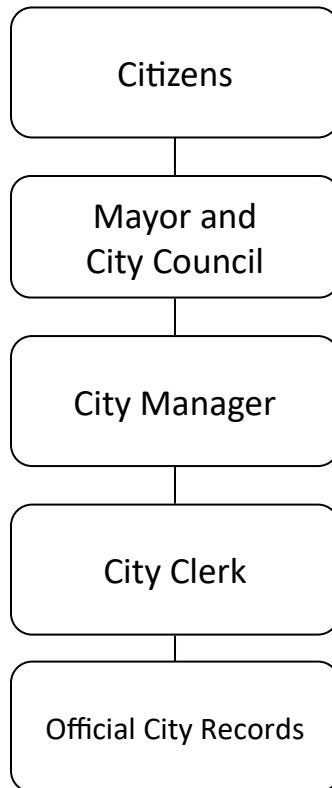


City Clerk



- Bid Management
- City Clerk's Information
- Council Agenda Management
- Election Management
- Records Management

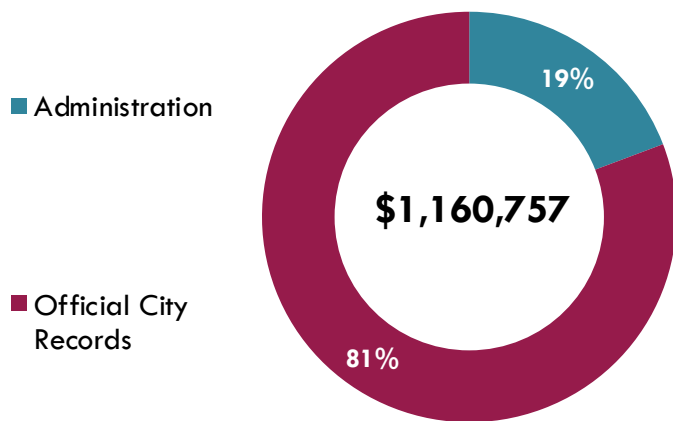
Director	Budget	Positions
Frances Kersey	\$1,160,757	9

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



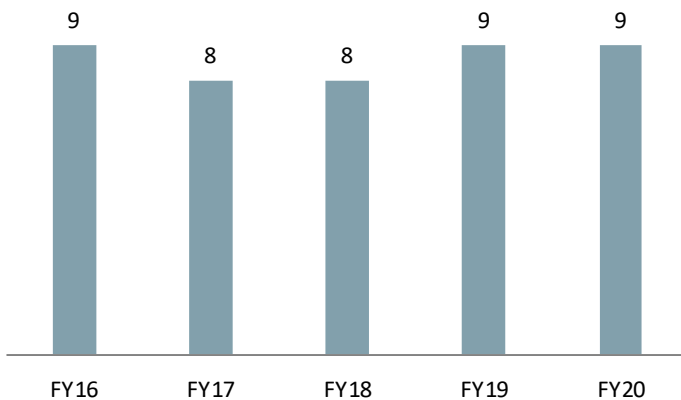
Department Facts

- The Office of the City Clerk is responsible for preserving and maintaining over 435,807 records dating as far back as 1890.
- The Office of the City Clerk received an estimated 4,000 record requests in FY18.

DEPARTMENT OVERVIEW

The Office of the City Clerk has a total budget of \$1,160,757, which is an increase of 7.34%. There are nine positions authorized in the FY20 budget, an increase of zero positions over the FY19 budget.

POSITION HISTORY



To review performance information, please see the performance data report or visit our website: www.okc.gov/performance.

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	\$50,150	
2. Reduction of one time costs associated with JustFOIA open records request software	(\$15,000)	



EXPENDITURES

Summary of Expenditures by Purpose	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget	Percent Change
Operating Expenditures				
Administration	\$157,402	\$207,574	\$209,416	0.89%
Official City Records	766,917	846,980	879,522	3.84%
Total Operating Expenditures	\$924,319	\$1,054,554	\$1,088,938	3.26%
Non-Operating Expenditures	\$0	\$26,818	\$71,819	167.80%
Department Total	\$924,319	\$1,081,372	\$1,160,757	7.34%

Summary of Expenditures by Funding Source	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget	Percent Change
General Fund	\$924,319	\$1,054,554	\$1,088,938	3.26%
Grant Fund	0	0	0	N/A
Capital Improvement Projects	0	26,818	71,819	167.80%
Total All Funds	\$924,319	\$1,081,372	\$1,160,757	7.34%



POSITIONS

Summary of Positions by Purpose	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget	Percent Change
Administration	0.43	0.78	0.68	-12.82%
Official City Records	7.57	8.22	8.32	1.22%
Department Total	8.00	9.00	9.00	0.00%

Summary of Positions by Funding Source	FY18 Actual	FY19 Adopted Budget	FY20 Adopted Budget	Percent Change
General Fund	8.00	9.00	9.00	0.00%
Department Total	8.00	9.00	9.00	0.00%



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

Program	FY18		FY19		FY20	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Executive Leadership	0.43	\$157,402	0.78	\$207,574	0.68	\$209,416
Line of Business Total	0.43	\$157,402	0.78	\$207,574	0.68	\$209,416



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

Program	FY18		FY19		FY20	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Bid Management	0.94	\$79,837	1.57	\$117,540	1.49	\$120,280
City Clerk's Information	1.98	273,094	3.23	377,793	3.38	384,439
Council Agenda Management	1.50	156,727	1.97	209,577	2.00	225,368
Election Management	0.25	23,599	0.00	212	0.00	212
Records Management	2.90	233,661	1.45	141,858	1.45	149,223
Line of Business Total	7.57	\$766,917	8.22	\$846,980	8.32	\$879,522



The City of
OKLAHOMA CITY