

CITY CLERK

RESOURCES	ACTUAL FY06	ACTUAL FY07	BUDGET FY08	PROJECTED FY08	RECOMMENDED FY09
Personnel Expenses	\$ 1,117,726	\$ 1,152,388	\$ 1,091,848	\$ 1,089,593	\$ 1,112,047
Operating Expenses	<u>559,315</u>	<u>579,299</u>	<u>655,754</u>	<u>533,213</u>	<u>519,114</u>
Operating Budget	\$ 1,677,041	\$ 1,731,687	\$ 1,747,602	\$ 1,622,806	\$ 1,631,161
Capital Outlay	<u>66,581</u>	<u>90,998</u>	<u>6,761</u>	<u>6,761</u>	<u>6,461</u>
Budget Allocation	\$ 1,743,622	\$ 1,822,685	\$ 1,754,363	\$ 1,629,567	\$ 1,637,622
Authorized Positions	19	19	17	17	17

Vision and Mission: The vision of the city clerk office is to seek and implement the best possible technological solution for access and management of the city's official records and archives. 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.

Goals and Objectives: City clerk affirms and adheres to the highest standards in official record keeping and support functions inherent in the office's responsibilities by providing stellar customer service to all city departments and citizens; continuing to implement new initiatives in electronic records management that will benefit all city departments; maintaining and protecting the official set of city records in accordance with the city charter and Florida Statutes; and reviewing, upgrading and maximizing available applications that will improve productivity and efficiency.

Current Operations and Initiatives: The city clerk's office continues to reap the benefits of the electronic agenda implementation. Since April 2005, this city-wide implementation has produced time-saving measures and efficiencies for all departments and the public. A city-wide document management system will further enhance records management capability.

The clerk's office strives to provide quality customer service in its administrative support functions of preparing various types of meeting agendas, recordings, minutes and advertisements for city administration, city council, civil service, community redevelopment agency, public nuisance abatement board, and code enforcement meetings.

As the city's records custodian, the clerk's office provides secure archival storage for all city departments of inactive and permanent records. With available technology, cost-saving measures have been implemented:

- Permanent records are copied to CDs for easier access.
- Additional vital/ historical records are scanned to reduce risk and improve disaster preparedness.
- More records are made available on-line.
- Recordings of all public meetings are now being made with CDs instead of cassette tapes. Code enforcement fines can now be paid with a credit card.

Performance Measures	FY07 Actual	FY08 Projected	FY09 Estimated
City Council/CRA Meetings and Agendas	70/19	64/17	44/16
Resolutions/Ordinances	1,394/283	1,510/308	1,626/333
Code Enforcement Board Meetings/Cases	46/5,840	46/6,250	46/6,484
Total Code Enforcement Fines Received	\$674,404	\$740,481	\$806,000
Rezoning, Wet Zonings & Variance Zonings	380	440	500