

City Clerk's Office

About the City Clerk's Office

01-108

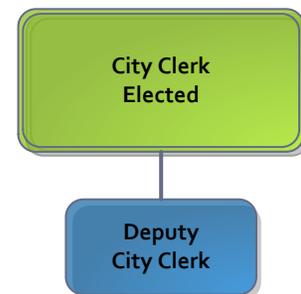
The City Clerk's Office maintains and certifies records of all City business, including resolutions, ordinances, meeting minutes, official deeds, leases, contracts and agreements. In addition, it is the duty of the City Clerk to administer all municipal elections, to act as chairperson of the election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

2016 Budget Priorities

- Improve records management system through continuing education
- Upgrade secure storage of permanent hardcopy records

City Clerk's Office



(l to r) Janice Smothers, Administrative Assistant to the Mayor and City Council, Kelly Stevens, Deputy City Clerk, and Janelle Shaver, City Clerk

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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
- 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
- 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

2015 Strategic Accomplishments

- Prepared a comprehensive desk reference for the Clerk's office, outlining responsibilities, and policies and procedures for the City Clerk and Deputy City Clerk
- Completed transfer of liquor records to digital archive database
- Upgraded electronic storage of essential records

2016 Strategic Priorities

- Complete searchable spreadsheets with all ordinances and resolutions
- Update comprehensive desk reference with new policies and procedures
- Upgrade secure storage of permanent hardcopy records
- Increase efficiency of Clerk's Office staff through increased training and continuing education

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Staffing and Financial Summary

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	2013 Authorized	2014 Authorized	2015 Authorized	2016 Proposed
City Clerk	Elected	Elected	Elected	Elected
Deputy City Clerk	1	1	1	1
	1	1	1	1

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Proposed
Personnel Services	\$86,414	\$84,243	\$84,243	\$83,549
Materials and Supplies	\$1,667	\$1,800	\$1,800	\$1,800
Other Services and Charges	\$56,954	\$61,950	\$58,650	\$70,850
Capital Outlay	\$0	\$0	\$0	\$0
	\$145,035	\$147,993	\$144,693	\$156,199

Total 2016 Budget by Object

