension Fund, the Civil Service Board, Public Nuisance Abatement Board and the Board of Ethics.

The Archives and Records division is responsible for administering the City's Record Management and Archives program in accordance with State statutes and local ordinances. It operates a full service off-site records center for storage, retrieval and destruction of inactive and semi-active public records from all departments of the City; develops micrographics systems for City departments, providing quality, cost effective and appropriate microfilming and micrographics services; and administers the City Archives to identify, preserve and make available to City administrators and the public, City and related records of permanent administrative, legal, fiscal and historic value which chart the development of the City and document the City's activities, functions, priorities and responsibilities.

The office of the City Clerk electronically distributes City Council draft agendas and action agendas via e-mail. The e-mail address is: ctyclerk@ci.tampa.fl.us.