



Memorandum

To: Members of the City of Bloomington Common Council
From: Regina Moore, City Clerk
Date: July 14, 2010

The Office of the City Clerk is defined both in statute and in practice. Duties are statutory in nature, those granted to the Clerk by virtue of the office – officiating at marriages, attesting to signatures, administering oaths, certifying documents, signing official deeds and documents, preparing and arranging for public notices to be published, and serving as a satellite Voter Registration Office. We also update and maintain the Bloomington Municipal Code, coordinate recruitment and administration for city boards and commissions, and preserve the records of the council. Our office has been charged by judicial order to hear parking ticket appeals for the City of Bloomington. In addition, we collaborate with many entities within and outside the city to provide opportunities to introduce and discuss local government, encourage civic engagement, and give citizens the opportunity to actually participate in some area of civic life.

Program areas and Progress

The Office of the City Clerk is literally the front door to city government for many citizens. We look upon this as an opportunity to provide service to those who inquire about information they need about city government – from how to contact their council member to searching for an ordinance related to their property, to attorneys and others seeking certification of legislation or ordinances, to those with a formal request for a public record, to those who really want another branch of government or something outside government altogether.

Statutory and Legislative Activities

Maintaining records is a rapidly changing field that has challenges itself. The Bloomington Municipal Code is provided online for those both within and outside of City Hall. Departments holding hard copies of the code are voluntarily switching to using the online version, thus saving reams of paper for each time the code is updated. After the August break we will, thanks to new scanning equipment, be able to disperse electronic rather than hard copies of legislation passed by the council to departments, petitioners and the interested public. We've already begun the practice of posting legislation and the legislative

index (complete actions of the council including title, synopsis, dates of meetings and council votes) on line. Minutes and memos of meetings are posted online as well. Keeping the public up to date regarding the actions of city government provides opportunities for a more informed citizenry.

Parking Ticket Appeals

The parking ticket appeals function of the office continues to play a large role in the Clerk's office. The numbers have remained close to what they were last year, but the appeals process is more extensive and detailed in years past. The office has implemented new procedures for appeals, including scanning documents related to the appeals process for use by other departments, writing letters of explanation to appellants when it is clear that they did not understand the reason for their ticket, sending decisions to each appellant regardless of the outcome of their appeal, and scanning and saving electronic copies of old appeals to save storage space.

Priorities for 2011

Working with other city departments we hope to be able to further reduce the need for storage space and paper copies of documents while maintaining the legal requirements and efficiencies of the office.

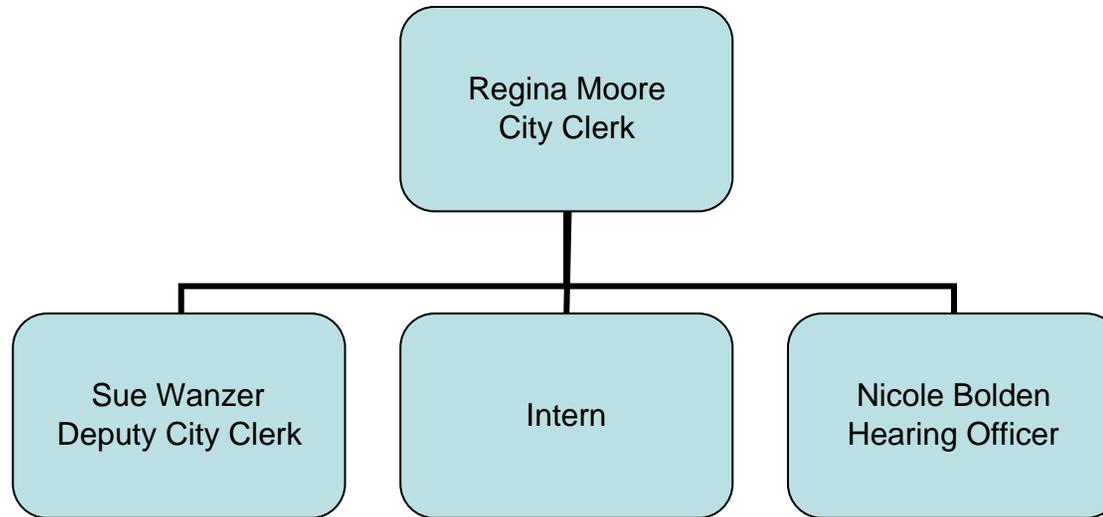
- Digital recording devices along with software and foot pedals for preparing minutes will allow a more sustainable record of council meetings.
- Our new scanning copier will allow us to begin to digitize and preserve legislation, minutes and related materials that we are required to keep in perpetuity.
- Working with ITS will bring forth a more searchable or browse-able library of legislation online for use by those within and outside City Hall

In addition to the above practices that will allow us to work in a more sustainable manner, the office continually strives to maintain a high degree of customer service. Students looking for course project information, Scouts attending a Government Day, parking ticket appellants, casual and formal inquiries about public records, applicants to boards and commissions, to those emailing about a particular problem have our pledge to serve them in the best manner possible.

Clerk's Budget for 2011

The proposed budget for 2011 offers changes within Category 1 (Personnel) that is in line with city wide policies. Category 2 (Supplies) includes a slight increase for digital recording equipment and software.

CLERK'S OFFICE



Department: CLERK		2009	2009	2010	2011	\$	%
Fund: GENERAL (101-03-00000-5)		Budget *	Actual	Budget **	Request	Change	Change
* Budget amounts include all appropriations approved. ** Budget amounts include appropriations approved through June 30th.							
1 PERSONAL SERVICES			FTE:	3.00	3.00		
11 Salaries & Wages							
1110 Salaries & Wages - Regular	99,357	83,717	113,401	109,842	-3,559	(3.14%)	
1120 Salaries & Wages - Temporary	4,940	19,645	4,940	4,940			
1130 Salaries & Wages - Overtime							
12 Employee Benefits							
1210 FICA	7,596	7,443	9,053	8,781	-272	(3.01%)	
1220 PERF	10,143	9,329	12,474	12,358	-117	(0.94%)	
1230 Health Insurance	19,275	19,275	19,275	19,470	195	1.01%	
1240 Unemployment Compensation							
1250 New Officer Medicare							
1260 Clothing Allowance							
1270 Police PERF							
1280 Fire PERF							
13 Other Personal Services							
1310 Other Personal Services	477	477		681	681		
TOTAL - CATEGORY 1:	141,788	139,886	159,144	156,072	-3,072	(1.93%)	
2 SUPPLIES							
21 Office Supplies							
2110 Office Supplies	1,200	927	1,200	1,200			
22 Operating Supplies							
2210 Institutional & Medical							
2220 Agricultural Supplies							
2230 Garage & Motor Supplies							
2240 Fuel & Oil							
23 Repair & Maintenance Supplies							
2310 Building Materials & Supplies							
2320 Motor Vehicle Repair							
2330 Street, Alley & Sewer Materials							
2340 Other Repairs & Maintenance							
24 Other Supplies							
2410 Books			800	800			
2420 Other Supplies	4,500	1,508	1,000	2,000	1,000	100.00%	
2430 Uniforms and Tools							
TOTAL - CATEGORY 2:	5,700	2,435	3,000	4,000	1,000	33.33%	
3 OTHER SERVICES & CHARGES							
31 Professional Services							
3110 Engineering & Architectural							
3120 Special Legal Services							
3130 Medical							
3140 Exterminator Services							
3150 Communications Contract							
3160 Instruction	250		250	250			
3170 Mgt. Fees, Consultants & Workshops	700		2,500	2,500			
32 Communication & Transportation							
3210 Telephone	75	39	75	75			
3220 Postage	25	23	25	25			
3230 Travel	250		250	250			
3240 Freight/Other							
3250 Pagers							
33 Printing & Advertising							
3310 Printing		65	100	100			
3320 Advertising	300	1,064	1,500	1,500			

Department: CLERK		2009	2009	2010	2011	\$	%
Fund: GENERAL (101-03-00000-5)		Budget *	Actual	Budget **	Request	Change	Change
34	Insurance						
	3410 Liability & Casualty Premiums						
	3420 Worker's Comp. & Risk Admin.						
35	Utility Services						
	3510 Electrical Services						
	3520 Street Lights/Traffic Signals						
	3530 Water & Sewer						
	3540 Natural Gas						
36	Repairs & Maintenance						
	3610 Building						
	3620 Motor						
	3630 Machinery & Equip. Repairs & Maint.						
	3640 Hardware & Software Maintenance						
	3650 Other Repairs & Maintenance						
37	Rentals						
	3710 Land						
	3720 Building						
	3730 Machinery & Equipment						
	3740 Hydrant Rental						
	3750 Other						
38	Debt Service						
	3810 Principal						
	3820 Interest						
	3830 Bank Charges						
	3840 Lease Payments						
39	Other Services & Charges						
	3910 Dues & Subscriptions	150	150	150	150		
	3920 Laundry & Other Sanitation Serv.						
	3940 Temporary Contractual Employment						
	3950 Landfill Fees						
	3960 Grants						
	3970 Mayor's Promotion of Business						
	3980 Community Access TV/Radio						
	3990 Other Services and Charges						
	3991 3991 Crime Control						
TOTAL - CATEGORY 3:		1,750	1,341	4,850	4,850		
4 CAPITAL OUTLAYS							
41	Land						
	4110 Land Purchase						
42	Buildings						
	4210 Building Purchase						
43	Improvements Other Than Building						
	4310 Improvements Other Than Bldg.						
44	Machinery & Equipment						
	4410 Lease-purchase						
	4420 Purchase of Equipment						
	4430 Furniture & Fixtures						
	4440 Motor Equipment						
	4450 Equipment - ITS Capital Replacement						
45	Other Capital Outlays						
	4510 Other Capital Outlays						
TOTAL - CATEGORY 4:							
TOTAL - ALL CATEGORIES:		149,238	143,662	166,994	164,922	-2,072	(1.24%)