

# *Office of the City Clerk*

## ANNUAL REPORT

2013



### **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.

## 2013-2014 BUDGETARY INFORMATION

The 2013-2014 proposed budget for the Office of the City Clerk is \$538,991. The budget for Personal Services is \$482,931, an increase of \$11,064 from the adopted budget of Fiscal Year 2012-2013. The department has six positions, the same as FY 2012-2013. The increase resulted from a City-wide 2% salary increase.

## 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 2013-2014 goals and objectives for the Office of the City Clerk:

- Continue to add new information, including public notices and contracts, to the City Clerk's webpage for easy public access **(on-going)**;
- Continue to maintain coordination with Granicus 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 **(on-going)**;
- Complete Phase III (remainder of land within City boundaries) of GIS research project which will also allow the City Clerk to have access to title and easement information for research purposes **(9/2014)**;
- Update Advertising/Notice Requirements Manual for use by all City departments **(12/2014)**;
- Continue to advertise, process applications and submit board/committee appointments to Council and manage vacancies of all boards/committees **(on-going)**;
- Create a reference handbook for boards/committees to post on the City's website **(3/2014)**;
- Act as Chief Election Official for the 2014 City election.
- Implement Records Management processes:
  - Continue training Records Coordinators with document production, records management and records retention **(on-going)**; and
  - Coordinate with Technology Services to develop an electronic records management system **(10/2014)**;
- Continue to post City Council packets **(2008-2009)** and scan signed legislation **(1999-2012)** to post on the City's website **(on-going)**;

- Continue to coordinate codification of City's legislation to maintain accuracy of Code of Ordinances **(on-going)**;
- Establish interdepartmental policy for cross-training of employees **(10/2014)**;
- Implement interdepartmental training on new microfilm machine **(3/2014)**; and
- Provide training sessions to all boards/committees regarding public records **(3/2014)**.

## 2013 ACCOMPLISHMENTS

FUNCTION	ACCOMPLISHMENT
Official Records	<ul style="list-style-type: none"> <li>• Maintained and managed City Council records including minutes <b>(42)</b>, ordinances <b>(26)</b>, resolutions <b>(150)</b>, Clerk's tracking records <b>(120)</b>, meeting packets <b>(131)</b>, agreements adopted by City Council <b>(59)</b>, City Manager approved agreements <b>(43)</b>, and deeds and related documents <b>(44)</b>.</li> <li>• Reviewed, updated and maintained database and files of current City-owned vehicle titles and provided titles for vehicles sold, exchanged or donated <b>(360)</b>.</li> </ul>
Code of Ordinances	<ul style="list-style-type: none"> <li>• Submitted ordinances for codification <b>(20)</b>.</li> <li>• Provided 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>(4)</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 calendar of all meetings held in Council Chamber <b>(daily)</b>.</li> <li>• Posted and maintained records of all meeting notices/agendas <b>(131)</b>.</li> <li>• Prepared Council Chamber for all meetings that are held in room. <b>(131)</b>.</li> </ul>
Meeting Packets/Action Reports	<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 (CRA) meetings and Planning Advisory Board (PAB) meetings <b>(54)</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 <b>(69)</b>;</li> <li>• Routed bills to appropriate departments for payment and maintained legal advertisement files.</li> <li>• Collected reimbursement on petition-related advertisements <b>(\$7,855.70)</b>.</li> </ul>
Legislation Processing	<ul style="list-style-type: none"> <li>• Formatted, prepared and circulated ordinances, resolutions, and agreements for signature(s) <b>(348)</b>.</li> <li>• Submitted various documents for recording <b>(44)</b>.</li> <li>• Maintained follow-up files for documents until finalized <b>(daily)</b>.</li> <li>• Archived documents at completion <b>(114)</b>.</li> </ul>
Public Records/ Records Management/ Records Retention/ Research	<ul style="list-style-type: none"> <li>• Jointly presented with City Attorney a three hour training session for City employees regarding public records, confidential and exempt information, and requirements of records custodians <b>(46 attendees)</b>.</li> <li>• Created Public Records, Compliance and Management Procedures Manual <b>(50 pages)</b> and distributed to all Records Coordinators through</li> </ul>

	<p>training sessions (<b>2 training sessions</b>).</p> <ul style="list-style-type: none"> <li>• Inputted, tracked and responded to <b>235</b> public records requests utilizing the public records tracking system database.</li> <li>• Assisted with staff research projects and microfilm/microfiche research (<b>394</b>).</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 238 boxes / 357 cubic feet</b>).</li> <li>• Accessioned <b>35 boxes</b> of records for storage at the Records Management Center.</li> <li>• Implemented and trained selected City staff from each department on operating the Public Records Requests Tracking System database (<b>2 training sessions</b>).</li> <li>• Prepared and submitted to the Department of State, mandatory Records Management 2012-2013 Compliance Statements (<b>completed December 2013</b>).</li> <li>• Coordinated conversion of permanent and long-term electronic City Council packets to microfilm for security, utilizing digitized images of records resulting in major cost savings (<b>9/2011 to 12/2012 completed</b>).</li> <li>• Administered City's Records Management Center (located on Riverside Circle).</li> <li>• Processed records for microfilming organization-wide.</li> <li>• Maintained microfilm inventory control.</li> <li>• Digitized minutes, ordinances and resolutions from years prior to create electronic records for posting on Clerk's webpage (<b>on-going</b>).</li> <li>• Maintained operation of computer kiosk in lobby of City Hall.</li> </ul>
City General Election	<ul style="list-style-type: none"> <li>• Facilitated approval of the Interlocal Agreement with the Collier County Supervisor of Elections for the 2014 City of Naples General Election (<b>August 2013</b>).</li> <li>• Created and posted to the City's website the 2014 General Election Handbook (<b>August 2013</b>).</li> <li>• Coordinated and posted to the City's website election documents for candidates and citizen's information, including: <ul style="list-style-type: none"> <li>▪ All Candidate Forms;</li> <li>▪ Candidate Reports;</li> <li>▪ Election Calendar;</li> <li>▪ Legal Notices;</li> <li>▪ Election Polling Places and Precinct Map; and</li> <li>▪ Sample Ballot.</li> </ul> </li> <li>• Created and posted on the City's homepage news flash information to voters.</li> <li>• Prepared and submitted Facility-Use Agreements with the polling places for the February 4, 2014 General Election (<b>7</b>).</li> <li>• Prepared and advertised the 2014 Election Sample Ballot.</li> <li>• Qualified four candidates for City Council.</li> <li>• Legal advertisements.</li> </ul>

City Clerk's Website	<ul style="list-style-type: none"> <li>Coordinated with CivicPlus to change link on the City's homepage to identify a tab for agendas and minutes, streaming videos and public notices in a more efficient, accessible format.</li> <li>Converted official public records to searchable PDF format for easy public access on-line (<b>5300 documents</b>).</li> <li>Replaced unsigned legislation posted on the City's website with scanned, signed Ordinances and Resolutions from <b>1993 to 2000</b>.</li> <li>Coordinated with Municipal Code Corporation the replacement of OrdBank Ordinances with signed copies for citizen's information. (<b>32 ordinances</b>).</li> <li>Created new tab on City's webpage to access all public notices (City-wide).</li> <li>Implemented new webpage and posted all City of Naples Agreements (<b>192 posted / 2008 to current</b>).</li> <li>Coordinated and completed the posting of scanned Council Meeting packets including <b>2010 and 2011</b> with historical backup on the website.</li> <li>Implemented Standard Operating Procedures for Granicus and Minutes preparation (<b>9/2013</b>).</li> </ul>
City Clerk's Database	<ul style="list-style-type: none"> <li>Maintained Image Flow by uploading official records to searchable database for easy access by approved users.</li> </ul>
City Council	<ul style="list-style-type: none"> <li>Ordinance amending composition of Citizens' Police Review Board, agenda memorandum, amend Procedures, and revise all forms utilized by the Board</li> <li>Resolution reestablishing the "Blue Ribbon" Committee, agenda memorandum; coordinate meetings of committee; Ordinance relating to compensation of Mayor and Council and agenda memorandum</li> <li>Naples Fire Department/North Naples Fire District Cooperation Committee; Coordinate meetings, prepare and draft agendas, meeting packets and minutes.</li> <li>Legislation for election including: ordinance to change qualifying period for candidates; and resolutions to designate a Chief Election Official, appoint a City Elector to Canvassing Board, approve an interlocal agreement for election services, and to determine that early voting would not be offered.</li> </ul>
Geographic Information System (GIS)	<ul style="list-style-type: none"> <li>Completed Phase II (Old Naples area) of GIS Research Project, which involved updating the GIS City-wide map by providing information regarding the granting and vacation of easements.</li> <li>Phase I (Port Royal, Aqualane Shores and Royal Harbor) was completed in 2012. Property owners within both phases are now able to locate easement information relating to their property through the City's GIS map which is linked to the pertinent recorded document.</li> </ul>
Boards/Committees	<ul style="list-style-type: none"> <li>Coordinated <b>32</b> appointments to boards/committees: <ul style="list-style-type: none"> <li>Established and posted to website a description of all City board/committee vacancies and meeting information;</li> <li>Circulated news releases of vacancies, as needed;</li> <li>Maintained member database;</li> <li>Responded to inquiries;</li> <li>Arranged candidate interviews;</li> <li>Prepared agenda backup documents,</li> <li>Notified candidates of appointment process;</li> <li>Provided membership updates to Florida Commission on Ethics;</li> <li>Prepared nameplates and awards; and</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Administered oaths of office.</li> <li>● Implemented and completed the posting of meeting minutes from <b>1/1991 to 7/2012</b> under the Spotlight section of the boards/committees on the City Clerk's webpage (<b>166 posted</b>).</li> <li>● Facilitated posting of an on-line application for City board/committee vacancies which is to be located on the City Clerk's webpage.</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 Munis financial software.</li> <li>● Provided notarization services (<b>49</b>) and attested affidavits for retirees (<b>26</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> <li>● Created index of Comprehensive Plan Amendments.</li> </ul>
Scholarships	Applied for and received \$500 Scholarship from International Institute of Municipal Clerks for attendance at annual conference (2013).

## **TRAINING**

**The City Clerk completed requirements from International Institute of Municipal Clerks and received certification as a Certified Municipal Clerk on August 16, 2013, by attending the following training.**

1. Florida State University - **From Supervisor to Leader: Road Map to Success** on-line course, March 14, 2013, 6 hours.
2. Florida State University - **Florida Association of City Clerks Southwest District Mini-Academy**, March 15, 2013, 8 CMC/MMC hours.
3. Collier County Bureau of Emergency Services; **Incident Command System Overview for Executives/Senior Officials** (ICS-402), March 18, 2013, 2 hours.
4. Florida State University – **Florida Association of City Clerks Transparency Webinar**, April 11, 2013, 2 CMC/MMC hours.
5. Florida State University - **Records Management: Online Training Series**, May 7, 2013, 6 hours.
6. International Institute of Municipal Clerks – **2013 Annual Conference in Atlantic City, New Jersey**, May 19-23, 2013, 32 hours.
7. Florida State University – **Florida Association of City Clerks 2013 Summer Conference and Academy**, June 12, 2013, 16 CMC/MMC hours.
8. Florida State University – **Florida Association of City Clerks Advanced Election Law Webinar**, July 25, 2013, 2 CMC/MMC hours.
9. Florida State University – **Florida Association of City Clerks 2013 Professional Education Academy 2<sup>nd</sup>/3<sup>rd</sup> Year Program**, October 7 – 10, 2013; 16 CMC hours.
10. Florida State University – **Florida Association of City Clerks' Florida Notary Law Webinar**, December 12, 2013, 2 CMC/MMC hours.



City Clerk's office staff (Sitting left to right around the table: Jessica Rosenberg, Liz Rogers, Pat Rambosk, Vicki Smith, Carmen Hernandez and Kathleen Tetrault)

"When council battles are over and all the votes cast, there's only one voice that lasts; it's not the Chair's voice, strong though that voice may be, or the voice that's the loudest that becomes history; it is words that are written by one who sits by, who listens and watches with an observant eye. Yes, the words that live on is the official work recorded so carefully by the Municipal Clerk!" Author unknown.





# City of Naples

## Records Management Center

RECORDS RECEIVED AND READY FOR ACCESSIONING





## RECORDS EXPIRED AND READY FOR DISPOSAL



2013 EXPIRED FILES  
TO DISPOSE