

City Clerk's Office

Strategic Planning Session

April 25, 2014



Duties of the Clerk's Office

- * Commission Agenda Preparation
- * Resolution and Ordinance preparation
- * Legal advertising
- * Public Records Custodian
- * Public Information Officer
- * Business Tax Receipts (4,260 FY14)
- * Contractor Competency Cards
- * Research assistance
- * Provide staff assistance to Mayor and Commissioners
- * City Elections

Accomplishments

- * Employee cross-training is under way
- * Paperless Agenda system has been implemented at an annual savings to the City
- * Audio files of meetings are now on-line
- * Streamlining efforts continually being evaluated
- * Developed consistency in providing information to Mayor and Commissioners for calendars



Priority #1 – Human Resources

- * Employee retention
- * Appropriate pay for appropriate work
- * Employee training opportunities
- * Appropriate Employee Certifications
- * Evaluating our current office structure



Priority #2 – Public Records Access

- * Paperless Agenda system
- * Responsiveness to Public Records Requests
- * Evaluating our records retention program city-wide
- * Public records retention training
- * Opti-View Access for all employees
- * Research assistance



Priority #3 – Customer Service & Efficiency

- * Acceptance of Credit Cards
- * On-Line Business Tax Receipt Application and Information – a check-list
- * Potential for emailing of BTR renewal invoices
- * Boards and Committees on-line application
- * Continued cross-training of employees
- * Intra-departmental communication and assistance





Questions?

