

City Clerk's Office

About the City Clerk's Office

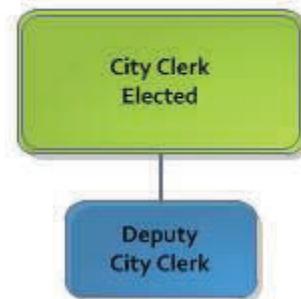
The City Clerk's Office maintains and certifies records of all City business, including resolutions, ordinances, meeting minutes, official deeds, leases, contracts and agreements. In addition, it is the duty of the City Clerk to administer all municipal elections, to act as chairperson of the election 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 and amusement licenses, the fulfillment of public record requests, and the applications for volunteer Boards and Commissions.

2015 Budget Priorities

- Upgrade secure storage of permanent essential records
- Complete transfer of liquor records to digital archive database

City Clerk's Office



City Clerk Janelle Shaver and Deputy City Clerk Kelly Stevens



New drive by ballot box at City Hall offers convenience for voters.

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 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
- Administer yearly destruction of records per the Colorado Model Municipal Records Retention Schedule

2014 Strategic Accomplishments

- Continued transfer of liquor records to digital archive database
- Implemented secure storage practices for permanent essential records
- Continued development of paperless agenda management system
- Completed Colorado Municipal Clerk's Institute accreditation program for City Clerk
- Facilitated installation of an outdoor mail ballot drop box at City Hall
- Hired a new Deputy City Clerk

2015 Strategic Priorities

- Prepare a comprehensive desk reference for the Clerk's office, outlining responsibilities, and policies and procedures for the City Clerk and Deputy City Clerk
- Complete Certified Municipal Clerk accreditation for the City Clerk
- Complete transfer of liquor records to digital archive database
- Upgrade secure storage of permanent essential records

City Clerk's Office

Staffing and Financial Summary

01-108

| | 2012 Authorized | 2013 Authorized | 2014 Authorized | 2015 Authorized |
|-------------------|--------------------|--------------------|--------------------|--------------------|
| City Clerk | Elected | Elected | Elected | Elected |
| Deputy City Clerk | 1 | 1 | 1 | 1 |
| | 1 | 1 | 1 | 1 |

| | 2013 Actual | 2014 Adjusted | 2014 Estimated | 2015 Adopted |
|----------------------------|----------------|------------------|-------------------|-----------------|
| Personnel Services | \$82,824 | \$82,732 | \$79,826 | \$84,243 |
| Materials and Supplies | \$1,848 | \$1,800 | \$1,800 | \$1,800 |
| Other Services and Charges | \$36,722 | \$49,450 | \$49,450 | \$49,450 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| | \$121,394 | \$133,982 | \$131,076 | \$135,493 |

Total 2015 Budget by Object

