

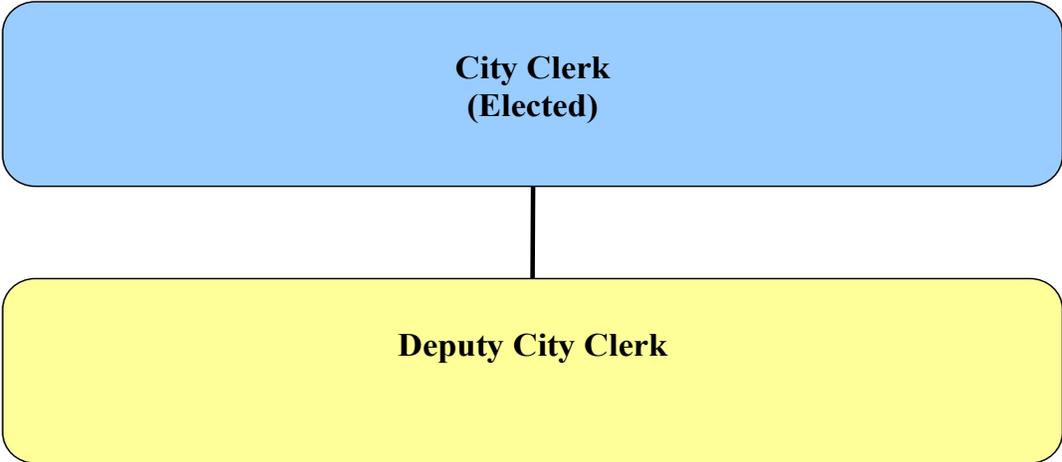
# City Clerk's Office

## 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.

**2011  
Budget  
Highlights**

- Continue Citywide records retention program
- Reduce public notice expenses to create additional cost savings



**CITY CLERK'S  
OFFICE**

**City Clerk's Office**



**DID YOU KNOW**

*The City Clerk's office processes more than 270 passport applications per year?*

## City Clerk's Office

### Overview

- 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

### 2010 Achievements

- Continued Citywide Records Management Program implementation
- Developed a digital records plan to electronically archive Community Development Department records
- Continued development of LaserFiche technologies in concert with the Information Technology Department, defining digital archival policies and refining community access to records
- Expanded program to communicate and make available Council meeting documents to the community

### 2011 Objectives

- Upgrade the City Code codification process to decrease time for codification, enhance web-based access to the City Code, while decreasing the codification expenses
- Deploy a paperless agenda management system for Council, staff and for community access on the City website
- Initiate process to reassess and reform the City election code to clarify and/or remove conflicting or outdated laws in the City Code and City Charter
- Develop and implement Board & Commission training and orientation program
- Implement various cost-saving policies for City publications and printing

# City Clerk's Office

## Staffing and Financial Summary

	2008 Authorized	2009 Authorized	2010 Authorized	2011 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
<b>TOTAL</b>	<b>2.5</b>	<b>1</b>	<b>1</b>	<b>1</b>

	2009 Actual	2010 Adjusted	2010 Estimated	2011 Adopted
Personnel Services	\$94,269	\$93,200	\$80,919	\$86,819
Materials & Supplies	\$1,211	\$1,716	\$1,700	\$1,800
Other Services & Charges	\$38,732	\$51,550	\$47,750	\$49,450
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$134,212</b>	<b>\$146,466</b>	<b>\$130,369</b>	<b>\$138,069</b>

**Total 2011 Budget by Object**

