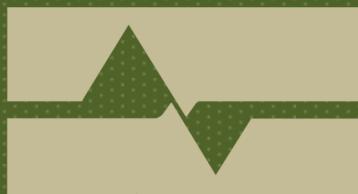


CITY CLERK &



COURT ADMINISTRATION



City Clerk & Court Administration

The City Clerk:

- Attends and records minutes of City Council meetings.
- Serves as Secretary to the Loveland Liquor License Authority.
- Is responsible for retaining e-mail documents sent to City Council deemed to be public record.
- Serves as the “Designated Election Official” in Municipal Elections, as resolved by City Council.
- Serves as official custodian of City records.
- Oversees Court Administration Staff.

| Outcome | Performance Measure | 2012 Actual | 2013 Revised | 2014 Projected |
|--|--|-------------|--------------|----------------|
| Public Outreach (GP 17 & 18) | | | | |
| CC Accessible policies and procedures. | Ensure all policies and procedures are updated and available on the website. | 80% | 85% | 85% |
| CA Provide exceptional support to the Municipal Judge | Efficient and accurate docket and case processing. | NA | 95% | 95% |
| Fiscal Responsibility (GP 15) | | | | |
| CC & CA Efficient use of resources in the City Clerk's Office. | Meet or below budget projection. | Yes | Yes | Yes |
| | CA (only) Daily cash handling efficiency | NA | 95% | 98% |
| Operational Efficiency (GP 11f & 17) | | | | |
| CC Efficient operations in functions of City Clerk's Office. | Liquor license applicant's rate process 4-5 on survey. | 90% | 95% | 95% |
| CA Efficient operations in function of Court Administration. | Process Cases timely | NA | 95% | 95% |
| Sustainable Results (GP 15) | | | | |
| CC & CA Effective document retention. | # of requests met within 72 hrs. | 100% | 100% | 100% |
| Superior Customer Service (GP 16 & 18) | | | | |
| CC & CA Customer Service expectation equal to above average excellent. | Accurate and timely responses to the external and internal customers | 90% | 90% | 90% |

| City Clerk & Court Administration Department Summary | | | | | | | |
|---|------------------|--------------------|-------------------------------|--------------------|-----------------------------------|-------------|-------------|
| | '12 Actual | '13 Adopted Budget | '13 Revised Budget as of June | '14 Budget | '14 Budget / '13 Adopted % Change | '13 FTE | '14 FTE |
| General Fund | | | | | | | |
| CITY CLERK | 441,233 | 544,910 | 569,910 | 654,760 | 20.2% | 3.75 | 4.13 |
| COURT ADMINISTRATION ¹ | - | - | - | 375,900 | 100.0% | - | 3.00 |
| Total Expense | \$441,233 | \$544,910 | \$569,910 | \$1,030,660 | 89.1% | 3.75 | 7.13 |
| REVENUE | | | | | | | |
| General Fund | | | | | | | |
| LICENSES & PERMITS | 45,784 | 31,400 | 31,400 | 31,600 | 0.6% | | |
| ADMINISTRATIVE OVERHEAD | - | 145,510 | 145,510 | 156,500 | 7.6% | | |
| GENERAL FUND SUBSIDY | 395,449 | 368,000 | 393,000 | 842,560 | 129.0% | | |
| Total Revenue | \$441,233 | \$544,910 | \$569,910 | \$1,030,660 | 89.1% | | |
| EXPENSE BY CATEGORY | | | | | | | |
| PERSONNEL SERVICES | 248,018 | 256,110 | 256,110 | 457,400 | 78.6% | | |
| SUPPLIES | 2,121 | 4,150 | 4,150 | 8,550 | 106.0% | | |
| PURCHASED SERVICES | 191,094 | 255,510 | 255,510 | 275,540 | 7.8% | | |
| ADMINISTRATIVE OVERHEAD | - | 29,140 | 29,140 | 289,170 | 892.3% | | |
| CAPITAL | - | - | 25,000 | - | - | | |
| Total Expense | \$441,233 | \$544,910 | \$569,910 | \$1,030,660 | 89.1% | | |

¹ The Court Administration Division and the City Clerk & Court Administration Department are new in 2014. Court Administration prior-year amounts are included in the budget for the Municipal Court, from which the Court Administration Division was separated. A comparison between the 2013 and 2014 budgets for the City Clerk and Municipal Court can be found in the Appendix.

City Clerk

The City Clerk Division: (CC)

- Maintains current files on all minutes, ordinances, resolutions, contracts, agreements, easements, titles and deeds for the City Council and management, as well as scanning public records into the imaging system for citizen and employee access. Maintains and updates Document Management and Retention Policies for the City of Loveland.
- Maintains and updates the Municipal Code.
- Administers the Food Sales Tax and Utility Rebate Program.
- Coordinates City Council Meeting Agendas.
- Conducts Municipal Elections and oversees Campaign Finance.
- Issues certain licenses and permits.
- Oversees public notice of Boards and Commission meetings.
- Coordinates document recording at the County Clerk and Recorder.

| ACTIVITY | DEPARTMENT | | | |
|------------------------------------|-----------------------------------|---------------------------|--------------------------------------|-------------------|
| City Clerk | City Clerk & Court Administration | | | |
| EXPENSE BY DIVISION/Program | '12 Actual | '13 Adopted Budget | '13 Revised Budget as of June | '14 Budget |
| General Fund | | | | |
| CITY CLERK | | | | |
| General Operations | 298,456 | 404,910 | 429,910 | 504,760 |
| Food Sales Tax Rebate | 142,777 | 140,000 | 140,000 | 150,000 |
| Total Expense | \$441,233 | \$544,910 | \$569,910 | \$654,760 |
| REVENUE | | | | |
| LICENSES & PERMITS | 45,784 | 31,400 | 31,400 | 31,600 |
| ADMINISTRATIVE OVERHEAD | - | 145,510 | 145,510 | 156,500 |
| GENERAL FUND SUBSIDY | 395,449 | 368,000 | 393,000 | 466,660 |
| Total Revenue | \$441,233 | \$544,910 | \$569,910 | \$654,760 |
| EXPENSE BY CATEGORY | | | | |
| PERSONNEL SERVICES | 248,018 | 256,110 | 256,110 | 282,390 |
| SUPPLIES | 2,121 | 4,150 | 4,150 | 4,150 |
| PURCHASED SERVICES | 191,094 | 255,510 | 255,510 | 265,430 |
| ADMINISTRATIVE OVERHEAD | - | 29,140 | 29,140 | 102,790 |
| CAPITAL | - | - | 25,000 | - |
| Total Expense | \$441,233 | \$544,910 | \$569,910 | \$654,760 |
| FTE | 3.75 | 3.75 | 4.13 | 4.13 |

CHANGES COMPARED TO PRIOR YEAR ADOPTED

| | |
|---------------|---|
| 24,080 | Increase in personnel services for .63 FTE added as an Administrative Specialist mid-year in 2013. |
| (6,520) | Decrease in personnel services for .25 FTE reduction in an Administrative Specialist mid-year in 2013. |
| (70) | Decrease in personnel services for workers' compensation due to the allocation of the City's cost based on the Department's experience rating and forecasted liability costs. |
| (80) | Decrease in purchased services for general liability due to the allocation of the City's cost based on the Department's experience rating and forecasted liability costs. |
| 65,370 | Increase in administrative overhead due to the addition of Information Technology costs. |
| 17,070 | <u>Core Changes</u> |
| | 8,790 Personnel Services |
| | 8,280 Administrative Overhead |
| 10,000 | <u>Funded Supplements</u> |
| | 10,000 Increase in purchased services for Food Sales Tax rebates. |

109,850 Total Change

OTHER INFORMATION

- Unfunded Supplements
 - There are no unfunded supplements in this division.
- Equipment Replacement
 - No equipment is scheduled for replacement in this division.
- Capital Projects
 - There are no capital projects associated with this division.

Court Administration

The Court Administration Division: (CA)

- Assist the Municipal Judge in the courtroom.
- Process summonses and complaint cases through disposition.
- Communicate with defendants, attorneys and other judicial branches.

| ACTIVITY | DEPARTMENT | | | |
|-----------------------------|-----------------------------------|--------------------|-------------------------------|------------------|
| Court Administration | City Clerk & Court Administration | | | |
| EXPENSE BY DIVISION/Program | '12 Actual | '13 Adopted Budget | '13 Revised Budget as of June | '14 Budget |
| General Fund | | | | |
| COURT ADMINISTRATION | - | - | - | \$373,900 |
| REVENUE | | | | |
| GENERAL FUND SUBSIDY | - | - | - | \$373,900 |
| EXPENSE BY CATEGORY | | | | |
| PERSONNEL SERVICES | - | - | - | 175,010 |
| SUPPLIES | - | - | - | 4,400 |
| PURCHASED SERVICES | - | - | - | 8,110 |
| ADMINISTRATIVE OVERHEAD | - | - | - | 186,380 |
| Total Expense | - | - | - | \$373,900 |
| FTE | - | - | - | 3.00 |

CHANGES COMPARED TO PRIOR YEAR ADOPTED

- 175,010 Increase in personnel services for costs related to the creation of the Court Administration from the Municipal Court budget.
- 4,400 Increase in supplies for costs related to the creation of the Court Administration Division from the Municipal Court budget.
- 8,110 Increase in purchased services for costs related to the creation of the Court Administration Division from the Municipal Court budget.
- 186,380 Increase in administrative overhead for costs related to the creation of the Court Administration Division from the Municipal Court budget.

- Core Changes

- There are no core changes in this new division.

2,000 Funded Supplements
2,000 Increase in purchased services for training.

375,900 Total Change

OTHER INFORMATION

- Unfunded Supplements
 - There are no unfunded supplements in this division.
- Equipment Replacement
 - No equipment is scheduled for replacement in this division.
- Capital Projects
 - There are no capital projects associated with this division.