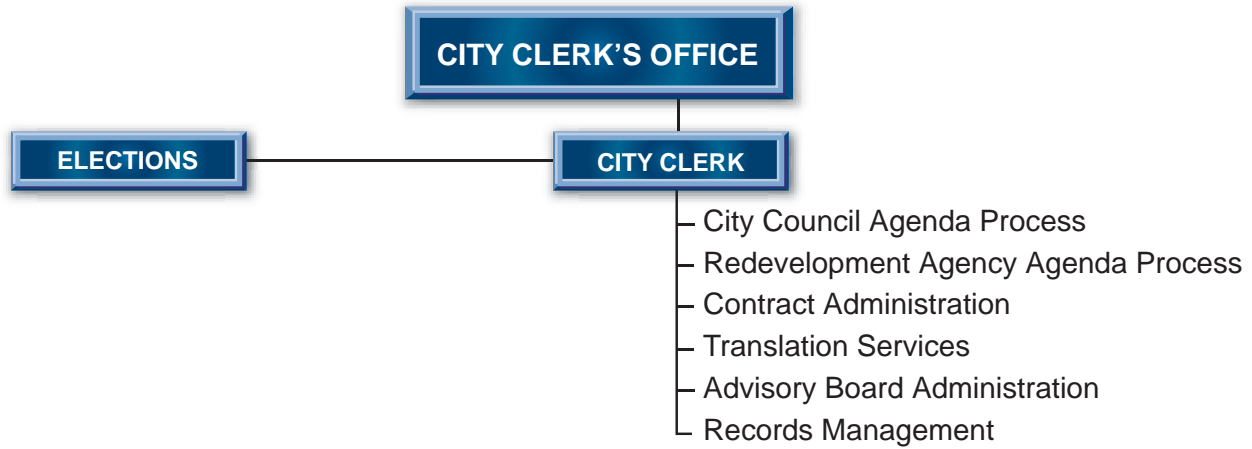


City Clerk's Office



Mission Statement

To ensure the City's legislative processes are open to the public by providing a link between citizens and government through dissemination of information; ensuring that the information is protected, accurate and easily accessible through current preservation methods; and conducting municipal elections with the highest integrity.

Department Description

The City Clerk's Office is organized into three main areas that provide services to other City departments and citizens. The City Clerk prepares agendas for and attends publicly noticed meetings. In addition, the Department maintains comprehensive minutes of proceedings in compliance with the Nevada Open Meeting Law. Municipal elections are also coordinated through this area. The Records Management Division of the City Clerk's Office uses the latest technology to preserve and protect the City's records while ensuring accessibility to vital information.

Division/Major Program Description

City Council/Redevelopment Agency Agenda Process

The City Clerk's Office is responsible for preparing City Council and Redevelopment Agendas in accordance with the Open Meeting Law. Agenda books prepared by the Department typically contain over five hundred pages of documentation. City Council and Redevelopment Agency Staff Reports and Minutes are generated from attendance at the meetings. Follow-up documentation from actions taken at these meetings is also recorded and disseminated from this office.



Contract Administration

The City Clerk's Office administers contracts for goods and services, obtaining all required documentation including bonds, insurance and business licenses. All required documentation must be received before work can begin.

Translation Services

The City Clerk's Office is proud to offer, for the first time in the history of the City, Spanish translation services. The City of North Las Vegas was the first entity in the Las Vegas Valley to offer the City Council and Redevelopment Agency agendas and Public Hearing Notices in Spanish and English and to offer all election/voting related material in both languages.

Advisory Board Administration

The City Clerk's Office is responsible for the maintenance and administration of the City's many advisory boards, committees and task forces and keeps track of membership requirements. A comprehensive database of those who have indicated a willingness to serve on an advisory board is also maintained by this office.

Elections

The City Clerk's Office coordinates with the Clark County Election Department to conduct

Municipal Elections every two years. The City Clerk's Office responsibilities include creation of candidate filing and reporting forms, determination of early and election day polling locations, publication of required notices, coordination and assistance with in-office voting and generation of all public relations efforts as well as the compilation of election results. Election related activities are conducted in accordance with all City, State and Federal regulations.

Records Management

The City Clerk is the custodian of all City records. In accordance with NRS, the City Clerk's Office administers a comprehensive Records Management Program with a record retention program and full retrieval capabilities of scanned, microfilmed and paper records. Scanned images are housed on a City server and security reels of microfilm and aperture cards are stored offsite at the City's Maintenance Operations Division building to allow retrieval and re-creation in the event of a disaster. The Records Management Division is also responsible for the destruction of documents in accordance with NRS & Nevada Administrative Code (NAC) guidelines.



Election Dates

Municipal Primary:
April 5, 2005

Municipal General:
June 7, 2005



Fiscal 2003-04 Highlights

- Expanded citywide voting opportunities by including the Silver Mesa Recreation Center as an additional early voting location.
- Conducted the 2003 Municipal Primary Election adhering to the Help America Vote Act. Compliance issues included Spanish translation of all election and voting related material, bilingual outreach programs to targeted groups for voter registration and voting, enhanced website information and public access television advertisements.
- Enhanced the City Clerk's Office portion of the City's website by including archives of City Council and Redevelopment Agency minutes, links to agenda item back-up material and election/candidate related forms from 1999.
- The City of North Las Vegas was the first entity in the valley to offer City Council agendas, Staff Reports and Public Hearing notices in both English and Spanish.
- All Human Resources Master Personnel files were scanned and indexed into the KoFile Visual Information System (KoVIS) for permanent storage and desktop retrieval.
- Began utilizing computer disks to disseminate City Council and Redevelopment Agency Agendas and back-up material. This procedure cut the use of paper copies in binders in half.
- Both the Willingness to Serve on an Advisory Board form and the Agenda Mailing/E-Mailing form have been converted into interactive forms on the City's website.
- All minutes from May 1946 to the present have been scanned, indexed and entered into the KoVis system via Optical Character Recognition (OCR).

Fiscal 2004-05 Goals

- Continue to find new and innovative methods of providing outstanding customer service to both internal and external customers of the City Clerk's Office.
- Establish a method for the public to request information from the City Clerk's Office section of the CNLV website.
- Twice annually, or more frequently as needed, offer training courses to City Staff on topics including, but not limited to, preparing agenda items, requirements of the Nevada Open Meeting Law, the Public Hearing process and how to write ordinances and resolutions.
- Establish a historical multimedia archive including pictures, print media, videos and other memorabilia for preservation and future use.
- Determine the appropriate users and delivery method for full utilization of the KoVis OCR feature for minutes archives and other applications.
- Conduct records audit for each department (to be completed December 2005).
- Produce media campaigns in both English and Spanish to increase voter registration and turnout and/or to reduce cost per vote.
- Fully implement all applicable requirements of the Help America Vote Act (HAVA) including voter registration, election outreach and educational programs, and translation of all election related material into Spanish.
- Improve accessibility and opportunity for residents to vote by offering more early voting locations as they become available and are determined to be acceptable by the Clark County Elections Department.



Department Financial Trend - City Clerk

	2002-03 Actual	2003-04 Amended Budget	2004-05 Adopted Budget	2004 vs 2005 Variance Amount	Variance Percent
Expenditures by Object					
Salaries & Wages	505,401	592,500	597,200	4,700	0.79
Employee Benefits	157,995	202,200	210,100	7,900	3.91
Supplies & Services	199,311	104,700	591,500	486,800	464.95
Capital Outlay	38,690	0	0	0	0.00
Department Total	901,397	899,400	1,398,800	499,400	55.53
Expenditures by Division					
City Clerk - Elections	100,814	1,000	261,000	260,000	26,000.00
City Clerk	800,583	898,400	1,137,800	239,400	26.65
Department Total	901,397	899,400	1,398,800	499,400	55.53
Expenditures by Fund					
General	901,397	899,400	1,398,800	499,400	55.53
Department Total	901,397	899,400	1,398,800	499,400	55.53
Authorized Personnel					
General Fund	8.00	9.00	9.00	0.00	0.00
Total FTE's City Clerk	8.00	9.00	9.00	0.00	0.00

Department Performance Measures

Measures	Actual 2002-03	Estimated 2003-04	Budget 2004-05
Agenda Items Processed	1,096	1,296	1,529
Public Hearing Notices Mailed	Full fiscal year data not available		N/A
Council Action Notification Letters Generated	929	1,118	1,342
Election Preparation	261 Hours	326 Hours	407 Hours
Documents Scanned into KoVis	747,096	1,051,881	1,483,152
Pages of Minutes Completed	859	955	1,070

FY 2004-05 Budget Adjustments

CIP#	Fund	Div.	Request Description	F.T.E.'s	Salaries & Benefits	Supplies/ Services	Capital	Total Request
0100	4141		Election/Voting costs, Spanish translations, wiring			250,000		250,000
0100	4141		Overtime for Elections voter registration and security		10,000			10,000
0100	4157		Ordinance 1807 Building Permit Archive Project*			154,500		154,500
0100	4157		Increase City Clerk advertising			45,000		45,000
				0.00	10,000	449,500	0	459,500

* Expenses related to this project are offset by new revenues to pay for this service.

