



ADMINISTRATION **FY22 Budget Summary**

Mission

The mission of the office of the City Clerk is to provide the highest quality of support and an effective link between elected officials, administration and our community with integrity and teamwork. We are dedicated to fulfilling statutory duties, preserving records, ensuring a fair electoral process, enhancing communication and government transparency, and providing quality and professional services while maintaining the highest standards of ethics and integrity.

Program

The office of the City Clerk is responsible for preparing and administrating the operating budgets for the Clerk's office, Treasurer's office, elections and records management.

Personnel

City Clerk
Treasurer
Deputy Clerk
Aide to the City Clerk (*not budgeted for FY22*)
Aide to the Treasurer (*part-time budgeted for FY22*)
Volunteers

Significant Budget Changes

Expenses - There are two significant expense budget changes to the administration budget this year. The City Treasurer has included the estimated expense for a part time employee under finance. The City Treasurer has increased the property insurance by 15% as estimated by the insurance company.

Revenue – The tax revenue has increased for numerous reasons for FY20 including more cultivators and under budgeting excise tax for FY21 and adopting remote sales tax. For this reason, I have recommended through the Treasurer and the Mayor that the tax revenue for FY22 reflect the changes.

FY21-FY22 -Performance Goals, Objectives & Measures

For FY22

#1 FY22 Goal: To update the Cities Records Retention Schedule (RRS), provide training to staff, and implement the City wide Records Information Management (RIM) program.

#2 FY22 Goal: To implement a city-wide appeals policy and procedures.

For FY21 the City Clerk's office set two goals.
The goals were not met.

1. FY22 Goal: To finalize implementation the City wide RIM program. Objective:
To finalize the RIM program by adopting procedures and providing training for all departments and advancing the vital records program.

Measure:

- Establish the Deputy Clerk as the record coordinator.
- Establish policies and procedures.
- Provide training to all staff.
- Utilize our records management software.
- Establish a vital records policy with all department heads.

2. FY22 Goal: To implement a city-wide appeals policy and procedures.

Objective: to adopt ordinance changes to Houston Municipal Code that establishes a City-wide appeal policy. To adopt procedures and forms in the Clerk's office.

Measure:

- Revision of appeals throughout Houston Municipal Code.
- Create procedures and forms within the City Clerk's office.

Records and Information Management Project (RIM)

The City Clerk shall report annually to the Council to the program's effectiveness and its costs to the City. HMC 2.50.090 (B).

For FY2020, no City records were destroyed. The City has three (3) records holds at this time.

Program Costs	Budget	FY Expenses
COH FY21	2,410.00	1574.20

Records Requested 2020 January -December	Estimated Hours
14 * increase of 5	5.5 decrease of 1

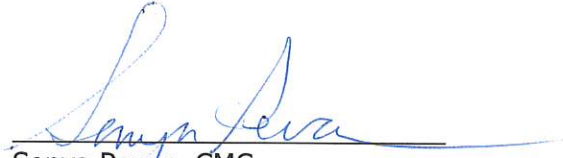
*4 records requests were filled, 2 partially filled, 8 denied or no record found.

Previous FY Years' Accomplishments

All accomplishments are attributed to the outstanding past and present Deputy Clerks and Volunteers who work in my office and who support the mission of the Clerk's office.

- Provided training and assistance to the Planning & Zoning and PARC Commission.
- Ensured public meetings were properly noticed in accordance with the law.
- Administered the City's regular election without issue.
- Researched election laws and best practices.
- Trained and implemented new voting machines.
- Provided training
- Managed the City's social media platform to engage the public.
- Served as the PIO.
- Processed all public records requests in a timely manner.
- Served as an advisor to the State for Local Government Model RRS 300.1.
- Ensured accurate sales and excise tax reporting.
- Processed business and excise licensees in a timely manner.
- Ensured ordinances were codified and accurately published in the codebook in a timely matter.
- Assisted the Mayor and Deputy Mayor in adopting and establishing a remote sales tax ordinance.
- Assisted the Mayor with over-the-counter property sales.

- Assisted departments with contract, bids and proposals.
- Administered the city's records policy pursuant to HMC 2.50.
- Created an index of the City's history of appointed and elected officials.
- Solidified procedures in the Clerk's office.
- Served as the City's PIO during COVID19



Sonya Pevan, CMC
City Clerk