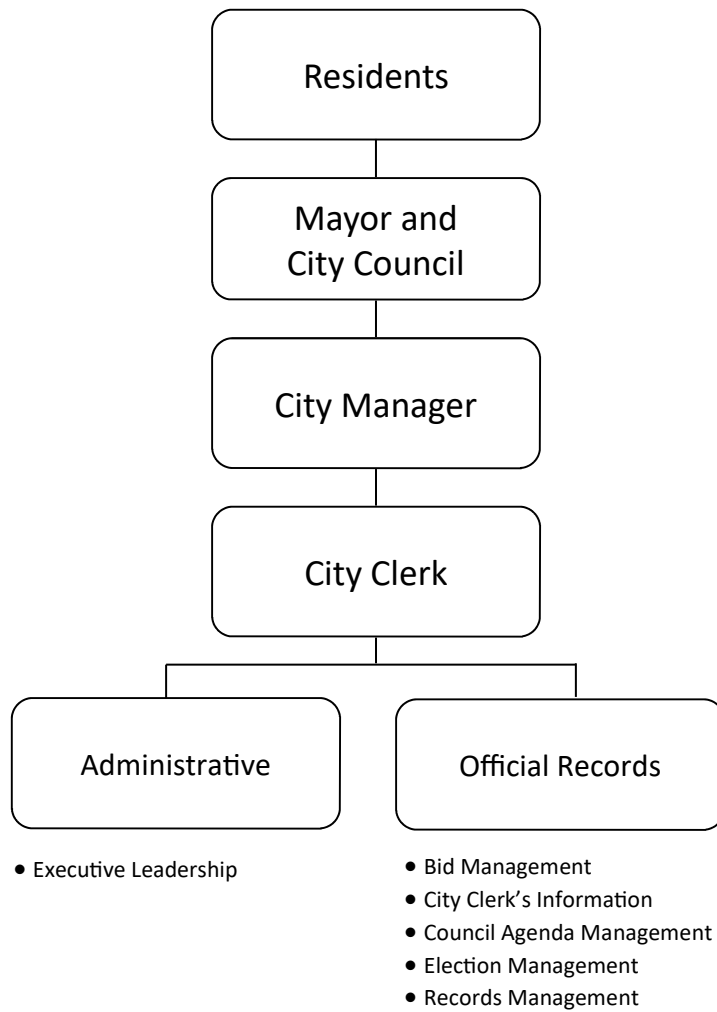


# City Clerk



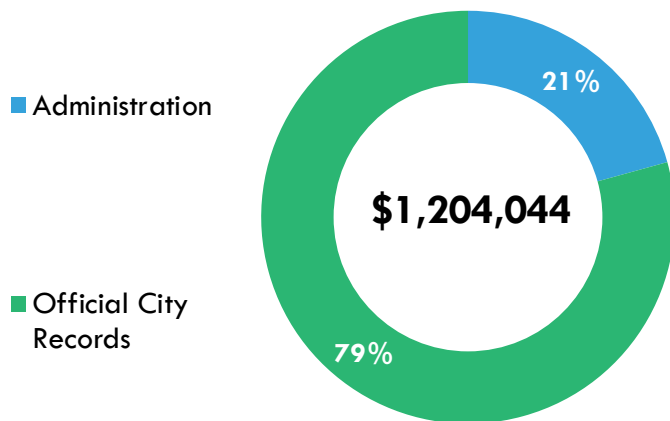
| Director    | Budget      | Positions |
|-------------|-------------|-----------|
| Amy Simpson | \$1,204,044 | 9         |

# 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



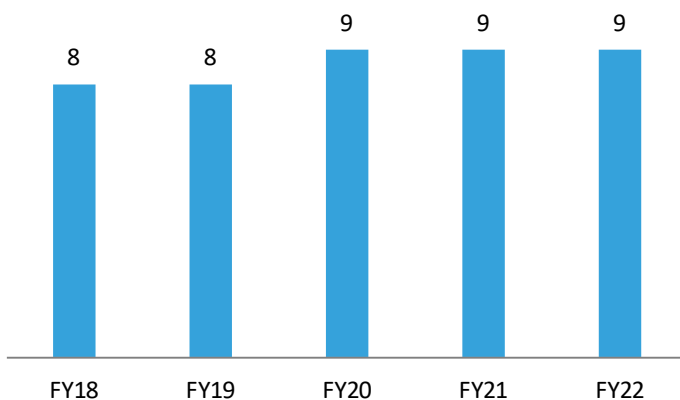
## Department Facts

- 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 FY21.

## DEPARTMENT OVERVIEW

The Office of the City Clerk has a total budget of \$1,204,044, which is a decrease of 1.74%. There are nine positions authorized in the FY22 budget. There has been no change in positions from FY21 to FY22.

## POSITION HISTORY



To review performance information, please see the performance data report or visit our website: [www.okc.gov/performance](http://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. | \$17,887 | -         |



# EXPENDITURES

| Summary of Expenditures by Purpose  | FY20 Actual        | FY21 Adopted Budget | FY22 Proposed Budget | Percent Change |
|-------------------------------------|--------------------|---------------------|----------------------|----------------|
| <b>Operating Expenditures</b>       |                    |                     |                      |                |
| Administration                      | \$193,876          | \$221,013           | \$243,696            | 10.26%         |
| Official City Records               | 895,842            | 952,491             | 933,531              | -1.99%         |
| <b>Total Operating Expenditures</b> | <b>\$1,089,718</b> | <b>\$1,173,504</b>  | <b>\$1,177,227</b>   | <b>0.32%</b>   |
| Non-Operating Expenditures          | \$78,837           | \$51,817            | \$26,817             | -48.25%        |
| <b>Department Total</b>             | <b>\$1,168,555</b> | <b>\$1,225,321</b>  | <b>\$1,204,044</b>   | <b>-1.74%</b>  |

| Summary of Expenditures by Funding Source | FY20 Actual        | FY21 Adopted Budget | FY22 Proposed Budget | Percent Change |
|---|--------------------|---------------------|----------------------|----------------|
| General Fund                              | \$1,089,718        | \$1,173,504         | \$1,177,227          | 0.32%          |
| Capital Improvement Projects              | 0                  | 51,817              | 26,817               | -48.25%        |
| Special Purpose Fund                      | 78,837             | 0                   | 0                    | N/A            |
| <b>Total All Funds</b>                    | <b>\$1,168,555</b> | <b>\$1,225,321</b>  | <b>\$1,204,044</b>   | <b>-1.74%</b>  |



# POSITIONS

| Summary of Positions by Purpose | FY20 Actual | FY21 Adopted Budget | FY22 Proposed Budget | Percent Change |
|---------------------------------|-------------|---------------------|----------------------|----------------|
| Administration                  | 0.68        | 0.68                | 0.68                 | 0.00%          |
| Official City Records           | 8.32        | 8.32                | 8.32                 | 0.00%          |
| <b>Department Total</b>         | <b>9.00</b> | <b>9.00</b>         | <b>9.00</b>          | <b>0.00%</b>   |

| Summary of Positions by Funding Source | FY20 Actual | FY21 Adopted Budget | FY22 Proposed Budget | Percent Change |
|--|-------------|---------------------|----------------------|----------------|
| General Fund                           | 9.00        | 9.00                | 9.00                 | 0.00%          |
| <b>Department Total</b>                | <b>9.00</b> | <b>9.00</b>         | <b>9.00</b>          | <b>0.00%</b>   |



# 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                       | FY20              |                  | FY21              |                  | FY22               |                  |
|-------------------------------|-------------------|------------------|-------------------|------------------|--------------------|------------------|
|                               | Adopted Positions | Actual Expenses  | Adopted Positions | Adopted Budget   | Proposed Positions | Proposed Budget  |
| Executive Leadership          | 0.68              | \$193,876        | 0.68              | \$221,013        | 0.68               | \$243,696        |
| <b>Line of Business Total</b> | <b>0.68</b>       | <b>\$193,876</b> | <b>0.68</b>       | <b>\$221,013</b> | <b>0.68</b>        | <b>\$243,696</b> |



## 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 residents 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                       | FY20              |                  | FY21              |                  | FY22               |                  |
|-------------------------------|-------------------|------------------|-------------------|------------------|--------------------|------------------|
|                               | Adopted Positions | Actual Expenses  | Adopted Positions | Adopted Budget   | Proposed Positions | Proposed Budget  |
| Bid Management                | 1.49              | \$116,630        | 1.49              | \$123,036        | 1.49               | \$124,882        |
| City Clerk's Information      | 3.38              | 425,694          | 3.38              | 392,877          | 3.38               | 418,663          |
| Council Agenda Management     | 2.00              | 214,496          | 2.00              | 231,569          | 2.00               | 236,714          |
| Election Management           | 0.00              | 0                | 0.00              | 212              | 0.00               | 212              |
| Records Management            | 1.45              | 139,022          | 1.45              | 204,797          | 1.45               | 153,060          |
| <b>Line of Business Total</b> | <b>8.32</b>       | <b>\$895,842</b> | <b>8.32</b>       | <b>\$952,491</b> | <b>8.32</b>        | <b>\$933,531</b> |

