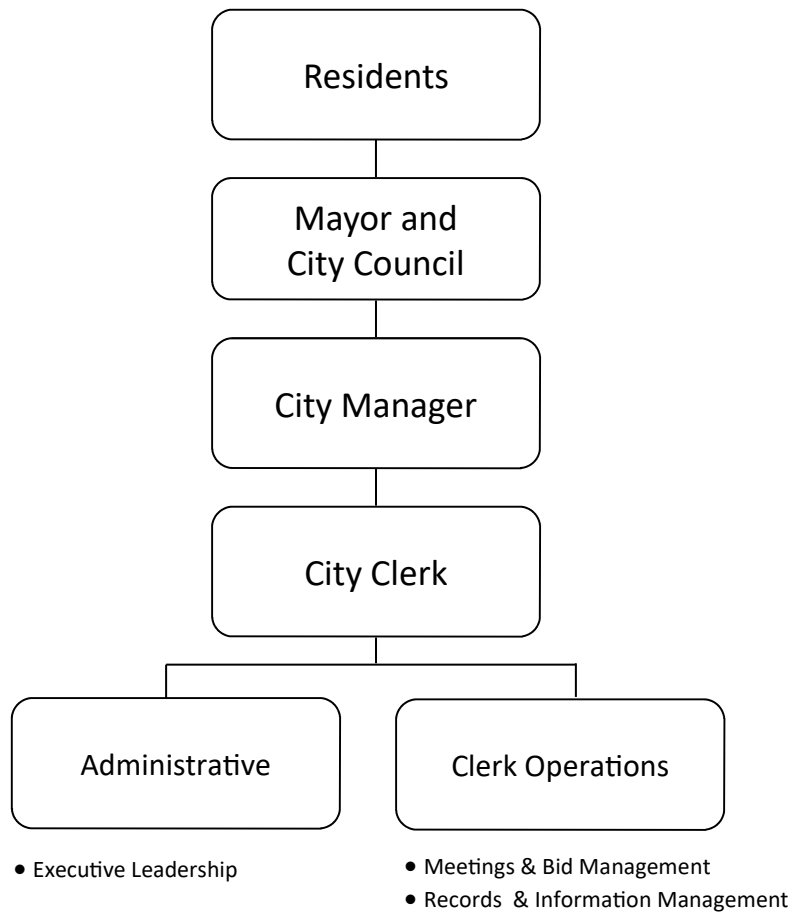


City Clerk



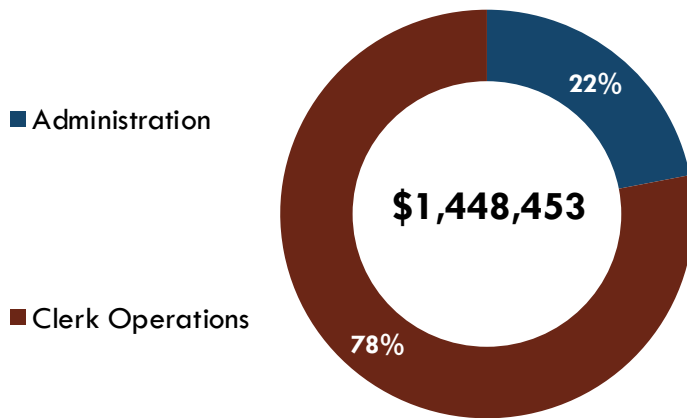
Director	Budget	Positions
Amy Simpson	\$1,448,453	10

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.

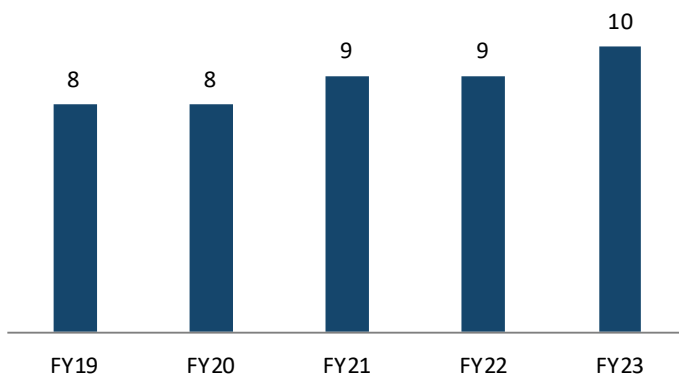
DEPARTMENT BUDGET



DEPARTMENT OVERVIEW

The Office of the City Clerk has a total budget of \$1,448,453, which is an increase of 19.78%. There are ten positions authorized in the FY23 budget, which is an increase of one position from the FY22 budget.

POSITION HISTORY



Department Facts

- The Office of the City Clerk is responsible for preserving and maintaining records dating as far back as 1890.
- The Office of the City Clerk received an estimated 4,900 record requests in FY21.
- The Office of the City Clerk provides agenda management services for over 70 City Trusts, Boards and Commissions.
- The Office of the City Clerk receives all lawsuits, protests, appeals, claims, bids and campaign reports for City elections.

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. Adds an Administrative Assistant position	\$71,529	1.00



EXPENDITURES

Summary of Expenditures by Purpose	FY21 Actual	FY22 Adopted Budget	FY23 Adopted Budget	Percent Change
Operating Expenditures				
Administration	\$257,454	\$248,939	\$282,676	13.55%
Clerk Operations	957,912	933,531	1,005,007	7.66%
Total Operating Expenditures	\$1,215,366	\$1,182,470	\$1,287,683	8.90%
Non-Operating Expenditures	\$0	\$26,817	\$160,770	499.51%
Department Total	\$1,215,366	\$1,209,287	\$1,448,453	19.78%

Summary of Expenditures by Funding Source	FY21 Actual	FY22 Adopted Budget	FY23 Adopted Budget	Percent Change
General Fund	\$1,215,366	\$1,182,470	\$1,287,683	8.90%
Capital Improvement Projects	0	26,817	160,000	496.64%
Special Purpose Fund	0	0	770	N/A
Total All Funds	\$1,215,366	\$1,209,287	\$1,448,453	19.78%



POSITIONS

Summary of Positions by Purpose	FY21 Actual	FY22 Adopted Budget	FY23 Adopted Budget	Percent Change
Administration	0.68	0.68	0.75	10.29%
Clerk Operations	8.32	8.32	9.25	11.18%
Department Total	9.00	9.00	10.00	11.11%

Summary of Positions by Funding Source	FY21 Actual	FY22 Adopted Budget	FY23 Adopted Budget	Percent Change
General Fund	9.00	9.00	10.00	11.11%
Department Total	9.00	9.00	10.00	11.11%



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	FY21		FY22		FY23	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Executive Leadership	0.68	\$257,454	0.68	\$248,939	0.75	\$282,676
Line of Business Total	0.68	\$257,454	0.68	\$248,939	0.75	\$282,676



CLERK OPERATIONS

- **The Meeting and Bid Management Program** provides oversight and coordination services for public meetings and bidding to the City and its Trusts so they can conduct official business and maintain the confidence and trust of the residents of Oklahoma City.
- **The Records and Information Management Program** provides record preservation, management, and storage services to City departments and the public so they can receive or access official information requested in a timely manner.

Clerk Operations Positions and Budget

Program	FY21		FY22		FY23	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Adopted Positions	Adopted Budget
Bid Management*	1.49	\$116,725	1.49	\$124,882	0.00	\$0
Election Management**	0.00	0	0.00	212	0.00	0
Meetings and Bid Management	2.00	240,868	2.00	236,714	3.85	410,213
Records and Information Management	3.38	395,617	3.38	418,663	5.40	594,794
Records Management***	1.45	204,703	1.45	153,060	0.00	0
Line of Business Total	8.32	\$957,912	8.32	\$933,531	9.25	\$1,005,007

* Consolidated with Meetings and Bid Management Program in FY23

** Program Deactivated and moved to Executive Leadership in FY23

*** Consolidated with Records and Information Management Program in FY23



