

# *Office of the City Clerk*

## ANNUAL REPORT

2015



### **MISSION STATEMENT:**

**The Office of 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, MMC, City Clerk

Jessica Rosenberg, Deputy City Clerk, CMC

Vicki L. Smith, Deputy City Clerk

Carmen Hernandez, Information Services/Records 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.
2. Maintaining all official documents of the City.
3. 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, Fla. Stat.
4. Directing the records retention program for all City records.
5. Performing other duties as assigned by the City Council.

### 2015 ACCOMPLISHMENTS

<b>FUNCTION</b>	<b>ACCOMPLISHMENT</b>
Transparency	<ul style="list-style-type: none"> <li>• Submitted application and received Florida Government Finance Officers Association's (FGFOA's) inaugural Advanced Commitment to Excellence (ACE) Award for Website Transparency on behalf of the City.</li> </ul>
Certification	<ul style="list-style-type: none"> <li>• City Clerk obtained Master Municipal Clerk designation on December 22, 2015.</li> </ul>
City General Election	<ul style="list-style-type: none"> <li>• Created welcome letter and Candidate Handbook for inclusion in comprehensive election packet provided to each candidate.</li> <li>• Calculated qualifying dates for the 2016 General Election and coordinated with the Supervisor of Elections.</li> <li>• Assisted candidates with filing documents for the 2016 City Election for Mayor and Council.</li> <li>• Maintained election documents on the City's website for candidates and citizen's information.</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.</li> <li>• Coordinated and presented the Sam Noe Award.</li> </ul>
City Website	<ul style="list-style-type: none"> <li>• Created webpages for Community Redevelopment Agency (CRA) and other special districts pursuant to State law.</li> <li>• Continued to digitize ordinances, resolutions and minutes in searchable PDF format.</li> <li>• Continued to post new legislation and all City Council and City Manager agreements/renewals on the website.</li> <li>• Continued to expand the City's Resource Directory that allows all customers the ability to search for information alphabetically according to topic.</li> <li>• Updated Standard Operating Procedures for Granicus and Minute preparation.</li> </ul>
Legal	<ul style="list-style-type: none"> <li>• Ensured compliance with all state and local regulations regarding legal</li> </ul>

Advertisement	<p>advertisements.</p> <ul style="list-style-type: none"> <li>• Routed billing to appropriate departments for payment and maintained legal advertisement files, collecting \$7,444.95 in reimbursement on petition-related advertisements.</li> </ul>
Legislation Processing	<ul style="list-style-type: none"> <li>• Formatted and revised pursuant to Council motion, and circulated ordinances, resolutions, and agreements for signature(s).</li> <li>• Electronically recorded documents and collected reimbursements from other departments when appropriate.</li> <li>• Maintained follow-up files for documents until finalized.</li> <li>• Archived documents at completion.</li> </ul>
Records Management	<ul style="list-style-type: none"> <li>• Created Records Management Policies and Guidelines Manual containing information regarding preparation of documents for storage at the Records Management Center.</li> <li>• Created JustFOIA Handbook for use by users in responding to public records requests City-wide.</li> <li>• Facilitated a training workshop for presentation of Public Records Management Updates and updates of JustFOIA operating modules.</li> <li>• Coordinated mandatory training for all City staff that create and manage public records; presented by the Florida Department of State's Division of Library and Information Services.</li> <li>• City Clerk staff attended two JustFOIA Focus Group Webinars.</li> <li>• Managed 511 public records requests utilizing the JustFOIA public records tracking system database; Public, Building Department and Police Department.</li> <li>• Continued to support staff from the Building Department and Police Department when processing public records requests.</li> <li>• Prepared Quarterly and Annual Public Records Request Reports which contain totals for all departments, including Building and Police Departments.</li> <li>• Administered City's Records Management Center which included accessioning and disposing of records in accordance with state law, following which mandatory Records Management 2014-2015 Compliance Statements were submitted to the Florida Department of State.</li> <li>• Maintained microfilm inventory control.</li> </ul>
Official Records	<ul style="list-style-type: none"> <li>• Maintained and managed all official records of the City Council and its advisory boards/committees.</li> <li>• Coordinated conversion of permanent and long term electronic records to microfilm for security utilizing digitized images of records.</li> <li>• Maintained titles and activity of current City-owned vehicles.</li> </ul>
Code of Ordinances	<ul style="list-style-type: none"> <li>• Coordinated with Municipal Code Corporation publication of City Code Supplements.</li> <li>• Reviewed supplements as received and advised Municipal Code Corporation of any corrections.</li> <li>• Maintained Code of Ordinances supplement subscriptions for all City departments.</li> </ul>

Granicus Software	<ul style="list-style-type: none"> <li>• Coordinated and maintained the Granicus Minutes Efficiency Suite updates to ensure generation of meeting minutes and action reports.</li> <li>• Coordinated and maintained the Granicus Board and Committee application to provide information to the public and easily manage appointments, vacancies and citizen applications online.</li> <li>• Continued to maintain FTR as a backup to the Granicus software to eliminate duplication of work when web video streaming is lost.</li> <li>• 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> </ul>
City Clerk's Office Databases	<ul style="list-style-type: none"> <li>• Continue to maintain searchable database (ImageFlow Lite software) by uploading Official Records for easy access by internal users.</li> <li>• Continue to maintain the property and easement research database for City-wide staff use.</li> <li>• Continue to maintain searchable database for all City vehicles.</li> <li>• Continue to maintain inventory for all City official records.</li> <li>• Continue to maintain database for all Boards and Committees.</li> <li>• Continue to maintain inventory for documents stored at the Records Management Center.</li> </ul>
Boards/Committees	<ul style="list-style-type: none"> <li>• Continued to notice and process all upcoming board and committee vacancies and post them on the City's website.</li> <li>• Maintained the Granicus on-line application for board and committee vacancies located on the City Clerk's webpage. Facilitated <b>36</b> appointments.</li> <li>• Continued formal swearing in of new and reappointed board and committee members.</li> <li>• Coordinated the award of commemorative plaques for term-ending board members.</li> <li>• Streamlined the meeting process of the three (3) Pension Boards by consolidating into one meeting.</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 and other City calendars.</li> <li>• Coordinated invocations for all City Council meetings and prepared Council Chamber for all meetings held in the Chamber.</li> </ul>
TCMEE	<ul style="list-style-type: none"> <li>• Attended multiple training sessions for new TCMEE software modules.</li> <li>• Prepared templates for upload of Clerk's records into TCMEE.</li> <li>• Prepared pertinent official records for upload into TCMEE.</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• Provided customer service response and direction.</li> <li>• Assisted staff with research of official records (including land records and those on microfilm/microfiche).</li> <li>• Performed internal recordkeeping (payroll, purchasing, etc.).</li> <li>• Provided notary services.</li> <li>• Provided Spanish and French translation services.</li> </ul>

## TRAINING AND PRESENTATIONS

List of completed training and presentations by City Clerk in 2015 toward obtaining the Master Municipal Clerk designation:

- ✓ **Florida Association of City Clerks - Mini-Institute Webinar Services 2015 IIMC Region III Conference and Academy**; January 14-16, 2015; in Jacksonville, Florida (9 MMC hours)
- ✓ **Florida Association of City Clerks - Successful Citizen Advisory Board and Committee Effectiveness, Mini-Institute Webinar**; February 12, 2015 (2 MMC Hours)
- ✓ **MCCi – speaker - public records requests webinar**; February 25, 2015
- ✓ **Florida Department of State Division of Library and Information Services, Records Management Seminar**; March 19, 2015
- ✓ **Florida Association of City Clerks - Public Records Requests: The Do's & Don'ts**; April 23, 2015 (2 MMC Hours)
- ✓ **International Institute of Municipal Clerks - 69th Annual Conference Academy**; May 15-20, 2015 in Hartford, Connecticut (28 MMC hours)
- ✓ **Florida Association of City Clerks - 2015 Summer Conference and Academy**; June 21-24, 2015; in Orlando, Florida (14.5 MMC hours)
- ✓ **First Amendment Foundation - Open Government Online Training Program**; August 31, 2015
- ✓ **Florida Association of City Clerks - 2015 Fall Professional Education Academy Advanced Program**; October 12-14, 2015 in Tampa, Florida (20 MMC hours)
- ✓ **Florida Government Finance Officers Association (FGFOA) School of Government; Speaker for Outstanding work in website transparency award**; November 1-2, 2015 in Palm Beach Gardens, FL