

**MISSION STATEMENT: To serve the City of Sanibel by preserving the accuracy, integrity and public accessibility to the City's official records. To consistently provide services in a professional manner. To ensure exceptional customer service is provided, in a timely manner, to the general public, elected officials, City Manager, City staff, and other governmental agencies.**

## **CITY CLERK OPERATIONAL RESPONSIBILITIES**

### **Legislative Support:**

- Prepare Council chambers for City Council meetings
- Draft and finalize agendas for City Council meetings (i.e., regular, work sessions, special, joint or emergency meetings)
- Attend pre-agenda meetings with Mayor, City Manager and City Attorney
- Attest and record all ordinances, resolutions and other documents enacted or approved by City Council
- Arrange for recording of documents in the public records
  
- Design and administer resident surveys
- Gather and coordination of agenda packet material
- Prepare ceremonial proclamations and obtain framing of same
- Prepare talking points for Council members for various events
- Collect information from other cities of interest to Sanibel
- Conduct employee election for Police Officers' Pension Board
- Collate agenda packet information for delivery
- Coordinate staff for City Advisory Committees for meetings, minutes and public notices, copying, printing City brochures as needed
- Coordinate scheduling of MacKenzie Hall usage
- Research, as needed, legislation from other governmental entities
- Supply turtle brochures to SCCA
- Update City brochures where applicable

### **Council Support:**

- Manage special events for City Council to include preparing invitations, ordering food and beverages, set up, and tear down
- Make reservations and registrations for City Council attendance at meetings, to include hotels airline and registrations at conferences and meetings (League of Cities Conference; National League of Cities Conference; National Hurricane Conference; Governor's Hurricane Conference; SW FL League of Cities meetings, etc.)
- Keep monthly calendars for Council members
- Schedule Council briefings for agenda discussions and legal discussions
- Post all City Council public notices

- Coordinate the filing of all City Financial Disclosures for Council, Department Directors and Committees
- Draft correspondence for City Council
- Maintain Council governmental contacts
- Prepare Council RSVP for all events
- Book meetings for Council with citizens and interviews for appointees
- Reconcile monthly credit card expenditures for Council members
- Coordinate City Council condolences (e.g., flowers, cards, proclamations, tree plantings, head stones, etc.)
- Coordinate obtaining tokens of appreciation as directed by City Council
- Provide transportation, reservations for rental vehicles for City Council participative functions (e.g., Island Night; Cape Coral Veterans' Parade, Edison Parade of Lights; Edison Children Parade; Independence Day Parade; including, but not limited to decorating vehicle, driving vehicle, providing necessary signs for the vehicles

### **Elections:**

- Serve as City's Qualifying Officer
- Meet with all potential candidates to review Candidate Resource Qualifying Guide
- Maintain original elections records
- Answer questions from candidates
- Maintain of legally required financial reports of candidates
- Attend all Logistics meetings at the Lee County Supervisor of Elections
- Attend all Canvassing Board Meetings at the Lee County Supervisor of Elections
- Qualify all elections results
- Respond to all inquiries regarding elections from the media

### **Maintain Public Records:**

- Serve as official custodian of all City Public Records
- Coordinate the City Records Management Program relating to receipt, storage retrieval retention and disposal of official records
- Provide access to all Public Records requested, including pulling documents, copying documents, billing and receiving payment
- Maintain City contact log
- Coordinate and maintain all City contracts

### **General Administration:**

- Prepare annual budget of approximately \$850,000 for Administration
- Prepare annual budget of approximately \$300,000 for Legislative
- Monitor annual expenditures

- Obtain required quotes for purchases
- Prepare bid and request for proposal packages for purchases exceeding \$25,000
- Prepare and request advertising requests for bids and requests for proposals
- Prepare purchase requests and other purchase vouchers
- Reconcile monthly credit card expenditures

**Coordinate all City Council Special Events:**

- Volunteer Luncheon
- Student Government Day
- City Annual Report
- Breast Cancer Awareness Program
- Memorial Day Services
- Special Gifts
- Administrative Professionals' Day
- Veterans' Day
- Holiday Gifts to Employees

**FY 2008 Goals**

- Continue the imaging of vital, permanent City records
- Assume 1<sup>st</sup> President position with the Florida Association of City Clerks
- Automate the MacKenzie Hall calendar of usage for easy access of availability information by Departments
- Automate public records requests information using an ACCESS database
- Automate the retention of information concerning citizen inquiries using an ACCESS database
- Continue to provide safe and efficient storage of active and inactive records and ensure the proper destruction of obsolete records
- Work with the City Manager to roll-over information to the new website

**FY 2007 Accomplishments**

- Continued the imaging of vital, permanent, City records
- City Council minutes were completed within a timely manner and no longer than 3 regular meetings from when the minutes were taken
- Administered the March 2007 election and referendum within statutory requirements
- Continued to provide safe and efficient storage of active and inactive records and ensure the proper destruction of obsolete records
- Obtained recognition as City Clerk of the Year under the Florida League of Cities, Cities of Excellence Program

- Elected 2<sup>nd</sup> Vice President of the Florida Association of City Clerks and will assume the position of President in 2009
- Realigned all City contract files in accordance with the State of Florida Records Management System
- Promptly responded to all public records requests