

Fund: GENERAL
Department: GENERAL GOVERNMENT
Division: CITY CLERK
Division No.: 40002

MISSION:

The mission of the City Clerk's Office is to provide the link between past, present and future by maintaining all the permanent records of the City.

SERVICES:

The City Clerk's Office serves the community through voter registration, free notary service, and management of the community bulletin board and programming on CityVision 16. The office also serves as the repository for all permanent records of the City including ordinances, resolutions, deeds, easements, contracts and cemetery records. The office maintains liquor licenses, raffle permits, taxicab driver licenses and other City business licenses and permits. The City Clerk serves as a Local Election Official and is the appointed Freedom of Information Officer with the exclusions of Assistant City Attorney handling Police Department FOIA requests and the Police and Fire Funds which has appointed FOIA officers.

SIGNIFICANT GOALS AND OBJECTIVES:

GOAL:

A. Increase effectiveness of City Clerk's Office at being service-oriented disseminators of information.

Objective:

1. Increase methods by which citizens have access to services provided in the City Clerk's Office

Strategies:

- a. Continue to promote utilization of the Freedom of Information Officer page on the City's web site and the FOI Officer email address to make the process of requesting records easier for the public and to expedite staff fulfillment of Freedom of Information requests
- b. Continue to provide and promote the availability of application forms, City Council meetings and minutes, and other information through the City's web site

- c. Ensure that receptionist and other designated clerical personnel are trained to provide coverage for the Clerk's Office when regular staff is unavailable to assist customers.

Objective:

2. Maximize level of staff assistance provided to the Mayor's Office, members of the City Council, the City Manager's Office, City departments and various boards and commissions

Strategies:

- a. Continue to provide service to the Mayor's Office and City boards and commissions by maintaining an updated news media email list and distributing new releases, meeting notices and other information as requested
- b. Continue to provide responsive service as staff liaison to the Liquor Control Commission, Liquor Advisory Board and Board of Fire and Police Commissioners
- c. Provide timely and efficient assistance to other departments and divisions as they request historic information and/or documents through the City Clerk's Office

GOAL:

B. Increase effectiveness of the City in state and federal legislative matters.

Objective:

1. Assist City Council by reviewing legislation that affects Illinois municipalities

Strategies:

- a. Monitor movement of legislation through Illinois General Assembly
- b. As requested, draft letters to federal and state elected officials sharing the City's position on legislation of concern
- c. Keep abreast of legislative changes to state and federal laws and help to ensure Carbondale's continued compliance with state laws such as Freedom of Information Act, Open Meetings Act, Local Records Act, Illinois Governmental Ethics Act and Election Code
- d. Communicate with other municipalities to learn from their experiences and alternative methodologies in implementing new legislation

GOAL:

- C. Provide the citizens of Carbondale with an efficient and concise set of ordinances.

Strategies:

- a. Supervise the supplementation of the Carbondale City Code through a codification service to address changes in City operations, regulations and enforcement
- b. Supervise the accessibility of the Carbondale City Code on the Internet
- c. Review and remain current on changes in municipal, state and federal laws and regulations that affect City Code provisions

GOAL:

- D. Increase the effectiveness and productivity of the City Clerk and the Deputy City Clerk.

Objective:

1. Increase methods by which citizens have access to services provided in the City Clerk's Office

Strategies:

- a. Continue to provide training opportunities to the City Clerk
- b. Provide opportunities for the Deputy City Clerk to attend trainings, workshops, seminars and/or conferences that will increase the Deputy Clerk's knowledge of the City Clerk's duties and responsibilities
- c. Review and remain current on changes in municipal, state and federal laws and regulations that affect City Code provisions

PROGRAM HIGHLIGHTS:

In FY 2013, the City Clerk's office served as the Local Election Official for the Consolidated General Election. Approximately five hundred citizens came to City Hall offices to register to vote. Council candidate packets were prepared and processed, a referendum was certified and results proclaimed, as well as the certification of the ballot for the General Election.

In FY 2013, the City Clerk and Deputy City Clerk attended international, state, and local trainings and conferences.

In FY 2013, the City Clerk's office, along with the Information Systems Division, worked to implement the live streaming of the City Council meetings over the internet.

Following the consolidated general election held in April of 2013, in FY 2014 three Council members will be sworn into office.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2012	Authorized Budget FY 2013	Estimated Actual FY 2013	Budget FY 2014
Business/Occupational Licenses Issued	A-1	105	150	100	100
Liquor License Applications Processed	A-1, A-2	72	75	71	75
Liquor Licenses Issued	A-1, A-2	68	66	70	70
Voter Registrations Processed	A-1	140	150	500	200
Board and/or Commission Meetings Coordinated	A-2	20	20	25	20
Cemetery Sales and Grave Openings Processed	A-1	109	100	100	100
Freedom of Information Act Request for Records Processed	A-1, B-1	237	300	115	150

NUMBER OF FULL TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2012	AUTHORIZED BUDGET FY 2013	ESTIMATED ACTUAL FY 2013	BUDGET FY 2014	\$ AMOUNT BUDGET FY 2014
City Clerk	0.99	1.00	1.00	1.00	\$49,444
Deputy City Clerk	1.00	1.00	0.89	1.00	\$37,020
TOTAL	1.99	2.00	1.89	2.00	\$86,464

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY 2012	BUDGET FY 2013	ACTUAL FY 2013	BUDGET FY 2014
PERSONAL SERVICES				
100 Employee Salary and Wages	85,648	77,967	76,496	86,464
101 Accrued Sick Leave	0	0	0	0
102 Accrued Vacation Leave	89	0	0	0
110 Employee Overtime	955	260	2,548	400
112 Employee Premium Payments	0	0	35	0
130 Employee Health Ins. Benefits	14,413	15,821	13,622	13,356
131 Employee Retirement Benefits	16,467	17,551	16,041	18,348
140 Employee Work. Comp. Benefits	800	769	578	254
TOTAL PERSONAL SERVICES	118,372	112,368	109,320	118,822
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	983	15,000	13,900	5,000
210 Publishing and Filing Fees	29	200	100	200
220 Communications-Telephone	96	15	0	0
222 Communications-Postage	618	1,000	850	1,000
240 Travel, Conferences, Training	3,496	4,926	4,800	5,053
260 Rental Charges	250	900	900	900
270 Outside Printing Services	58	100	63	100
271 Other Outside Services	37	600	500	600
272 Office Supplies	2,150	2,625	2,100	2,849
273 Operating Supplies & Materials	946	1,390	1,200	895
280 Subscriptions and Memberships	365	350	325	350
281 Insurance and Bonds	80	45	45	0
299 Operating Equipment	1,715	475	464	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	10,823	27,626	25,247	16,947
TOTAL EXPENDITURES	129,195	139,994	134,567	135,769