

**City Clerk's Office  
Annual Report**

**July 1, 2004 through June 30, 2005**

The City Clerk's Office is mandated by law, specifically, the Nevada Revised Statutes, Sparks Municipal Code and the City's Charter, to perform most of its varied and diverse functions.

The City Clerk's Department's mission is to perform all of the duties required by law and as a matter of course to support the Mayor, City Council, City Manager and all City Departments. We also act as historian for the City by recording and maintaining accurate records.

**PUBLIC NOTIFICATION AND AGENDA PREPARATION:**

This office is responsible for all public notification of Redevelopment Agency and City Council meetings. The meetings include but are not limited to regular and special Redevelopment Agency and City Council meetings as well as joint meetings and retreats.

In this capacity we provided the following notifications for the year July 1, 2004 through June 30, 2005.

Redevelopment Agency Workshops	8
Redevelopment Agency Meetings	
Regular	15
Special	1
City Council Workshops	4
City Council Meetings	
Regular	22
Special	13

City Council Joint Meetings	8
City Council Budget Meetings	6

The notification process entails collecting all information for the preparation of the agenda, preparing the actual agenda, assembling all backup materials, numbering individual items and assigning resolution and ordinance numbers when required. All materials are transferred to the EIMS Coordinator who in turn converts this material to a digital format. He creates discs for the Mayor, City Council, City Manager, the PIO, Department Heads and the media. In addition, the agenda and its respective backup information is then posted on the Internet and the Intranet. With the formation of our new WEB Site the entire agenda packet is now posted on the Internet for review. In an attempt to accommodate all City Departments in their effort to move items through the approval process, this office makes every effort to add, change or delete items until the last possible moment.

The notification process also involves notifying all affected homeowners within 300 feet of the subject property of public hearings regarding special use permits coming before the Council for approval. Certified letters are mailed to adjoining property owners of any requested abandonment of property. Additionally, notification is provided in the local newspaper for public hearings, ordinance enactments and board and commission vacancies.

### **MINUTE PREPARATION:**

All meetings of the Agency and City Council were recorded and minutes were transcribed within two weeks of each regular meeting. Minutes for all other meetings were transcribed and distributed within one month. In this one year period 77 sets of minutes were prepared, distributed to persons wanting paper copies and also placed on the City's WEB site.

## **NOTIFICATION OF COUNCIL ACTION:**

Immediately following Council's action on items on the agenda this office has notified 100% of individuals affected, in writing, of what action the Council has taken on their behalf, as well as all departments who may need to also take some action.

Approximately 144 City agreements and 8 Agency agreements have been processed. There were 2 amendments to City agreements and 1 amendment for Agency agreements.

City contracts processed in this same time period were 23 contracts and 7 change orders and Agency contracts processed were 3 contracts and 3 change orders.

During this time approximately 50 proclamations, 49 resolutions and 55 ordinances were also processed.

Contract administration requires that we insure bonding and insurance requirements have been met. Notices to Proceed are issued by our office and we track the duration of each contract and record the Notice of Completion. Final Subdivision Map approvals are also tracked to insure that all necessary bonding documents have been received. Bonds are entered into a computer program and are kept in the City Clerk's vault.

## **CENTENNIAL INITIATIVES:**

The City Clerk's Office has participated in the Centennial Initiatives to the extent it is possible for a very small office. We initially determined that we wanted to be the standout department for "good customer service" and all the employees in this department strive to provide just that. The office employees have been complimented on numerous occasions on their helpfulness

and the friendly manner in which they conduct business with the public, especially regarding passport application processing.

Each member of the department has been encouraged to take any and all training they feel will enhance their job performance and their service to the citizens in addition to the training that has been outlined in their evaluations as a requirement to meeting their individual goals.

In this last year the Deputy City Clerk has obtained her Certified Municipal Clerk Certification and the City Clerk has reached the second level of four toward the Master Municipal Clerk designation. In 2006, the Electronic Management Information Services Coordinator will be attending the first of a three year series to obtain his Certified Municipal Clerk Certification.

### **RE-ENGINEERING:**

#### Electronic Formatting of Records:

Enormous strides have been achieved in the EIMS section of the department to enhance our research capabilities as well as enable other employees to research our files on their own. This office has purchased and completed a Paper Tiger Electronic System for organization of the vault. Files can now be located by computer search or tab and file number. The EIMS Coordinator and his part-time employee have reorganized the vaults internal file cabinets; re-microfilmed all ordinances; converted the microfilm reader to also act as a microfilm scanner and began using it to scan in microfilmed documents in the EIMS system; updated the method for retrieving agendas and minutes from the Intranet; reduced off-site storage by two thirds; completed scanning of agreements, minutes to 1960, ordinances, miscellaneous old documents and most of the resolutions; actively scanning new records being created daily; microfilmed previous 3 years agendas and backup

materials; set up copier 2 in the mail room as a color scanner and taught others to do the same; and performed numerous research projects.

In addition, flyers have been distributed to the High Schools to recruit students to participate in the Council Shadowing Program.

Passports:

The passport application acceptance function has been and still is one of the more positive functions of the office. This function has created a positive feedback from our citizens and customers. We have received many compliments on the helpful and courteous service provided.

We have gone from processing an average of 10 passport applications per week to an average of 14 per week this year.

### **MUNICIPAL ELECTIONS:**

With the change in our election schedule the City did not have an election in 2005, but preparations are already in the works for the 2006 Elections.

The Mayor, Council Members for Wards 2, 3 and 4, and a Municipal Judge for Department II are all offices which will be open to file for office.

### **IN CLOSING:**

The employees of the City Clerk's Office have all worked diligently this year to bring about a successful year of accomplishments and still maintain the goal of meeting all of our statutory requirements. We wish to thank the City Manager and

the City Council for providing us the resources to improve our office's services.