

CITY CLERK

RESOURCES	ACTUAL FY05	ACTUAL FY06	BUDGET FY07	PROJECTED FY07	RECOMMENDED FY08
Personnel Expenses	\$ 1,063,601	\$ 1,117,726	\$ 1,227,002	\$ 1,175,199	\$ 1,091,848
Operating Expenses	458,484	559,315	687,465	680,944	518,841
Operating Budget	\$ 1,522,085	\$ 1,677,041	\$ 1,914,467	\$ 1,856,143	\$ 1,610,689
Capital Outlay	11,747	66,581	94,428	94,428	6,461
Budget Allocation	\$ 1,533,832	\$ 1,743,622	\$ 2,008,895	\$ 1,950,571	\$ 1,617,150
Authorized Positions	19	19	19	20	17

Vision and Mission: The mission of the city clerk's office is to provide quality customer service to 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. Our 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 continues to receive positive feedback on the electronic agenda implementation. This city-wide implementation has produced time-saving measures and efficiencies for all departments as well as for members of the public. A companion initiative to implement a document management system on a city-wide basis will further enhance the city's records management capability.

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 for city administration and city council. Other administrative support functions include agenda preparation and minutes for meetings of code enforcement board, code enforcement hearing masters, civil service board, and community redevelopment agency.

As the city's official records custodian, the clerk's office provides secure storage of inactive records and permanent archival storage facilities. Cost-saving measures will be implemented using available technology, e.g., converting certain records from microfilm to CD for easier access; scanning additional vital and historical records to reduce risk and improve disaster preparedness; make more records available on-line; and working with city departments regarding the purchase of additional Total Records Information Management (TRIM) licenses for an improved records management program.

During FY08, the city clerk's office plans to utilize improved technological advancements in city council chambers that will involve replacing cassette tapes with CDs.

	FY06 Actual	FY07 Projected	FY08 Estimated
Performance Measures			
City Council Agendas	70	74	74
Resolutions	1,595	1,727	1,859
Ordinances	302	327	352
Code Enforcement Board Meetings/Rosters	46	46	46
Code Enforcement Cases Processed	5,840	6,100	6,150
Total Code Enforcement Fines Received	\$550,000	\$772,070	\$850,000
Community Redevelopment Agency Meetings	19	17	12
Rezoning, Wet Zonings & Variance Zonings	365	420	475