

City Clerk

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www.tampagov.net/dept_city_clerk/

Key Public Service Areas

The Office of the City Clerk is the official keeper of all records and proceedings for the City of Tampa. Official records such as City Council and Code Enforcement Board proceedings are kept and maintained to satisfy City Charter and Florida statutory requirements. The office also provides support to various committees and boards.

Scope of Department Operations

The Office of the City Clerk has 17 employees with an annual budget of \$1.1 million. The City Clerk's Office prepares the City Council agendas; indexing local laws, ordinances, resolutions, agreements, and deeds; updating and distributing supplements to the City Code; and maintaining current appointments to City boards and committees, City and State financial disclosure statements and executive orders. The publication of legal notices, recording of official documents, and indexing of City cemetery burials is also the responsibility of this department.

Current Initiatives

- Upgrading technology to provide more efficient services to City staff, citizens and businesses.

Critical Issues and Areas of Concern

- New Records Retention Facility
- Upgrade Technology
- Staff Levels
- Equipment Replacement
- Position Upgrades

Status Report

New Records Retention Facility. The personnel from the Records Retention Department were recently relocated to a building on Florida Avenue. Documentation storage was contracted out to a vendor (CRM). Separating the personnel from the records has degraded service levels. When personnel and records were located at same facility, there were few delays. Under the current system, when a Records Retention personnel wants to obtain records, the department must process a request and wait one day to receive them. The transporting of records is done by the city not the holding company. Furthermore, if a document is needed less than the one-day period, (i.e. a Council member needs a document for Council Meeting in two hours), retrieval of the request costs three times more. The contract with CRM is three years. However, the Purchasing Department has expressed the need to rebid the contract for the next fiscal year.

The current contract fulfilled the City's immediate need and a long-term solution is necessary, specifically the need for a new facility to house Records Retention. The facility need is approximately 20,000 to 25,000 square feet with the two-story warehouse being approximately 10,000 to 15,000 square feet.

Upgrade Technology. With the amount of paper work being processed through the Clerk's office, there is a need to improve and upgrade certain equipment and services to achieve greater efficiencies and to improve public services. Examples of the technological upgrades include a scanner to store documents on microfilm or CD-rom. This will allow the Clerk's Office to store large plans (32" x 48") in a digital format. Currently, an outside vendor must reproduce plans of this size. Also, due to space and storage limitations, the Office would benefit by storing information to CD-ROM. Processing this information in-house will save money in the long-term; however, the acquisition of the necessary equipment is currently unfunded. Additionally, the Office is interested in upgrading its web-presence by adding links to the City

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Status Report (continued)

Council draft and action agendas being posted on the City's web site to allow access to the various documents, including background information, being considered by City Council at their upcoming regular and evening sessions. This will reduce the amount of paper copies that need to be made, thereby saving time and financial resources over the long-term. [[CR-33](#)]

Staff Levels. Volume of workload, records, service requests continue to increase but staffing has not. The Department will need to address personnel shortfalls through increased efficiencies or additional employees.

Equipment Replacement. The Records Retention Department experiencing a substantial amount of downtime resulting from service calls for failing equipment. The Department needs new equipment. The FY03 budget approved a 35mm camera for micrographics. A small pilot project with USF for old archival materials is slated to produce the first product by the end of the year.

Position Upgrades. With the evolving technical nature of the positions in the Clerk's office in relation to state and local procedures and requirements, there is a need to upgrade positions in order to hire personnel with adequate skills.

Community Resources and Human Affairs Organization Chart

The City Clerk's Office is composed of three divisions:

Boards/Committees provides support services for the Community Redevelopment Agency, General Employees Pension Fund, the Civil Service Board, Public Nuisance Abatement Board and the Board of Ethics. **City Council** division is responsible for preparing agendas and recording proceedings of Council meetings; indexing local laws, ordinances, and resolutions; and updating/distributing the City Code.

The Administration and Code Enforcement Board (CEB) Section records all CEB meetings, manages official files, distributes legal notices of Code violations, reports on Board actions, and files liens for non-compliance, and is responsible for a variety of general administrative activities.

Records & Archives division is responsible for administering the City's Record Management and Archives program in accordance with State statutes and local ordinances, including record storage, retrieval and destruction.

