

CITY CLERK

Deborah S. Block, Clerk

The Clerk's Office has the responsibility for preparing agendas, minutes, ordinances, resolutions, and notices sent to city departments, citizens, and other governmental agencies, and are emailed when possible, faxed if necessary and mailed only if these other methods are not possible. This not only helps in saving staff time but also saves in paper and postage. A dollar amount is very difficult to put on this savings but in the long run I believe it saves hundreds of dollars in copy paper, postage as well as the use of the copy machine. There are times when a



signed copy of the ordinance or resolution is required and must be copied and sent. Certified copies are sometimes needed and must have signatures and the raised city seal on them to make them official. In these instances, emailing or faxing is not possible.

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For years copies of the agenda were sent to several news media that did not send a request as required by State Statute by the end of the year. We felt that by sending this information out even though it was not mandated was a way of informing the public of the Council's public meetings. With new technologies available we have discontinued mailing these agendas. We have been working with the IT Department for a few years to have the Council Meeting Agendas and Minutes posted on the city web site the Friday prior to Council meetings. This has been a work in progress with our web site being revamped and personnel changes in the IT Department. It now seems to be working well. We have eliminated mailing these extra documents.

The Clerk's Office has the responsibility for preparing all meeting notices for the following: Council Meetings, Committee Meetings, Executive Sessions, and Work Sessions of the Council. These are emailed to News Media (following State Statute requirements that anyone requesting this information do so in writing before the first of the year) and then notices are properly posted in designated areas. The only time these will be faxed or mailed in the future is if email is not available with these entities or in a system failure in our email. Again a cost savings hard to quantify but significant.

In addition, the City Clerks Office has responsibilities relative to the City's Violation Bureau. Duties recently added include completing court affidavits for the City's

Collection Agency. The City collected \$6,664.97 through the Violation Bureau for 2010, and there is an additional \$11,700.00 that has been referred to the collection agency.

Technology Improvements

During 2010, the City Clerk worked with Bolt Document Management regarding the City’s laser fiche program to upgrade and better utilize our system. The City has begun the process of having Bolt manage our laser fiche system regarding licensing, web access and training for all departments. Also during 2010, the City Clerk worked with BIS Digital on a new recording system for the Council Chambers that will allow the Clerk’s Office to more efficiently manage Council Meeting Minutes and will also allow the Planning Department to manage Planning Commission, Board of Zoning Appeals and Historic Preservation meeting minutes. These improvements will reduce the amount of staff time required to prepare minutes and retrieve records. The end result will also provide a more seamless connection to the web and will ultimately provide more accessibility for our citizens.

Conducting the Legislative Business of the City

During 2010, the City Clerk’s office and Council handled the legislative business of the City which included:

Resolutions	34
Resolutions passed	33
Carryovers	0
Withdrawn	1
Honoring resolutions	10
Proposed Ordinances	55
Ordinances from 2009	1
Ordinances Postponed Indefinitely	4
Ordinances Passed	52
Alley Vacation	1
Annexations	5

Annexation Ordinances, after passage, must be sent to numerous governmental agencies. Because of the need to have proof these were delivered properly we have always sent them certified mail, with return receipt required. The average cost would range between \$5.54 and \$8.00 per piece of mail. We have eliminated the need to send these by mail to 12 agencies by speaking with these agencies and getting email and fax numbers from them. We will first email and if unavailable we will fax, return receipts by email and fax will be kept for proof of delivery. This will result in a cost saving of between \$66.48 and \$96.00 with each annexation passed by the Council. We will continue to send certified mailings to: INDOT, Indiana Secretary of State, Census, and the Indiana Department of Local Government Finance.

Planning Staff Reports are quite lengthy, approximately 10 to 40 pages depending on the number of petitions, appeals, etc. Instead of copying these reports for the Council and putting them in their Council Meeting Packet they are saved electronically to be retrieved

as needed. When required they are attached to an email and sent to the Council. Again there is a savings in copy paper and the use of the copy machine.

The Clerk's Office continues to scan and organize old ordinances and all related documents into folders by year. They are placed in folders by year in the Clerk folder on the City's common I drive. When time allows, we continue to name these individual ordinance files.

The Clerk's Office is proud to support the Common Council, City Departments, and our citizens. We continue to look for ways to increase efficiencies and elevate the level of service we provide.