

# 516 – Office of the City Clerk

## Description

The City Clerk serves as the corporate secretary of the City and has many duties and functions, which are dictated by State, County, and municipal laws, policies and regulations.

The department provides the following services:

- **Custodian of Records** identifies, maintains, and preserves vital, permanent, historical and archival records. These documents may include contracts, permits, licenses, grants, surveys, deeds and municipal election information.
- **Supervisor of Elections** administers the election process through which local government representatives are elected. The election process is governed by federal, state and local laws and regulations. The City Clerk assists candidates in meeting their legal responsibilities before, during and after an election.
- **Agenda Coordinator** coordinates, assembles and distributes the Commission Meeting agendas in paper and electronic formats. The agenda document is presented to the legislative body and the public.
- **Legislative Administrator** plays a critical role in the decision-making process of the City's legislative body. The City Clerk is a key staff person for Commission meetings preparing the agenda, verifying that legal notices have been published and recording the decisions of the City Commission.
- **Records Manager** oversees the preservation and protection of Public Records. The City Clerk is required to maintain and index the City Commission minutes, ordinances, resolutions and other official documents.
- **Records Management Liaison Officer** inventories agency records, works with the Division of Library Services on the destruction and reporting of records that have met retention and

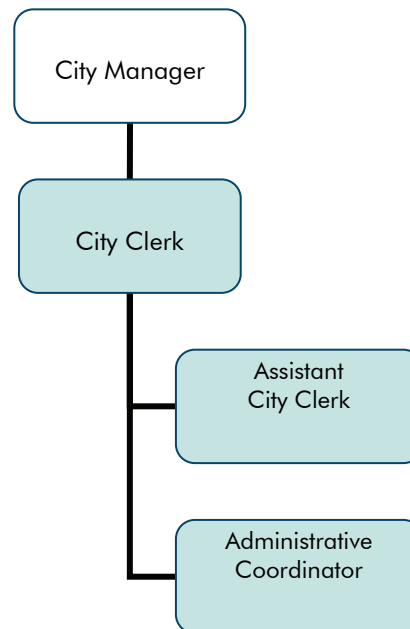
trains and advises staff on records management practices.

- **Official Signatory** must attest all ordinances, resolutions, minutes, contracts and official documents of the City.
- Other duties of the Office of the City Clerk include Lobbyist Registration, Bid Administration and providing clerical and administrative support to the City's various Boards and Committees.

## Organizational Chart

The organizational chart shows the reporting relationships of all positions in the Office of the City Clerk.

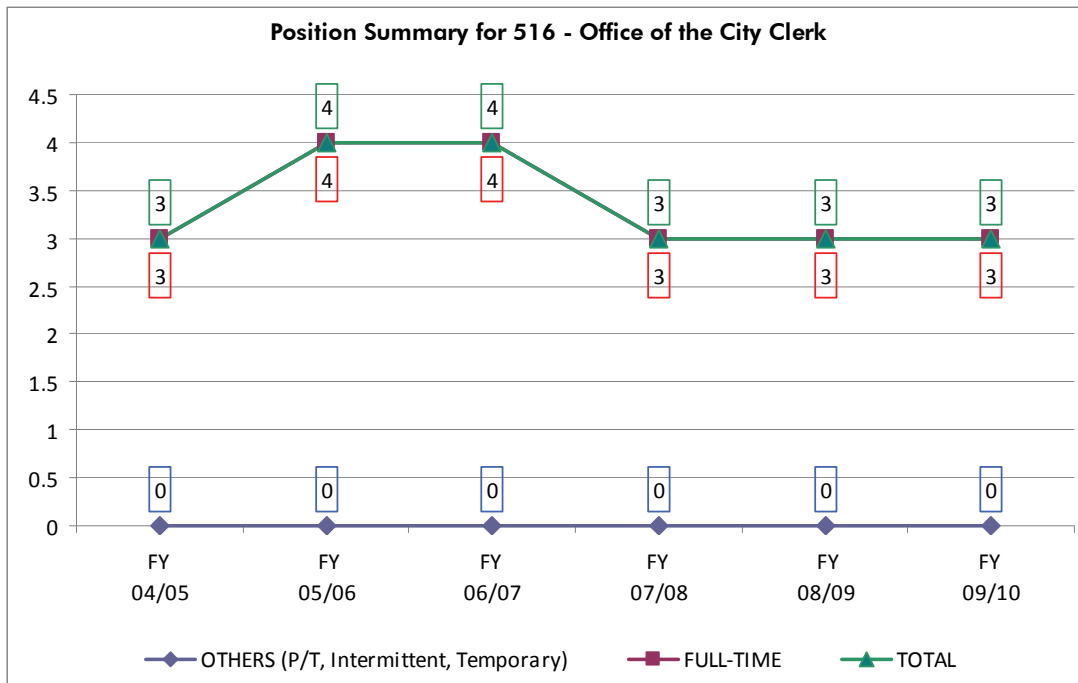
The Office of the City Clerk's budget includes funding for the shaded positions.



## Staff Summary

The table and graph below show a history of positions in the Office of the City Clerk.

Staff Summary Table	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10
City Clerk	1	1	1	1	1
Deputy City Clerk/Office Manager	1	1	1	1	0
Assistant City Clerk	0	0	0	0	1
Contracts Coordinator	1	1	0	0	0
Administrative Coordinator II	1	1	1	1	0
Administrative Coordinator I	0	0	0	0	1
<b>Total Full-time</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total Other (P/T, Intermittent, Temporary)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Positions</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>



## Objectives

- Continue scanning and archiving all pertinent City records to include City Commission agendas and packets, minutes, resolutions, ordinances, agreements, bids/RFPs/RFQs and Special Master Administrative Hearing records.
- Implement a new automated agenda system, making it easier to access and download, and more user-friendly overall.
- Continue to monitor City-wide records management program to ensure City records are retained and disposed of according to State retention laws and archival and historical value.
- Review and update the City's codification services agreement.
- Continue automating functions of the Clerk's Office.
- Reduce paper output.

## Summary of Budget Changes

### Personnel

The number of employees remains the same in the Office of the City Clerk. There is an overall decrease in personnel costs because of the following changes:

- The Deputy City Clerk was promoted to the position of Assistant to the City Manager and transferred to the City Manager's Office.
- The Administrative Coordinator II was promoted to Assistant City Clerk.
- An Administrative Coordinator I was added to our staff.

### Ordinance Codification - 5475

Decrease. The City has reached a point that it has adopted most of the regulations that it needs to protect public safety and welfare; however, maintenance and updates are ongoing.

### Advertising - 5480

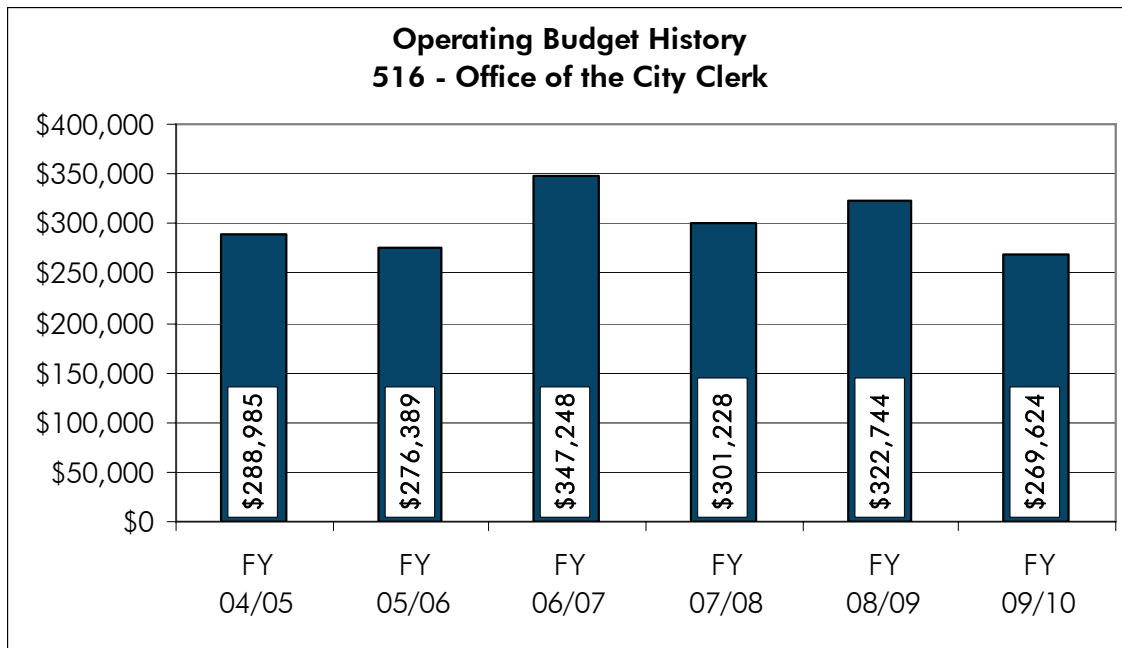
Decrease. Committee and Board Meeting Notices are no longer being sent to the Miami Herald. They are listed on our Monthly Calendar, which is published on SIB TV and our Website. The Calendar and Notices are also posted on our First Floor Bulletin Board.

### Election Expense - 5540

Decrease. This is a non-election year; however, there is always a chance that a Special Election may be held. Our next General Election occurs on November 2, 2010.

## Operating Budget History

This chart compares for this department a history of its operating budget.



## Expense Worksheet

City of Sunny Isles Beach							
Expense Budget Worksheet for Fiscal Year 2010							
Fund 10							
Department 516 - City Clerk							
YTD Actual thru 04/30/09							
Account	Account Name	Current FY Amended Budget	Current FY Total Projected Expense	Current FY (Over)/Under	Next FY Budget	\$ Change Plus/(Minus)	% Change Plus/(Minus)
5120	Regular Salaries	198,689	197,704	985	159,602	(39,087)	(20)
5140	Overtime	2,000	1,528	472	2,000	0	0
5210	FICA Payroll Taxes	15,353	14,946	407	12,363	(2,990)	(19)
5220	Retirement Contribution	21,418	21,960	(542)	16,845	(4,573)	(21)
5230	Health,Dental & Life Ins.	17,549	20,226	(2,677)	22,016	4,467	25
5240	Worker's Comp Insurance	735	569	166	598	(137)	(19)
5318	Other Legal Services	1,200	1,200	0	1,200	0	0
5475	Ordinance Codification	10,400	10,400	0	10,000	(400)	(4)
5480	Advertising	20,400	20,400	0	20,000	(400)	(2)
5511	Special Supplies	3,000	5,644	(2,644)	3,000	0	0
5540	Election Expense	25,000	24,721	279	15,000	(10,000)	(40)
5541	Dues,Sub & Memberships	1,000	1,000	0	1,000	0	0
5542	Travel,Conf & Meetings	3,000	3,000	0	3,000	0	0
5543	Education & Training	3,000	3,000	0	3,000	0	0
<b>*TOTAL 516</b>		<b>322,744</b>	<b>326,298</b>	<b>(3,554)</b>	<b>269,624</b>	<b>(53,120)</b>	<b>(16)</b>