

City Clerk's Office

About City Clerk's Office

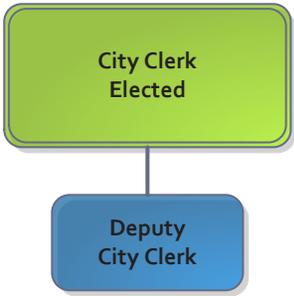
The City Clerk's Office maintains and certifies records of all City business, including resolutions, meeting minutes, official deeds, leases, contracts and agreements. In addition, it is the duty of the City Clerk to administer all municipal elections, to act as chairperson of the election commission, 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.

2013 Budget Priorities

- Implement paperless agenda management system
- Completion of International Clerk Certification program for Deputy City Clerk
- Develop updated records management strategy



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**CITY CLERK'S
OFFICE**

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Core Business

- Maintain 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 with Jefferson County for all municipal, primary, and general elections
- Attend and maintain permanent record of 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
- Serve as Clerk to the Police Pension Board
- Manage the application and appointment process for the City's eleven Boards and Commissions

2012 Strategic Accomplishments

- Initiated a ballot question to reform the City Charter to provide for a uniform election process
- Streamlined license renewal process for liquor licensees within the City
- Developed a digital archive data base for City Liquor Licensing Establishments which enables permanent file backup and research
- Initiated a cost-effective change in production of establishment notification
- Restructured the license renewal process for amusement licenses within the City
- Continuation of both Colorado and International Clerk Certification programs for Deputy City Clerk

2013 Strategic Priorities

- Implement paperless agenda management system for Council, staff and for community access on the City website
- Continue to develop Laserfiche
- Completion of International Clerk Certification for Deputy City Clerk
- Develop an updated strategy for records management

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Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
City Clerk	Elected	Elected	Elected	Elected
Deputy City Clerk	1	1	1	1
TOTAL	1	1	1	1

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$81,590	\$80,972	\$80,972	\$80,820
Materials & Supplies	\$1,360	\$1,800	\$1,800	\$1,800
Other Services & Charges	\$72,956	\$49,298	\$49,298	\$49,450
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL	\$155,907	\$132,070	\$132,070	\$132,070

Total 2013 Budget by Object

