

City Clerk's Office

About the City Clerk's Office

01-108

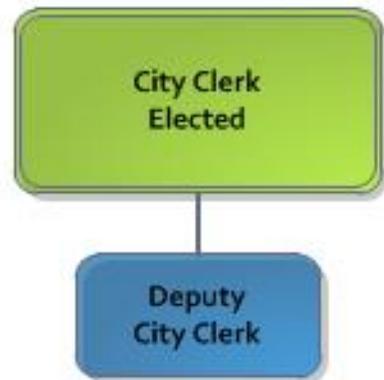
The City Clerk's Office maintains and certifies records of all City business, including resolutions, ordinances, meeting minutes, official deeds, leases, contracts and agreements. In addition, it is the duty of the City Clerk to administer all municipal elections, to act as chairperson of the election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

2014 Budget Priorities

- Complete Colorado Municipal Clerk's Institute three-year academy for City Clerk
- Implement secure storage practices for permanent essential records
- Continue development of paperless agenda management system

City Clerk's Office



City Clerk's Office

01-108

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
- Serve as liaison to the Wheat Ridge Liquor License Authority
- Coordinate with Jefferson County for all municipal, primary, and general elections
- Record and maintain a 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 of the City's 11 boards and commissions
- Administer yearly destruction of records per the Colorado Model Municipal Records Retention Schedule

2013 Strategic Accomplishments

- Deputy City Clerk completed the International Clerk Certification program
- Redesigned City Clerk section of City's Website, including liquor licensing and elections
- Researched and investigated conversion to paperless agenda management
- Developed an archive system for transfer of liquor licenses into a digital database
- Initiated a monthly Jefferson County Municipal Clerk's informational meeting to network and share ideas

2014 Strategic Priorities

- Continue transfer of liquor records to digital archive database
- Implement secure storage practices for permanent essential records
- Continue development of paperless agenda management system
- City Clerk will complete Colorado Municipal Clerk's Institute accreditation program

City Clerk's Office

Staffing and Financial Summary

01-108

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized
City Clerk	Elected	Elected	Elected	Elected
Deputy City Clerk	1	1	1	1
	1	1	1	1

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$81,331	\$80,820	\$80,820	\$82,732
Materials and Supplies	\$1,785	\$1,800	\$1,800	\$1,800
Other Services and Charges	\$51,409	\$49,450	\$49,450	\$49,450
Capital Outlay	\$0	\$0	\$0	\$0
	\$134,525	\$132,070	\$132,070	\$133,982

Total 2014 Budget by Object

