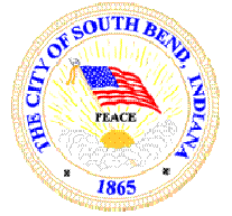


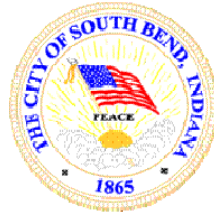
Budget Session III

Today's Agenda



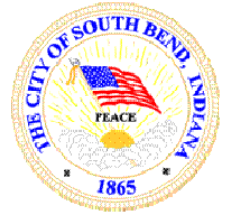
- City Clerk's Office – John Voorde – 4 pm
- City Council– Oliver Davis– 4:30 pm
- Transpo– David Cangany– 5 pm





City Clerk's Office

City Clerk's Office Budget Summary & Staffing Changes



No staff changes

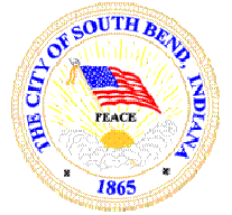
Revenue Expenditure Changes-

- Purchase of new copier/lease
- Upgrade cameras for recording equipment in conjunction with County and City for meeting purposes.
- There is an 60% increase in professional services to cover the updates to the City of South Bend Municipal Code due to increase activity.
- An 2% increase for printing and advertising publications of legal notices due to increase activity.



City Clerk's Office

2014 Accomplishments

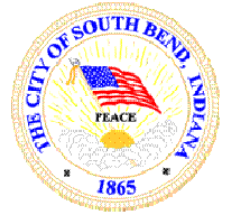


- Began live streaming of City Council meetings WNIT
- Began using Apple TV informal Council Meeting room & Chamber
- Streamlining of processes in Ordinance Violations in conjunction with Code Enforcement and Legal department collections outsource to agency for efficiency
- Have began the process of using electronic agendas
- Accepting electronic filings of bills and payments on online
- Continuing efforts to improve interactive support to Councilmembers and Council Attorney in their official duties
- Continuing to improve interface efforts between data systems and recording equipment within the City and County
- Currently working on efforts to improve security and risks within Clerk and Council areas
- Continuing efforts to organize electronically scan and preserve documents in the City Clerk's Vault to date year's 1952-Current.



City Clerk's Office

2015 Goals & Challenges

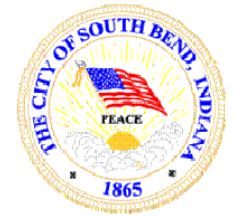


- Moving to a more paperless environment (training and troubleshooting of software and equipment)
- Updating the Municipal Code online and getting all older documents scanned & archived for proper storage to be preserved
- Continuing to work with IT to develop trouble shooting strategies for all Clerk/Council equipment and data interfacing with cross-training (including live feed WNIT)
- Continuing efforts to interface recording system of all City and County meeting
- Use of interactive electronic calendars within offices
- Risk management properly securing Clerk and Council office areas/meeting rooms
- Continuing efforts to increase efficiencies in Ordinance Violations in relation to proper reporting/record of collection between City departments
- Work with IT to develop more complete reports allowing analytical review
- Continue to meet state requirements of “open door” laws, efficient conduit of information requested by Councilmembers and the public



City Clerk's Office

Key Performance Indicators



Measure	Mayoral Goal	Type	2016 Long Term Goal	2013 Actual (if available)	2014 Estimated (if available)	2015 Target
Number of transactions preserved.	GG	Output	150	156	160	160
Number of laws passed by council	BE	Output	15	14	15	16
Number of meeting minutes recorded	ED	Output	150	146	150	155
Percentage of petitioners that file successfully.	GG	Effectiveness	95%	95%	96%	97%
Ordinance Violations processed.		Output	400	309	185	350

