

CITY CLERK

Deborah S. Block, City Clerk IAMC, MMC

The City Clerk's Office has the responsibility of serving as the staff to the Council and the Ordinance Violation Bureau, primarily preparing Council agendas, minutes, ordinances, resolutions, posting notices and collecting money for Ordinance Violation Citations. Information is generated for departments, citizens, and other governmental agencies by e-mail and fax and is mailed only when other methods are not possible. This saves time and money. The office has worked diligently to go paperless.

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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Technology Improvements

During 2011 the Clerk's Office continued to work with Bolt Document Management regarding Laser fiche with the ultimate goal of bringing other city departments on-board so that all departments are on the same system. We are working with Bolt to install already purchased licenses to meet every department's needs.

During 2011 the Clerk's Office brought BIS Digital System on board and began recording Council meetings to efficiently manage Council Meeting Minutes. This system is available to other departments in City Hall for their use in recording their meetings.

The Clerk's Office recently has worked with BIS Digital to install "SuiteOne Media" and is planning to have the Council Meeting Packets go "paperless" or "green" in 2012. The Council packets will be sent out electronically to Council, Mayor and City departments, as well as being placed on our city website for our citizens and the general public to access.

Conducting the Legislative Business of the City

During 2011 the City Clerk's Office and Council handled the legislative business of the City which included:

CLERK AND COUNCIL 2011 REPORT

Resolutions	22
Resolutions passed	21
Carryovers from 2010	1
Withdrawn 2010	1
Failed	1
Honoring individuals or school's	9
Proposed Ordinances	37
Carry over from 2010	1
Total	38
Postponed Indefinitely	1
Passed	37
Alley Vacation	3
Annexations	1*

* For new Fire Station on 12th Street 8 acres

The Ordinance Violation Department has collected \$14,097.94 for the year with \$4,515.00 waiting to be collected through the collection agency. This department of the City Clerk's Office has seen collections double from 2010 which was \$6,664.97, while reducing the amount referred to collections down from \$11,700.00 in 2010.

Ordinance Violations Bureau – continues to complete court affidavits for Collection Agency.

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. Thus we discontinued mailing these agenda. 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 on 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 agenda.

Annexation Ordinances, after passage, must be sent to many governmental agencies. Because of the need to have proof of delivery, we have always sent them certified mail, with return receipt required. The average cost for these mailings would range from \$5.54 to \$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 be a cost savings of between \$66.48 and \$96.00 with each annexation passed by the Council.

The Clerk's Office continues to scan and organize into folders by year all previous ordinances, resolutions and all related documents that can be found on the I Drive in Clerk under "Ordinances", continuing to make all documents accessible.

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.