

2013 Budget Presentation City Manager's Office City Clerk's Division

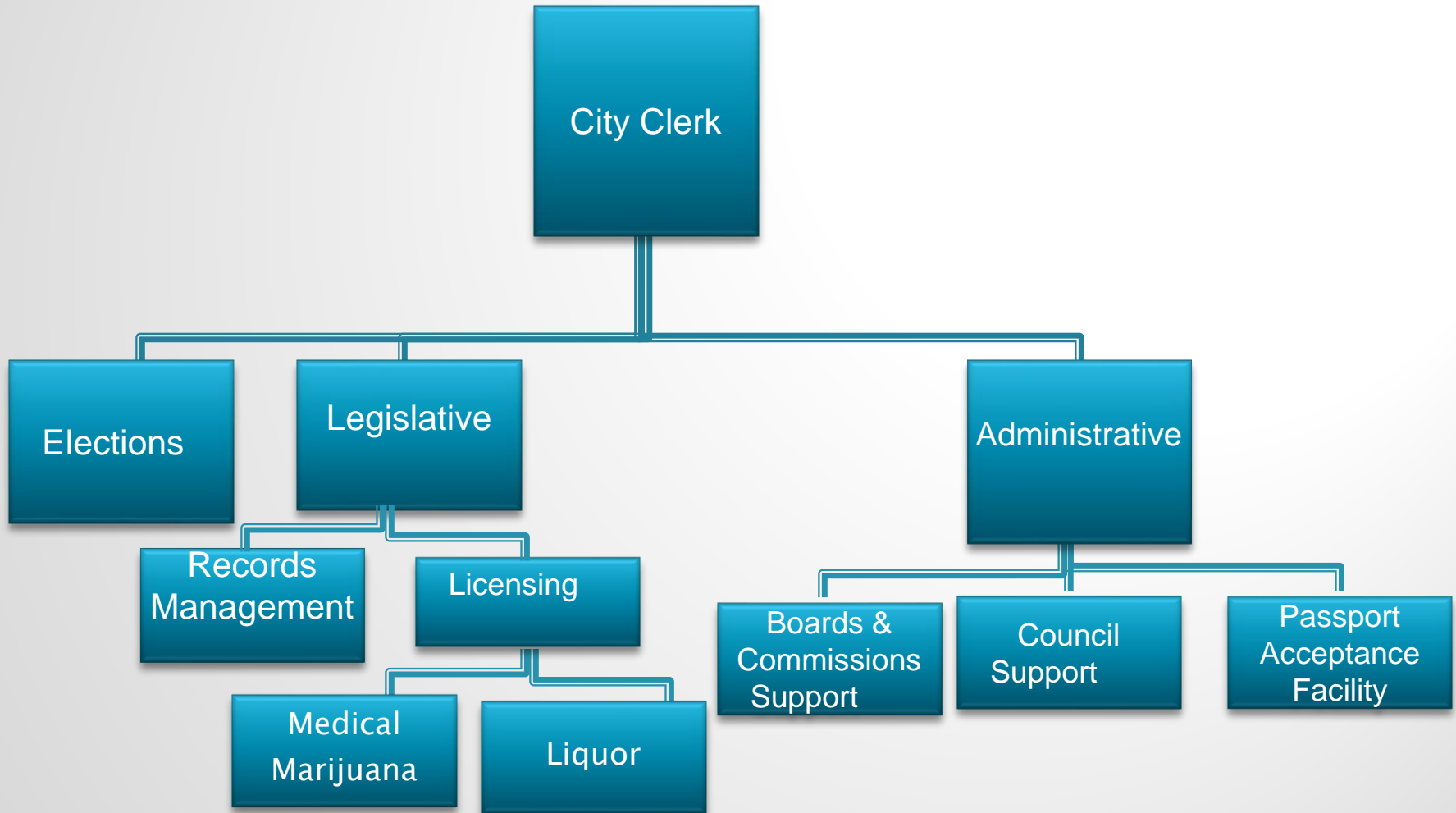


Prepared for City Council Review
August 2012

Division Structure

- ▶ Administrative
- ▶ Legislative
- ▶ Elections

Division Structure



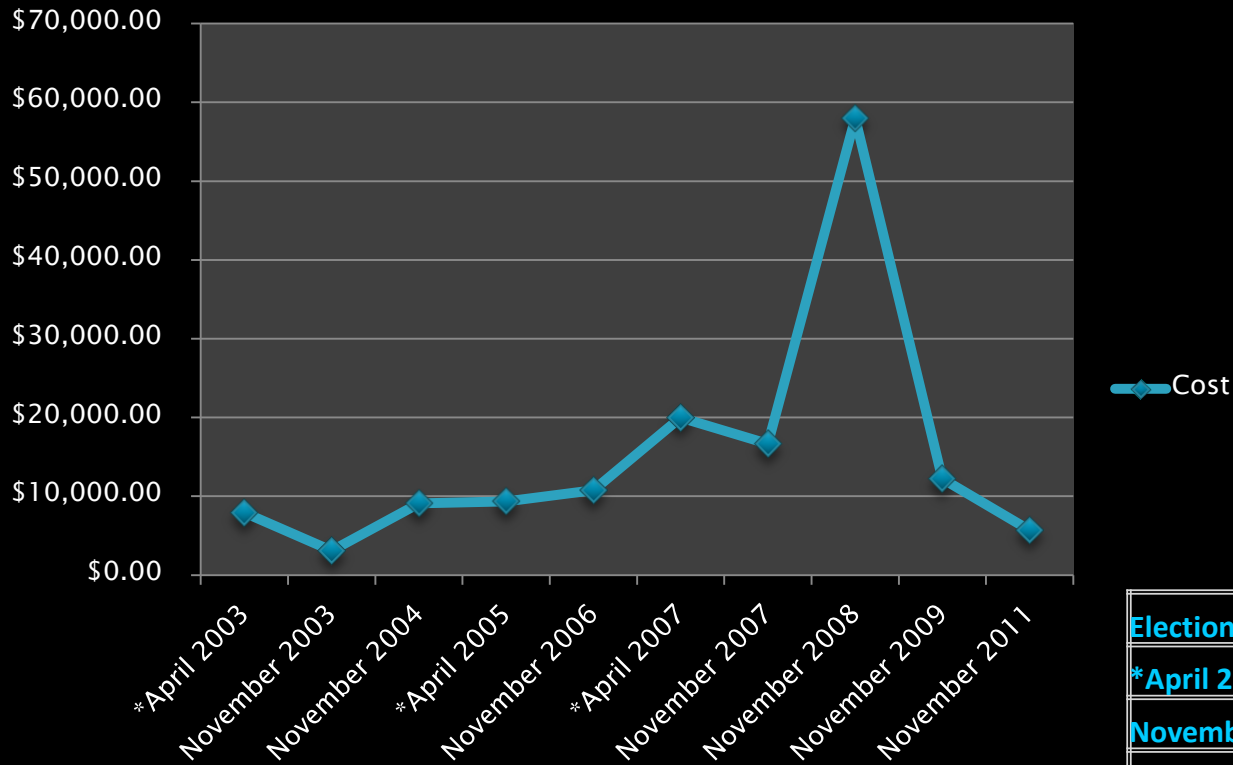
City Clerk Mission

The City Clerk's Office of Commerce City is dedicated to providing exceptional quality service, conducting municipal elections with the highest integrity; recording and maintaining official City government documents in a manner that promotes security and ease of retrieval

Elections Description

- ▶ The City Clerk's Office is responsible for the management and conduct of all city and general improvement district elections
- ▶ Establish city precinct and ward boundaries, recruit and training of election judges
- ▶ Manage candidate and campaign finance filings
- ▶ Conduct organizational elections: ie collective bargaining election

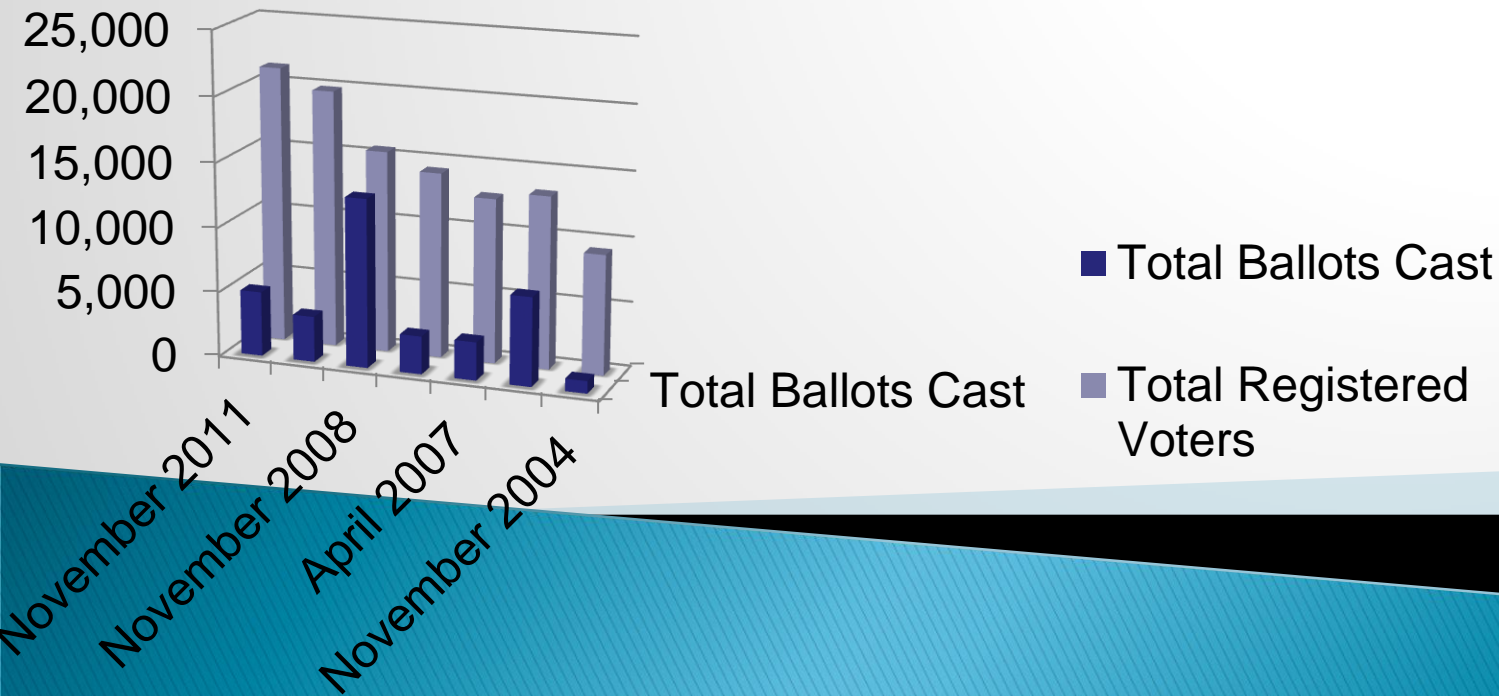
Cost



Election Month & Year	Cost
*April 2003	\$7,913.00
November 2003	\$3,108.00
November 2004	\$9,113.00
*April 2005	\$9,352.00
November 2006	\$10,786.00
*April 2007	\$20,000.00
November 2007	\$16,646.00
November 2008	\$58,000.00
November 2009	\$12,237.00
November 2011	\$5,697.00

*Uncoordinated

Year & Month of Election	Total Ballots Cast	Total Registered Voters
November 2011	4,988	21,297
November 2009	3,516	19,824
November 2008	13,002	15,541
November 2007	2,927	14,266
April 2007	2,953	12,689
November 2006	6,844	13,282
November 2004	964	9,261



Administrative Description

- ▶ The clerk's office is responsible for assembling and distributing all documents related to the presentation and distribution of policy and legislation acted upon by the governing body. These responsibilities include preparation of agenda packets, posting and publishing public notices, and recording of actions taken by the governing body.
- ▶ The clerk's office provides Council support to its various boards and commissions. These duties include the coordination of filling vacancies on each board and commission.

Service	2008	2009	2010	2011	2012 as of July 23rd
City Council Study Sessions	19	8	0	0	5
City Council Regular Meeting	20	35	42	40	13
City Council Special Meeting	6	6	0	3	7
GID Meetings	8	6	2	5	2
URA Meetings	1	0	0	2	2
Passport Applications	n/a	n/a	590	337	248

Legislative Description

- ▶ By state statute, the city clerk is custodian of the city seal and all laws, ordinances and official records of the city.
- ▶ This office oversees compliance with public records disclosure requirements in consultation with the city attorney's office.
- ▶ Administer the liquor licensing program.

Service	2008	2009	2010	2011	2012 as of July 23rd
Council Ordinances	41	40	40	31	29
Council Resolutions	55	51	71	79	31
GID Ordinances	1	4	2	1	1
GID Resolutions	2	1	2	2	0
URA Resolutions	1	0	1	3	3
Open Records Requests	146	117	163	170	63

Department Summary- 2013

Division Summary	2012	2013	\$ Change	% Change
Personnel Services	185,200	187,253	2,053	1.1%
Materials & Supplies	3,400	3,400	0	0%
Services & Charges (without Allocations)	26,190	26,190	0	0%
Capital Outlay	0	0	0	0%
Expense Total	214,790	216,843	2,053	1.1
Revenue	(35,000)	(35,000)	0	0
Budget Total	179,790	181,843	2,053	1.1

Budget Figures

- ▶ The division is supported by three staff members.
- ▶ Annual operating budget of approximately \$250,000