

City Clerk's Office

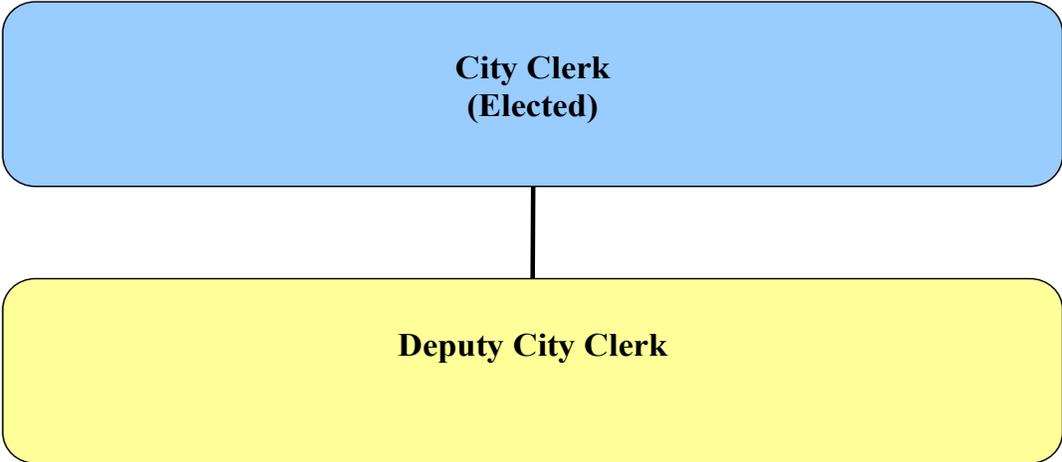
About City Clerk's Office

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.



**2012
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

When the early colonists came to America they set up forms of local government to which they had been accustomed and the office of clerk was one of the first to be established?

City Clerk's Office

Overview

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

2011 Achievements

- Amended Council District Map in accordance with Charter section 4.2 regarding City redistricting
- Implementation of a Citywide Records Management Program
- Developed and coordinated Board & Commission training orientation program
- Implemented various cost-saving policies for City publications and printing
- Developed Laserfiche technologies by defining digital archival policies and refining community access to records

2012 Objectives

- Research 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
- Continue to develop Laserfiche technologies by defining digital archival policies and refining community access to records
- Pursue ongoing cost-saving policies for City publications and printing

City Clerk's Office

Staffing and Financial Summary

	2009 Authorized	2010 Authorized	2011 Authorized	2012 Authorized
City Clerk	Elected	Elected	Elected	Elected
Deputy City Clerk	1	1	1	1
Administrative Assistant	0	0	0	0
Receptionist	0	0	0	0
TOTAL	1	1	1	1

	2010 Actual	2011 Adjusted	2011 Estimated	2012 Adopted
Personnel Services	\$77,273	\$86,819	\$86,819	\$80,820
Materials & Supplies	\$1,520	\$1,800	\$1,800	\$1,800
Other Services & Charges	\$37,461	\$49,450	\$49,450	\$49,450
Capital Outlay	\$2,900	\$0	\$0	\$0
TOTAL	\$119,154	\$138,069	\$138,069	\$132,070

Total 2012 Budget by Object

