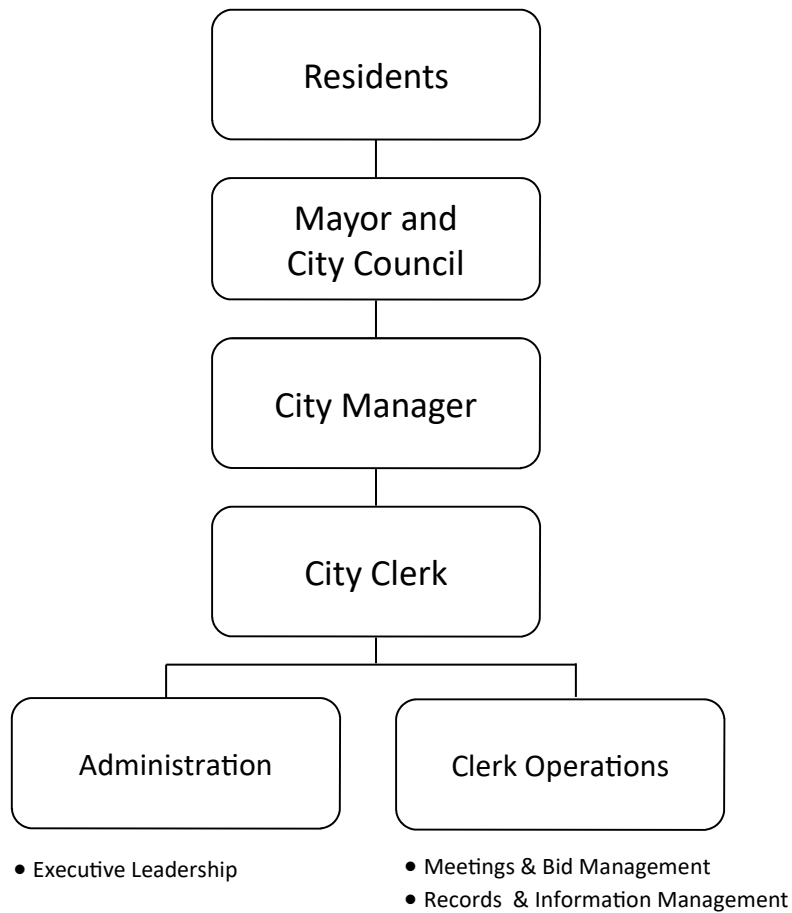


City Clerk



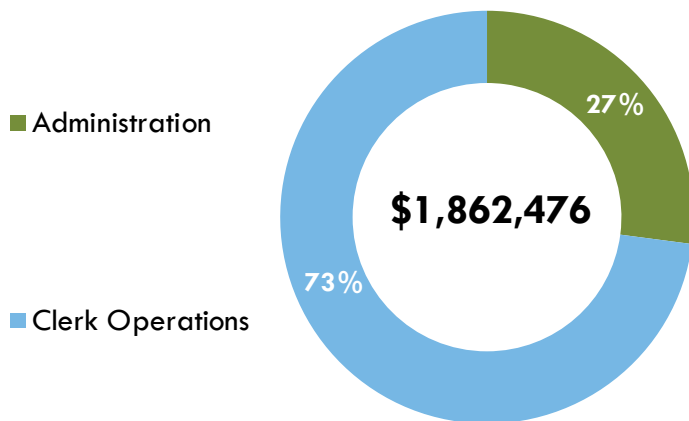
Director	Budget	Positions
Amy Simpson	\$1,862,476	10

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.

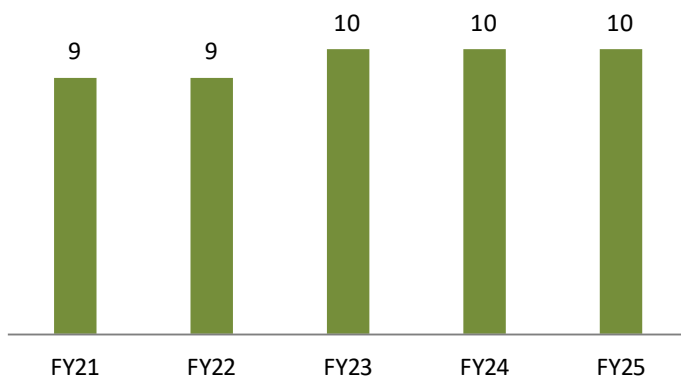
DEPARTMENT BUDGET



DEPARTMENT OVERVIEW

The Office of the City Clerk has a total budget of \$1,862,476, which is an increase of 4.55%. There are ten positions authorized in the FY25 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 5,100 record requests in FY23.
- 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. Changes in personnel related costs such as salaries, merit, retirement, health insurance, and other benefits	\$71,524	
2. Reorganizes the Clerk Operations Record & Information Management and Meetings & Bid Management programs.	(\$43,513)	



EXPENDITURES

Summary of Expenditures by Purpose	FY23 Actual	FY24 Adopted Budget	FY25 Proposed Budget	Percent Change
Operating Expenditures				
Administration	\$287,965	\$314,164	\$394,964	25.72%
Clerk Operations	1,019,120	1,046,956	1,063,653	1.59%
Total Operating Expenditures	\$1,307,085	\$1,361,120	\$1,458,617	7.16%
Non-Operating Expenditures	\$48,364	\$420,379	\$403,859	-3.93%
Department Total	\$1,355,449	\$1,781,499	\$1,862,476	4.55%

Summary of Expenditures by Funding Source	FY23 Actual	FY24 Adopted Budget	FY25 Proposed Budget	Percent Change
General Fund	\$1,307,085	\$1,361,120	\$1,458,617	7.16%
Capital Improvement Projects	48,364	419,603	403,065	-3.94%
Special Purpose Fund	0	776	794	2.32%
Total All Funds	\$1,355,449	\$1,781,499	\$1,862,476	4.55%



POSITIONS

Summary of Positions by Purpose	FY23 Actual	FY24 Adopted Budget	FY25 Proposed Budget	Percent Change
Administration	0.75	0.75	0.80	6.67%
Clerk Operations	9.25	9.25	9.20	-0.54%
Department Total	10.00	10.00	10.00	0.00%

Summary of Positions by Funding Source	FY23 Actual	FY24 Adopted Budget	FY25 Proposed Budget	Percent Change
General Fund	10.00	10.00	10.00	0.00%
Department Total	10.00	10.00	10.00	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	FY23		FY24		FY25	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Executive Leadership	0.75	\$287,965	0.75	\$314,164	0.80	\$394,964
Line of Business Total	0.75	\$287,965	0.75	\$314,164	0.80	\$394,964



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	FY23		FY24		FY25	
	Adopted Positions	Actual Expenses	Adopted Positions	Adopted Budget	Proposed Positions	Proposed Budget
Bid Management*	0.00	\$919	0.00	\$0	0.00	\$0
Meetings and Bid Management	3.85	413,191	3.85	430,363	3.85	460,811
Records and Information Management	5.40	608,846	5.40	616,593	5.35	602,842
Records Management**	0.00	(3,836)	0.00	0	0.00	0
Line of Business Total	9.25	\$1,019,120	9.25	\$1,046,956	9.20	\$1,063,653

* Consolidated with Meetings and Bid Management Program in FY23

** Consolidated with Records and Information Management Program in FY23



