

Fund:
GENERAL

Department:
GENERAL GOVERNMENT

Division:
CITY CLERK

Division No.: **40002**

MISSION:

The mission of the City Clerk's Office is to ensure the preservation, publication, and integrity of historical and legislative records; to act as an intermediary between citizens and local government through the provision of services in a professional and courteous manner; to provide access to records and information through the Freedom of Information Act; the dissemination of news through public service announcements; and to adhere to the International Municipal Clerk Code of Ethics.

SERVICES:

The City Clerk's Office serves the community through provision of public information, voter registration, free notary service, 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 issues and maintains select City business licenses and permits. The City Clerk serves as the Local Election Official, a member of the Municipal Officer Electoral Board, and is one of the City's appointed Freedom of Information Officers.

SIGNIFICANT GOALS AND OBJECTIVES:

GOAL:

A. Disseminate information to the public in all possible mediums and provide services and assistance to the public and to the City as an organization

Objective:

1. Maintain awareness of and respond to the desired services which can be provided to the public and of the continually changing methods of providing such services

Strategies:

- a. In order to handle increasing and more time-intensive service requests without additional staffing, the Clerk's Office will continue to seek technological assistance to maximize efficiency

- b. Continue to respond to Freedom of Information Act requests through emailed and faxed requests for records, as well as in-person requests
- c. Continue to provide and promote the availability of various forms, applications, City Council meetings, minutes and other information through the City's web site

Objective:

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

Strategies:

- a. Provide service to the Mayor's Office and City boards and commissions by maintaining an updated news media email list and distributing news releases, meeting notices and other information as requested
- b. Provide responsive service as staff liaison to the Liquor Control Commission, Liquor Advisory Board, Board of Fire and Police Commissioners and public hearings for the issuance of certificates of convenience and necessity
- 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
- d. Conduct polls and compile information provided by various municipalities regarding their best practices and implementation of various changes to legislation

GOAL:

B. Increase institutional awareness of relevant state and federal legislative matters

Objective:

1. Review legislation that affects Illinois municipalities with special attention paid to those areas related to the duties of the City Clerk's Office

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
- 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:

- C. Attainment of professional achievements, including tiered certifications, which will secure the public's recognition of a competent and dependable office

Objective:

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

Strategies:

- a. Provide professional development opportunities for the City Clerk and the Deputy City Clerk through workshops, seminars, conferences and continuing education courses
- b. Maintain awareness of and respond to changes in best practices which may increase efficiencies and eliminate redundancies. Participation in City Clerk organizations and discussion boards yields ideas which may be incorporated into or in place of existing methodologies
- c. Review and remain current on changes in municipal, state, and federal laws and regulations that affect City Code provisions

PROGRAM HIGHLIGHTS:

In FY 2015, the City Clerk attended state and local trainings and conferences. In addition to important networking opportunities, such trainings provided insight to possible mid-range to long-term improvements to the current office's operations. These trainings not only increase awareness of current and pending legislative changes, but suggestions for implementing those changes within the municipality.

In Fiscal Year 2015, the City Clerk's office started the process of transferring current indices to software with better functionality. This will require a lengthy period of time, over the next several fiscal years, in order to update those indices and the office will continue to pursue current, existing and supplemental software and services to move towards electronic document management.

In FY 2015, the City Clerk's Office served as the Local Election Official for the Consolidated Election to be held on April 7, 2015. Preparations included review of changes to election law, providing Candidate packets, conducting three separate lotteries for simultaneous Candidate filings, processing and ensuring service of an Objection before the Municipal Officers Electoral Board, and properly certifying the candidates on the ballot for the election.

The annual Memorial Day celebration is coordinated by the City Clerk's Office. During FY 2015, the General John A. Logan Museum of Murphysboro graciously assisted those efforts, as did Girl Scout Troup #8641. Citizen attendance to this annual event was excellent.

GOAL:

- D. Comprising citizens of Carbondale

Objective:

- 1. 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

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2014	Authorized Budget FY 2015	Estimated Actual FY 2015	Budget FY 2016
Business/Occupational Licenses Issued	A-1	96	90	170	170
Liquor License Applications Processed	A-1, A-2	63	75	75	80
Liquor Licenses Issued	A-1, A-2	63	65	75	78
Voter Registrations Processed	A-1	83	200	90	90
Board and/or Commission Meetings Coordinated	A-2	18	20	25	22
Cemetery Sales and Grave Openings Processed	A-1	77	100	90	90
Freedom of Information Act Request for Records Processed	A-1, B-1	183	150	180	180
Notarial Acts Performed for Public	A-1	186*	0*	500	500
Trainings/Seminars Attended	C-1	3	5	2	4
Carbondale City Code Updates Forwarded to Codifer	D-1	12	0**	17	15

*Notary Journal started on November 18, 2013. This performance measurement was not budgeted prior to the FY 2016 Budget.

**This Performance Measurement has been created in response to Goal D for the division's budget. No budgeted figures were included in FY 2015.

NUMBER OF FULL TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2014	AUTHORIZED BUDGET FY 2015	ESTIMATED ACTUAL FY 2015	BUDGET FY 2016	\$ AMOUNT BUDGET FY 2016
City Clerk	1.00	1.00	1.00	1.00	\$50,425
Deputy City Clerk	1.00	1.00	1.00	1.00	\$37,751
TOTAL	2.00	2.00	2.00	2.00	\$88,176

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY 2014	BUDGET FY 2015	ACTUAL FY 2015	BUDGET FY 2016
PERSONAL SERVICES				
100 Employee Salary and Wages	86,322	88,176	88,176	88,176
101 Accrued Sick Leave	0	0	0	0
102 Accrued Vacation Leave	(319)	0	0	0
110 Employee Overtime	8,018	6,792	7,199	7,324
112 Employee Premium Payments	74	0	0	0
130 Employee Health Ins. Benefits	13,823	13,467	18,971	20,032
131 Employee Retirement Benefits	20,163	20,848	20,356	19,564
140 Employee Work. Comp. Benefits	218	254	236	213
TOTAL PERSONAL SERVICES	128,299	129,537	134,938	135,309
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	15,658	5,181	4,750	5,100
210 Publishing and Filing Fees	63	200	250	200
220 Communications-Telephone	725	720	550	0
222 Communications-Postage	802	1,000	800	850
240 Travel, Conferences, Training	4,230	4,340	4,000	4,455
260 Rental Charges	550	900	790	800
270 Outside Printing Services	0	100	80	0
271 Other Outside Services	2,325	500	788	500
272 Office Supplies	2,704	2,717	2,500	1,971
273 Operating Supplies & Materials	941	850	200	675
280 Subscriptions and Memberships	260	370	335	390
281 Insurance and Bonds	10	0	0	45
TOTAL DIR. OPER. CHRGS. & SRVCS.	28,268	16,878	15,043	14,986
TOTAL EXPENDITURES	156,567	146,415	149,981	150,295