

City Clerk's Office

About City Clerk's Office

The City Clerk's Office maintains and certifies records of all City business, including resolutions, meeting minutes, official deeds, leases, contracts and agreements. In addition, it is the duty of the City Clerk to administer all municipal elections, to act as chairperson of the election commission and to provide and manage all petition forms for any purpose under the provisions of the City's Charter. The City Clerk's Office also handles the posting of all public notices, the administration and maintenance of liquor licenses, records and applications for volunteer Boards and Commissions, and the Clerk's Office is currently a certified U.S. Passport application acceptance agency.



2010 Budget Highlights

- Continue citywide records retention program
- Agenda management software system
- Public internet access to council and board meeting audio files

**City Clerk
(Elected)**

Deputy City Clerk

**CITY CLERK'S
OFFICE**

City Clerk's Office



DID YOU KNOW

The City Clerk's permanent records can be searched and downloaded via the City's website, including ordinances, resolutions, minutes, City budgets and Council agenda packets, and many planning and building documents?

City Clerk's Office

Objectives

- Coordinate with Jefferson County for the City's elections
- Attend and maintain a permanent record of all City Council proceedings
- Maintain all records of City ordinances, resolutions, deeds, easements and official documents, including management of Municipal Code supplements
- Oversee the publication of all notices, proceedings, and matters of public record
- Administer fees, licenses and requirements of the City's liquor establishments, to include serving the Wheat Ridge Liquor License Authority
- Administer the amusement licensing policies, procedures, and fees
- Process new passport applications as acceptance agents for the Department of State

2009 Achievements

- Continued City-wide Records Management Program implementation
- Developed a digital records plan to electronically archive Community Development Department records
- Developed Laser Fiche Web link program in concert with the Information Technology Division, allowing staff and citizens web-based search access to City records
- Expanded program to communicate and make Council meeting documents available to the community

2010 Objectives

- Expand Records Management Pilot Program City-wide
- Explore a paperless agenda management system for Council, staff and for community access on the City web-site
- Develop and deploy internet access to Council and Board meeting audio files
- Develop and implement Board and Commission training and orientation program
- Expand and coordinate Council orientation program with City management

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Staffing and Financial Summary

	2007 Authorized	2008 Authorized	2009 Authorized	2010 Authorized
City Clerk	Elected	Elected	Elected	Elected
Deputy City Clerk	1	1	1	1
Administrative Assistant	1	0	0	0
Receptionist	0.5	0	0	0
TOTAL	2.5	1	1	1

	2008 Actual	2009 Adjusted	2009 Estimated	2010 Adopted
Personnel Services	\$101,177	\$94,309	\$93,189	\$93,200
Materials & Supplies	\$930	\$1,716	\$1,716	\$1,716
Other Services & Charges	\$55,205	\$51,550	\$51,550	\$51,550
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL	\$157,312	\$147,575	\$146,455	\$146,466

Total 2010 Budget by Object



