City Clerk

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│      Citizens       │
└─────────────────────┘
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┌─────────────────────┐
│      Mayor and      │
│    City Council     │
└─────────────────────┘
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│    City Manager     │
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┌─────────────────────┐
│     City Clerk      │
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│ Official City Records│
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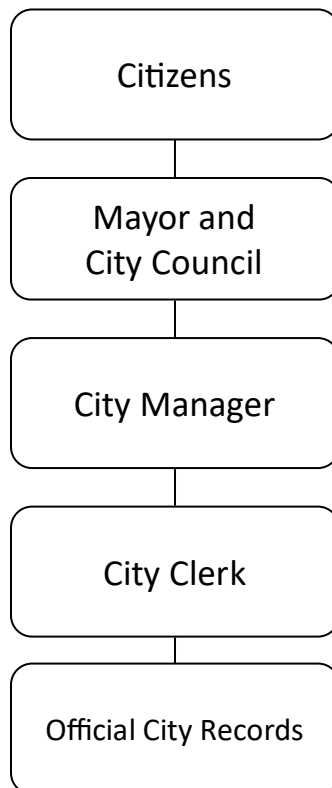
- Bid Management
- City Clerk's Information
- Council Agenda Management
- Election Management
- Records Management

Director	Budget	Positions
Frances Kersey	$1,081,372	9

DEPARTMENT INTRODUCTION

MISSION STATEMENT

The mission of the Office of the City Clerk is to provide management of Council and Trust agendas, official records, and coordination of bidding and election services to City officials, departments and the public so they can receive information to successfully accomplish their goals.

DEPARTMENT BUDGET

$1,081,372

- Administration — 20%
- Official City Records — 80%
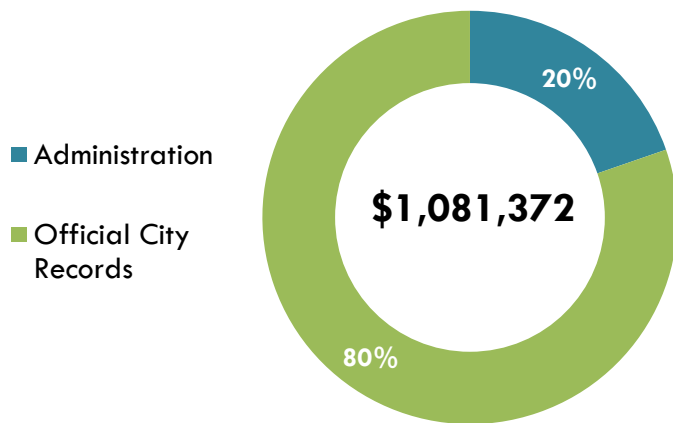
Department Facts

- The Office of the City Clerk is responsible for preserving and maintaining over 425,500 records dating as far back as 1890.

- The Office of the City Clerk received an estimated 4,900 record requests in FY18.

DEPARTMENT OVERVIEW

The Office of the City Clerk has a total budget of $1,081,372, which is an increase of 15.74%.There are nine positions authorized in the FY19 budget, an increase of one position.

POSITION HISTORY

FY15	FY16	FY17	FY18	FY19
9	9	8	8	9
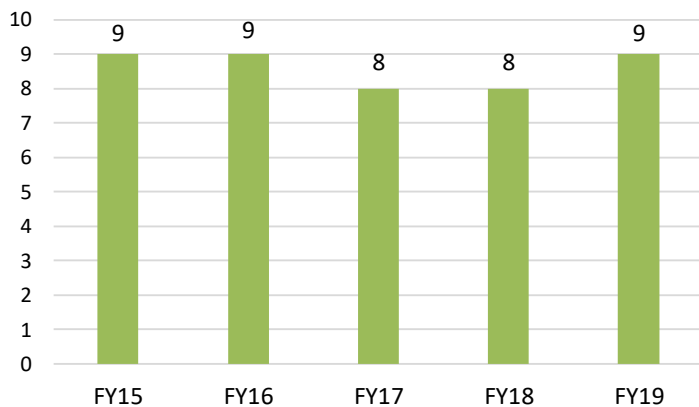
To review performance information, please see the performance data report or visit our website: www.okc.gov/performancedata.

MAJOR BUDGET CHANGES

The Office of the City Clerk Major Budget Changes	Amount	Positions
1. Changes in personnel related costs such as salaries, merit, retirement, health insurance, and other benefits	$66,919	-
2. Adds a Records Control Technician to the City Clerk's Information and Bid Management programs to meet the growing demands for open record requests and bid processing	$58,176	1.00

EXPENDITURES

Summary of Expenditures by Purpose	FY17 Actual	FY18 Adopted Budget	FY19 Adopted Budget	Percent Change
Operating Expenditures				
Administration	$214,727	$171,830	$207,574	20.80%
Official City Records	682,159	735,660	846,980	15.13%
Total Operating Expenditures	**$896,886**	**$907,490**	**$1,054,554**	**16.21%**
Non-Operating Expenditures	$85,309	$26,818	$26,818	0.00%
Department Total	**$982,195**	**$934,308**	**$1,081,372**	**15.74%**

Summary of Expenditures by Funding Source	FY17 Actual	FY18 Adopted Budget	FY19 Adopted Budget	Percent Change
General Fund	$896,887	$907,490	$1,054,554	16.21%
Grant Fund	85,309	0	0	N/A
Capital Improvement Projects	0	26,818	26,818	0.00%
Total All Funds	**$982,196**	**$934,308**	**$1,081,372**	**15.74%**

POSITIONS

Summary of Positions by Purpose	FY17 Actual	FY18 Adopted Budget	FY19 Adopted Budget	Percent Change
Administration	0.93	0.43	0.78	81.40%
Official City Records	7.07	7.57	8.22	8.59%
Department Total	**8.00**	**8.00**	**9.00**	**12.50%**

Summary of Positions by Funding Source	FY17 Actual	FY18 Adopted Budget	FY19 Adopted Budget	Percent Change
General Fund	8.00	8.00	9.00	12.50%
Department Total	**8.00**	**8.00**	**9.00**	**12.50%**

CITY CLERK LINES OF BUSINESS

ADMINISTRATION

- **The Executive Leadership Program** provides planning, management, administrative and reporting services to department employees and City leaders so they can achieve strategic goals and key results.

Administration Positions and Budget

	FY17		FY18		FY19	
	Adopted	Actual	Adopted	Adopted	Adopted	Adopted
Program	Positions	Expenses	Positions	Budget	Positions	Budget
Executive Leadership	0.93	$214,727	0.43	$171,830	0.78	$207,574
Line of Business Total	**0.93**	**$214,727**	**0.43**	**$171,830**	**0.78**	**$207,574**

OFFICIAL CITY RECORDS

- **The Bid Management Program** provides bid information, receipt, verification and training services to the City and its Trusts so they receive qualified bids to award contracts for City programs and projects.

- **City Clerk's Information Program** manages receipt of official notices, processes legal documents, provides open records request responses, publication and notification services to The City of Oklahoma City, City departments and the public so they can receive and access official information requested in a timely manner.

- **Council Agenda Management Program** provides agenda oversight and coordination services to The City and its trusts so they can conduct official business and ensure the confidence and trust of the citizens of Oklahoma City.

- **Election Management Program** increases governmental transparency by providing public access to information on election reporting and provide education to candidates and City Officials so they can comply with City and State election laws.

- **Records Management Program** provides public record preservation and storage, advisory and regulatory compliance services to City departments, trusts and the public so they have convenient access to records.

Official City Records Positions and Budget

	FY17		FY18		FY19	
	Adopted	Actual	Adopted	Adopted	Adopted	Adopted
Program	Positions	Expenses	Positions	Budget	Positions	Budget
Bid Management	1.14	$77,161	0.94	$79,969	1.57	$117,540
City Clerk's Information	1.53	209,257	1.98	254,926	3.23	377,793
Council Agenda Management	1.70	163,730	1.50	156,923	1.97	209,577
Election Management	0.00	9,160	0.25	14,078	0.00	212
Records Management	2.70	222,851	2.90	229,764	1.45	141,858
Line of Business Total	**7.07**	**$682,159**	**7.57**	**$735,660**	**8.22**	**$846,980**