

CITY CLERK

RESOURCES	ACTUAL FY03	ACTUAL FY04	BUDGET FY05	PROJECTED FY05	RECOMMENDED FY06
Personnel Expenses	\$ 744,428	\$ 873,237	\$ 1,061,748	\$ 1,052,748	\$ 1,143,789
Operating Expenses	377,374	419,491	419,356	415,596	410,817
Operating Budget	\$ 1,121,802	\$ 1,292,728	\$ 1,481,104	\$ 1,468,344	\$ 1,554,606
Capital Outlay	68,431	4,289	15,114	15,114	75,461
Budget Allocation	\$ 1,190,233	\$ 1,297,017	\$ 1,496,218	\$ 1,483,458	\$ 1,630,067
Authorized Positions	17	18	19	19	19

Vision and Mission: The vision of the City of Tampa clerk's office is modernization. The implementation of the electronic agenda in 2005 enables city council members, the public and the media to electronically access city records and preceding background information. The city clerk's vision is also to centralize all records, archives, documents and staff, in a one location. The mission of the clerk's office is to provide quality customer service to the public and to city staff. The clerk's duties are to maintain and protect the records of the City of Tampa in accordance with the City Charter and Florida Statutes.

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 seeks to implement the best possible technology and focus on the following goals and objectives:

- Maintain and protect the official set of city records, with strict adherence to the City Charter and Florida Statutes.
- Determine more efficient ways to perform certain tasks using information technology: The city clerk's office will continue to review its workflow process, to streamline its document handling processes and reduce paper use with the use of scanners and electronic records.
- Focus on a high level of customer service. The electronic agenda, implemented in 2005, continues to play an important role in making it easier for the public to electronically access city records in an efficient manner. The electronic agenda provides users with instant access to background information.
- 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: The addition of an application systems analyst in 2005 has been instrumental in spearheading electronic records management initiatives. The implementation of the electronic agenda continues, making it easier for the public and media to electronically access city records and background information on proceedings. An initiative for 2006 is to update equipment (cameras) in the archives and micrographics records management division. This upgrade will enable the division to replace existing obsolete and outdated equipment that is frequently down for repairs. This equipment is essential for meeting department objectives and providing efficient customer service.

Performance Measures	FY04 Actual	FY05 Projected	FY06 Estimated
City Council: Action Agendas	72	69	70
Resolutions	1,720	1,786	1,934
Ordinances	333	336	364
Code Enforcement Board: Meetings	46	45	45
Cases Processed	4,897	5,880	5,000
Orders Generated	1,252	1,400	1,363
Appeals Processed	2	5	3
Releases Recorded	1,210	1,200	1,910
Front Desk Action: Closures	40	50	60
Wet-Zoning	134	144	154
Variance Zonings	33	43	53
Zoning Petitions	153	163	173