

CITY CLERK

RESOURCES	ACTUAL FY01	ACTUAL FY02	BUDGET FY03	PROJECTED FY03	RECOMMENDED FY04
Personnel Expenses	\$ 737,932	\$ 805,618	\$ 819,850	\$ 819,850	\$ 951,925
Operating Expenses	<u>237,204</u>	<u>253,752</u>	<u>416,510</u>	<u>407,536</u>	<u>315,877</u>
Operating Budget	\$ 975,136	\$ 1,059,370	\$ 1,236,360	\$ 1,227,386	\$ 1,267,802
Capital Outlay	<u>18,485</u>	<u>1,500</u>	<u>77,811</u>	<u>77,811</u>	<u>6,461</u>
Budget Allocation	\$ 993,621	\$ 1,060,870	\$ 1,314,171	\$ 1,305,197	\$ 1,274,263
Authorized Positions	17	17	17	17	18

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. This division also maintains current appointments to City boards and committees, 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. This division develops micrographics systems for City departments, providing quality, cost effective and appropriate microfilming and micrographics services. It also 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.