City Clerk’s Office
2015-2016

Assistant City Manager / City Clerk
- City Council Legislative Support
- Department Management
- Strategic Planning
- Budget
- Policy Development

City Council Operations
- Administrative / Legislative Support
- Agenda Management

City Clerk Operations
- Legislative Management
- Administrative Services
- Community Council Legislative / Administrative Support
- Transcription / Word Processing

Public Records
- Records Management
- Development Services Records Management
- Public Disclosure
- Enterprise Content Management

Hearing Examiner Services
- Hearing Administration
- Decision / Recommendation Rendering
- Administrative Services
City Clerk’s Office — Mission

The City Clerk’s Office supports the strategic direction and leadership of the City organization and facilitates open, accessible and transparent government through:

- Supporting the City Council in their public policy setting and legislative roles and the City Manager in administering City operations;
- Maintaining the official public records of the City, administering the centralized Records Management program, and managing public disclosure;
- Managing the public hearing process for land use and administrative decisions;
- Enabling communication, information sharing and participation by citizens in THEIR city government.

2015-2016 Objectives

- Assist City Council in developing and implementing strategies for greater Council engagement in the community.
- Continue to provide ever-greater access to public information and seek innovative ways to inform the public about the services and activities of City government.
- Partner across City Depts. to integrate the Geographic Information and Enterprise Content Management systems to provide for more efficient access to property-related information.
- Update the City’s Public Records Act Rules to maintain compliance and high performance.
- Collaborate across City Depts. to enhance procedures for placing legal holds on electronic records to respond to litigation or disclosure requests.
- Provide staff training to refresh skills and keep pace with new technologies.
- Continue to perform customer service surveys to identify opportunities for service improvement.

2013-2014 Accomplishments

- Partnered with the IT Dept. to roll out a significant upgrade to SharePoint for use as a City-wide electronic content management system, saving $2 million over ten years.
- Used LEAN-based performance improvement approach to automate City Council agenda packet publication.
- Partnered across City Depts. on Paperless Permitting Initiative to implement electronic submittal of and public access to online building permits.
- Implemented new training requirements under the Open Government Training Act for public officials and staff.
- Partnered with the Police Dept. to assume increased oversight of public disclosure requests made for Police public records.
- Coordinated the recruitment and selection process for the City Manager position and assisted in the transition to new leadership.
City Clerk's Office

2015-2016 Budget Expenditure by Category

<table>
<thead>
<tr>
<th></th>
<th>2015 Adopted</th>
<th>2016 Adopted</th>
<th>2015-2016*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$1,775,548</td>
<td>$1,863,325</td>
<td>$3,638,873</td>
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<tr>
<td>Interfund</td>
<td>218,801</td>
<td>222,771</td>
<td>441,572</td>
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<tr>
<td>M&amp;O</td>
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<td>664,513</td>
</tr>
<tr>
<td>Capital</td>
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<td>Total Expenditures</td>
<td>$2,365,015</td>
<td>$2,419,943</td>
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Reserves¹

Total Budget

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¹ Reserves: Reserves are not included in the pie chart above. Actuals do not include reserves at the department level.

The 2015-2016 biennial budget calculation includes only the second year of reserves (ie 2016) to avoid double-counting of expenditure authority.

The figures above include double budgeting (internal transfers between City funds)
## Proposal List by Department/Outcome

### City Clerk

**2015-2016 Operating Budget**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Proposal Title</th>
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<tr>
<td>4</td>
<td>City Clerk's Operations</td>
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<td>13</td>
<td>Records Management Services</td>
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<td>14</td>
<td>Disclosure of Public Records and Information</td>
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<td>Council Legislative and Administrative Support</td>
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<td>34</td>
<td>Hearing Examiner's Office</td>
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<td>36</td>
<td>City Clerks Office Department Management</td>
<td>020.07NA</td>
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**Note:** While many proposals represent cross-departmental efforts, proposals are listed by sponsoring departments only.