

# CITY CLERK

RESOURCES	ACTUAL FY04	ACTUAL FY05	BUDGET FY06	PROJECTED FY06	RECOMMENDED FY07
Personnel Expenses	\$ 873,237	\$ 1,063,601	\$ 1,143,789	\$ 1,053,761	\$ 1,232,002
Operating Expenses	419,491	458,484	563,709	552,058	486,883
Operating Budget	\$ 1,292,728	\$ 1,522,085	\$ 1,707,498	\$ 1,605,819	\$ 1,718,885
Capital Outlay	4,289	11,747	78,371	78,371	84,461
Budget Allocation	\$ 1,297,017	\$ 1,533,832	\$ 1,785,869	\$ 1,684,190	\$ 1,803,346
Authorized Positions	18	19	19	19	19

**Vision and Mission:** The mission of the city clerk’s office is to provide quality customer service to members of the public and 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. The office’s vision is to seek and implement the best possible technological solution for access and management of the city’s official records and archives.

**Goals and Objectives:**

- Affirm and adhere to the highest standards in official record keeping and support functions inherent in the responsibilities of the city clerk’s office.
- Provide stellar customer service to all city departments and citizens.
- Continue to implement new initiatives in electronic records management that will benefit all city departments.
- Maintain and protect the official set of city records in accordance with the City Charter and Florida Statutes.
- Review, upgrade and maximize available applications that will improve productivity and efficiency.

**Current Operations and Initiatives:** The city clerk’s office has demonstrated excellence in the recent implementation of the electronic agenda. This city-wide implementation has produced many benefits and efficiencies for all departments as well as for members of the public. This demonstrated success will continue as new technology measures are implemented as part of the electronic records management initiative.

In its daily operations, the clerk’s office strives to provide quality service to its customers in its role of providing the administrative support function of agendas, action agendas, recordings and advertisements. These administrative support functions include meetings of city council along with a substantial number of other quasi-judicial boards.

As the city’s official records custodian, the clerk’s office provides secure storage of inactive records and permanent archival storage facilities. Construction of a new archives and records center facility (FY07 CIP budget item) will render more efficiency, cost effectiveness and better customer service.

The city clerk’s office has recently embarked on an alternative process of providing departments with the convenience of a CD or electronic file of records that has been provided in the past only on microfilm. This initiative will reduce the reliance on microfilm. This new capability will be a timesaving measure for the departments that will be fully implemented by the beginning of FY07. All of these initiatives fall into the category of efficient city government focused on customer service, under the mayor’s strategic plan.

	FY05 Actual	FY06 Projected	FY07 Estimated
<b>Performance Measures</b>			
City Council Agendas	69	70	71
Resolutions	1,620	1,755	1,890
Ordinances	341	369	397
Code Enforcement Board Meetings/Rosters	46	46	46
Code Enforcement Cases Processed	5,840	6,100	6,150
Code Enforcement Fines Received	\$229,583	\$230,100	\$231,000
Community Redevelopment Agency Meetings	12	12	12
Rezoning, Wet Zonings & Variance Zonings	350	405	410