



# City Clerk

## 2017 End of Year Report

### Top accomplishments for calendar year 2017

- ◆ Continued administrative support of the City Council, City Manager, City Attorney and Assistant City Manager.
- ◆ Electronic Records Program and the preservation of historic documents.
- ◆ Worked with Human Resources through Career Source of Central Florida's Intern program to provide an ongoing full time paid for the Clerk's Department, obtaining a total of 960 hrs intern for a savings of approximately \$11,289.60.

### Benefits to the Community

The community benefits from the City Clerk Office's actions by continuing to store records electronically. Money is saved by not having to have extra storage space for actual paper files, as well as allowing access to the records electronically for public research. Public records can be accessed by the public at the records viewing station, or kiosk, at city hall.

### Upcoming projects for calendar year 2018

- ◆ Establish a web-link on the City's website for public records search  
Finalize "Just FOIA" records request application in conjunction with Information Technology Department.
- ◆ Obtain new electronic agenda software with upgraded processes to increase efficiency and effectiveness.
- ◆ Conduct, in coordination with Osceola County Supervisor of Elections Office, the St. Cloud 2018 Primary and General Election for Council Seats #4 & #5, in accordance with any and all applicable laws as well as coordinating the Qualifying period.



Citizen's Workshop 9/26/2016, in Council Chambers, Clerks display of preserved historical documents.