

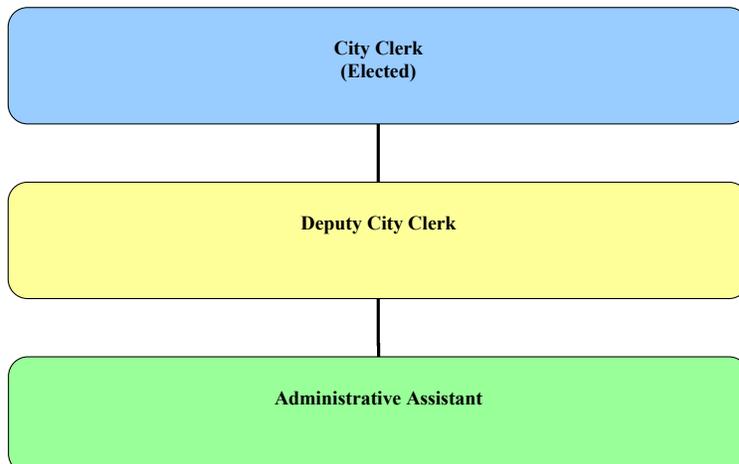
City Clerk's Office

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.

**2008
Budget
Highlights**

- Continue citywide records retention program



**CITY CLERK'S
OFFICE**

City Clerk's Office



DID YOU KNOW

All the City Clerk's permanent records can now be searched and downloaded via the City's website, including Ordinances, Resolutions, Minutes, City Budgets and recent Council Agenda packets.

City Clerk's Office

Objectives

- Coordinate with Jefferson County for the City's elections.
- Attend and maintain a permanent record of City Council proceedings.
- Maintain all records of city ordinances, resolutions, deeds, easements and official documents, including management of Municipal Code supplements.
- Oversee the publication of all notices, proceedings, and matters of public record.
- Administer the fees, licenses and requirements of the City's liquor establishments, including serving the Wheat Ridge Liquor License Authority.
- Administer the Amusement Licensing policies, procedures, and fees.
- Coordinate and administer the Office of the Mayor and City Council.
- Process new passport applications as Acceptance Agents for the U.S. Department of State.

2007 Achievements

- Continued city-wide Records Management Program implementation.
- Coordinated and completed a City Clean-Up Day which eliminated duplicate and obsolete records.
- Implemented LaserFiche Weblink program in concert with the Information Technology Division, allowing staff web-based search access to city records.
- Developed and administered 2007 Candidates' Workshop and Candidate Orientation.

2008 Objectives

- Expand Records Management Pilot Program city-wide.
- Explore a paperless agenda management system for council, staff and for community access on the city web-site.
- Explore and develop a digital Building and Planning application process.
- Develop and deploy internet access to Council and Board meeting audio files.
- Develop and implement Board & Commission training and orientation program.
- Expand and coordinate Council orientation program with city management.

City Clerk's Office

Staffing and Financial Summary

	2005 Authorized	2006 Authorized	2007 Authorized	2008 Adopted
City Clerk	Elected	Elected	Elected	Elected
Deputy City Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Receptionist	0.5	0.5	0.5	0
TOTAL	2.5	2.5	2.5	2

	2006 Actual	2007 Adjusted	2007 Estimated	2008 Adopted
Personnel Services	\$152,384	\$160,376	\$160,376	\$147,861
Materials & Supplies	\$2,333	\$2,550	\$2,550	\$2,650
Other Services & Charges	\$48,384	\$49,700	\$49,700	\$51,850
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL	\$203,101	\$212,626	\$212,626	\$202,361

Total 2008 Budget by Object

