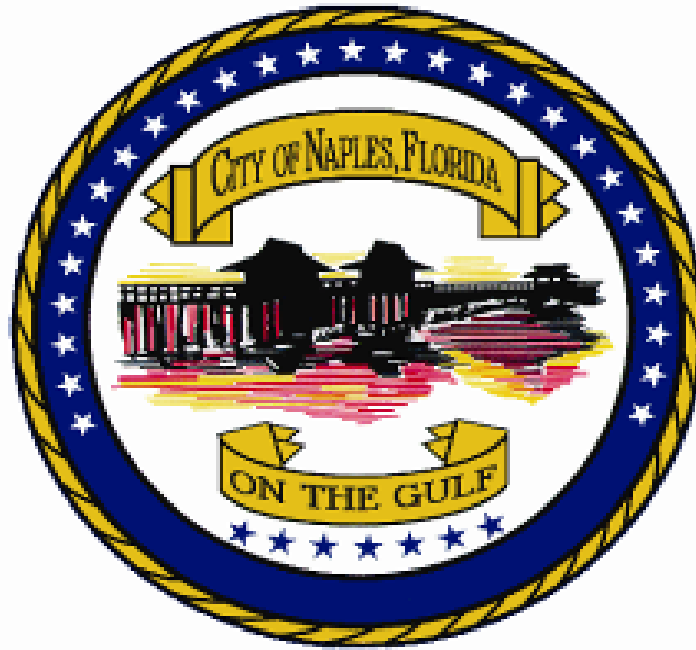


# *Office of the City Clerk*

## ANNUAL REPORT

2014



### **MISSION STATEMENT:**

**The City Clerk is committed to providing the highest quality and level of professional and courteous customer service by creating, maintaining and safeguarding the official records of the City in accordance with state law and the Code of Ordinances.**

**Patricia L. Rambosk, City Clerk**

Jessica Rosenberg, Deputy City Clerk

Vicki Smith, Deputy City Clerk

Carmen Hernandez, Administrative Coordinator

Liz Rogers, Administrative Coordinator

Kathleen Tetrault, Sr. Administrative Specialist

## CITY CLERK'S RESPONSIBILITIES

The Office of the City Clerk is responsible for the following:

1. Maintaining records of all proceedings of the City Council and appointed boards, committees and commissions of the City and providing information to the public on request from these records.
2. Maintaining all official documents of the City and providing information to the public upon request from these documents.
3. Directing the records retention program for all City records.
4. Providing assistance to all persons, upon request, in accessing nonexempt City records, regardless of actual custodian of said City records, in conformance with the State of Florida Public Records Law, Chapter 119, Florida Statutes.
5. Performing other duties as assigned by the City Council.

## 2014-2015 BUDGETARY INFORMATION

The 2014-2015 proposed budget for the Office of the City Clerk is \$562,914. The budget for Personal Services is \$502,864, an increase of \$19,933 from the adopted budget of Fiscal Year 2013-2014. The department has six positions, the same as FY 2013-2014.

## ANNUAL GOALS AND OBJECTIVES

The Office of the City Clerk establishes goals and objectives for the purpose of improving the overall management of the department and provides public records to the citizens of the City in a timely manner. The following are the 2014-2015 goals and objectives for the Office of the City Clerk:

- Continue to enhance the City Clerk's webpage for easy public access to Official Records.
- Continue to update pertinent links on the website for notices of all meetings, City contracts and legislation.
- Continue to maintain coordination with Granicus, FTR (Verbatim Transcription Reporting System) and MCCi (Municipal Code Corporation Innovations) personnel and the City's Technology Services staff to facilitate periodic software updates and provide support to City staff for the loading of agendas and meeting packets into Granicus.
- Update Advertising/Notice Requirements Manual for use by all City departments.
- Continue to notice, process all upcoming boards/committees vacancies and post them on the City's website. Submit applications to City Council for interview and selection process.
- Update the reference handbook for boards/committees and post revisions on the City's website.
- Implement Records Management processes:
  - ✓ Continue training Records Coordinators with document production, records management and records retention;
  - ✓ Coordinate with Technology Services to develop an electronic records management system;

- ✓ Continue to update “The Public Records, Compliance and Management Procedures Manual”;
- ✓ Continue to post updates to the Public Records webpage to provide links from all departments’ webpages to centralized location of official records for easy access by the public **(on-going)**;
- Continue to post signed legislation on the City’s website;
- Continue to coordinate codification of City’s legislation to maintain accuracy of Code of Ordinances;
- Convert the entire GIS database to one that is easily accessible and user friendly for the entire staff, including title and easement information;
- Establish interdepartmental policy for cross-training of employees by creating functional standard operating procedures;
- Provide training sessions to all boards/committees regarding public records law; and
- Act as Chief Election Official for City elections.

## **2014 ACCOMPLISHMENTS**

FUNCTION	ACCOMPLISHMENT
Official Records	<ul style="list-style-type: none"> <li>• Maintained and managed City Council records including minutes <b>(37)</b>, ordinances <b>(24)</b>, resolutions <b>(157)</b>, Clerk’s tracking records <b>(136)</b>, agreements adopted by City Council <b>(64)</b>, City Manager approved agreements <b>(26)</b>, and recorded deeds and related documents <b>(41)</b>.</li> <li>• Coordinated conversion of permanent and long term electronic City Council meeting packets to microfilm for security <b>(completed packets for 2013)</b> utilizing digitized images of records resulting in major cost savings.</li> <li>• Maintained titles and activity of current City-owned vehicles <b>(360)</b>.</li> </ul>
Code of Ordinances	<ul style="list-style-type: none"> <li>• Coordinated with Municipal Code Corporation the posting of ordinances not yet codified on the City’s website <b>(18 ordinances and 6 resolutions)</b>.</li> <li>• Provided for a cross-link from the City Code to the County Code regarding County adopted ordinances.</li> <li>• Verified supplements as received and advised Municipal Code Corporation of corrections <b>(3)</b>.</li> <li>• Maintained Code of Ordinances supplement subscriptions for all City departments <b>(23)</b>.</li> </ul>
Meeting Calendar/Meeting Setup	<ul style="list-style-type: none"> <li>• Maintained electronic calendar of all meetings held in Council Chamber.</li> <li>• Posted and maintained records of all meeting notices/agendas/calendars <b>(238)</b>.</li> <li>• Coordinated invocations for all City Council meetings <b>(12)</b> and prepared Council Chamber for all meetings held in the Chamber <b>(116)</b>.</li> </ul>
Granicus Software/Meeting Packets/Action Reports	<ul style="list-style-type: none"> <li>• Coordinated and maintained the Granicus Minutes Efficiency Suite updates as well as the Boards and Committees Solution with Granicus.</li> <li>• Implemented FTR as a backup to the Granicus software to eliminate duplication of work when web video streaming is lost.</li> </ul>

	<ul style="list-style-type: none"> <li>• Trained and continued to provide daily support to other departments in the process of uploading agendas and packets to the Granicus site for all board/committee meetings.</li> <li>• Prepared Action Reports for City Council Regular, Special, and Workshop meetings; Community Redevelopment Agency meetings and Planning Advisory Board meetings <b>(47)</b>.</li> </ul>
Legal Advertisement	<ul style="list-style-type: none"> <li>• Generated, proofed, and placed legal advertisements in the local newspaper as required by law.</li> <li>• Routed bills to appropriate departments for payment and maintained legal advertisement files.</li> <li>• Collected reimbursement on petition-related advertisements <b>(\$4,717.70)</b>.</li> <li>• Coordinated legal advertising required by State and local regulations including public hearings, second reading ordinances, meeting notices, major rezones and Comprehensive Plan amendments in conjunction with City Council and the Planning Advisory Board.</li> <li>• Coordinated with department directors of boards/committees regarding agenda postings both on the bulletin board and website.</li> </ul>
Legislation Processing	<ul style="list-style-type: none"> <li>• Formatted, revised pursuant to Council motion, and circulated ordinances, resolutions, and agreements for signature(s) <b>(284)</b>.</li> <li>• Submitted documents for recording and collected reimbursements from departments when appropriate.</li> <li>• Maintained follow-up files for documents until finalized.</li> <li>• Archived documents at completion.</li> </ul>
Public Records/ Records Management/ Records Retention/ Research and Training	<ul style="list-style-type: none"> <li>• Implemented and trained selected City staff from each department on operating the new JustFOIA Public Records Requests Tracking Solution at a training session on August 7, 2014.</li> <li>• Created PowerPoint® and presented to City staff <b>(49 attendees)</b> and Board and Committee members <b>(23 attendees)</b> regarding Public Records Law (March 13-14, 2014).</li> <li>• Held two Public Records Management Training Sessions on November 3-4, 2014 at the Records Management Center <b>(18 attendees)</b>.</li> <li>• Inputted, tracked and responded to <b>225</b> public records requests utilizing the new JustFOIA public records tracking system database and <b>90</b> public record requests in the prior tracking system.</li> <li>• Assisted City staff with research of microfilm/microfiche and projects.</li> <li>• Maintained and monitored inventory for mandatory disposal of records. Coordinated approval by department directors and subsequently disposed of boxes of expired records in accordance with our procedures and in compliance with Section 257.36(5), Florida Statutes and Rule 1B-24.003 (9), Florida Administrative Code <b>(disposed of 137 boxes/205.5 cu.ft)</b>.</li> <li>• Accessioned <b>202 boxes</b> of records for storage at the Records Management Center.</li> <li>• Prepared and submitted to the Department of State, mandatory Records Management 2013-2014 Compliance Statements <b>(completed December 2014)</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>• Administered City's Records Management Center (located on Riverside Circle).</li> <li>• Trained to utilize microfilm scanner (ScanPro 3000) which allows the Clerk's Office to e-mail records from microfilm to requestor.</li> <li>• Processed records for microfilming city-wide.</li> <li>• Maintained microfilm inventory control.</li> <li>• Maintained operation of computer kiosk in lobby of City Hall.</li> </ul>
City General Election	<ul style="list-style-type: none"> <li>• Clerk created and distributed to each candidate a new welcome letter and Candidate Handbook addressing: (1) Information regarding candidacy; (2) Election and filing dates; (3) Where and when to qualify; (4) Nonpartisan races and resign-to-run; (5) Campaign finance reports; (6) Reporting errors; (7) Public records; (8) Advertising, (9) Political signs; (10) Resources; (11) Conduct; and (12) Frequently asked questions.</li> <li>• Facilitated the cancellation of the City election upon withdrawal of candidate.</li> <li>• Maintained the City's website election documents for candidates and citizen's information, including: (1) All Candidate Forms; (2) Candidate Reports; (3) Election Calendar; (4) Legal Notices; (5) Election Polling Places; (6) Precinct Map; and (7) Sample Ballot.</li> <li>• Coordinated and attended Canvassing Board meetings.</li> </ul>
City Website	<ul style="list-style-type: none"> <li>• Coordinated with CivicPlus to change link on the City's homepage to identify a tab for "Public Records" for easy public access.</li> <li>• Digitized Resolutions (<b>3,647</b>) and Ordinances (<b>444</b>) from 1925 to present in searchable PDF format.</li> <li>• Digitized minutes (<b>1,427</b>) from 1980 to 2011 in searchable PDF format.</li> <li>• Completed the project of substituting unsigned legislation with signed documents now posted on the City's website.</li> <li>• Created new tab on Official Records webpage to access all "Public Notices" City-wide.</li> <li>• Posted new agreements and renewals for all City Council and City Manager Agreements on the webpage (<b>93</b>).</li> <li>• Coordinated and completed the posting of scanned Council Meeting packets including <b>2003-2012</b>.</li> <li>• Updated the City's Resource Directory to address frequently asked questions in alphabetical order.</li> <li>• Updated Standard Operating Procedures for Granicus and Minute preparation.</li> </ul>
City Clerk's Database	<ul style="list-style-type: none"> <li>• Continue to maintain searchable database (Image Flow Lite) by uploading Official Records for easy access by internal users.</li> </ul>
City Council	<ul style="list-style-type: none"> <li>• Prepared agenda memorandums for applicants for Board and Committee vacancies presented to City Council for interview and approval process (<b>13</b>) and two Council reappointments.</li> <li>• Coordinated the Sam Noe Award process and prepared agenda memorandum and resolution.</li> <li>• Prepared agenda memorandum and resolution to update requirements</li> </ul>

	<p>for posting all board and committee meeting agendas.</p> <ul style="list-style-type: none"> <li>• Prepared agenda memorandum and resolution amending the procedure of voting for nominations of candidates for appointment/reappointment to boards and committees.</li> </ul>
Geographic Information System (GIS)	<ul style="list-style-type: none"> <li>• Completed Phase III (remainder of land within City boundaries) of Geographic Information System {GIS} Research Project to update the GIS City-wide map by including information concerning the granting and vacating of easements.</li> </ul>
Boards/Committees	<ul style="list-style-type: none"> <li>• Implemented the Granicus on-line application for City board/committee vacancies located on the City Clerk's webpage. Coordinated <b>36</b> appointments to boards/committees which required: (1) Posting to website a description of all City board/committee vacancies and meeting information; (2) Circulating news releases of vacancies, as needed; (3) Maintaining member database; (4) Responding to inquiries; (5) Arranging candidate interviews; (6) Preparing agenda backup documents, (7) Communication with candidates on appointment process; (8) Providing membership updates to Florida Commission on Ethics; (9) and Preparing nameplates and awards.</li> <li>• Continued formal swearing in of new and reappointed board members.</li> <li>• Redesigned and coordinated the award of commemorative plaques for term-ending board members.</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• Provided customer service response and direction.</li> <li>• Performed internal recordkeeping (payroll, purchasing, etc.).</li> <li>• Received training and began use of new Tyler Munis financial software.</li> <li>• Provided notarization services (<b>165</b>) and attested affidavits for retirees (<b>33</b>).</li> <li>• Participated in emergency hurricane preparedness with City management.</li> <li>• Provided Spanish and French translation services.</li> <li>• Tracked police volunteer hours from City Hall, beach parking desk and submitted information to the Police Department.</li> </ul>
Certification	<ul style="list-style-type: none"> <li>• City Clerk worked toward Master Municipal Clerk designation. (Obtained Certified Municipal Clerk certification August 16, 2013.)</li> </ul>

## **TRAINING**

### **List of completed training by Clerk in 2014 toward Master Municipal Clerk designation:**

- ✓ **International Institute of Municipal Clerks' 2014 Summer Annual Conference Academy;** May 16-22, 2014 in Milwaukee, Wisconsin (20 hours)
- ✓ **Florida Association of City Clerks' 2014 Summer Conference Academy,** June 8-11, 2014; in St. Augustine, Florida (21 hours)
- ✓ **Florida Institute of Government, Political Committees & Electioneering Communication Organizations,** webinar on July 31, 2014 (2 hours)
- ✓ **Florida Institute of Government, 2014 Florida Ethics Conference and Attorney General's Sunshine Summit,** September 24-26, 2014; in Orlando, Florida (8 hours)
- ✓ **Florida Association of City Clerks' Fall Conference Academy;** October 12-15, 2014; in Orlando, Florida 21 hours)

# City of Naples

## Records Management Center

### RECORDS RECEIVED AND ACCESSIONED IN 2014





## 2014 EXPIRED RECORDS - DISPOSED

