



# Chief of Staff/Clerk of Council

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Council Briefing | October 2, 2023



# Chief of Staff/Clerk of Council Office

The Clerk of Council Office performs work related to the operation of the City and provides administrative direction and support for the legislative body. Many duties are prescribed by State and local law. Duties include recording and certifying official Council actions and records, notifying the public of Council meetings, administering the agenda preparation and publishing process, managing the boards and commissions appointment process, serving on the Sister Cities Commission, notarizing various city documents, and the Clerk is the official keeper of the City Seal.





# FY24 Staffing Summary

Allocated FTE Count: 3  
Vacancies: none



Providing support to 5 City Council Members, the public, all city departments, and nearly 40 boards and commissions.



# Budget

	FY20-FY22 ACTUALS			FY23 ADOPTED	FY24 ADOPTED
	FY2020	FY2021	FY2022	FY2023	2024
<b>Expenses by Division</b>					
Mayor and City Council Administration					
Clerk of Council	\$330,606	\$396,576	\$307,984	\$389,185	\$407,112
Sister City	\$22,737	\$5,154	\$19,144	\$30,000	\$15,000
Mayor and City Council	\$130,970	\$299,994	\$319,455	\$163,501	\$176,274
<b>MAYOR AND CITY COUNCIL ADMINISTRATION TOTAL</b>	<b>\$484,313</b>	<b>\$701,724</b>	<b>\$646,583</b>	<b>\$582,686</b>	<b>\$598,386</b>
Mayor and City Council Special Programs					
City Council Reserve	\$188,261	\$121,580	\$50,000	—	\$0
<b>MAYOR AND CITY COUNCIL SPECIAL PROGRAMS TOTAL</b>	<b>\$188,261</b>	<b>\$121,580</b>	<b>\$50,000</b>	<b>—</b>	<b>\$0</b>

- Going forward the budget will reference City Council budget since we do not operate under the strong mayor form of government.
- 3 cost centers; Sister Cities funds roll over



# What's New: Sister Cities

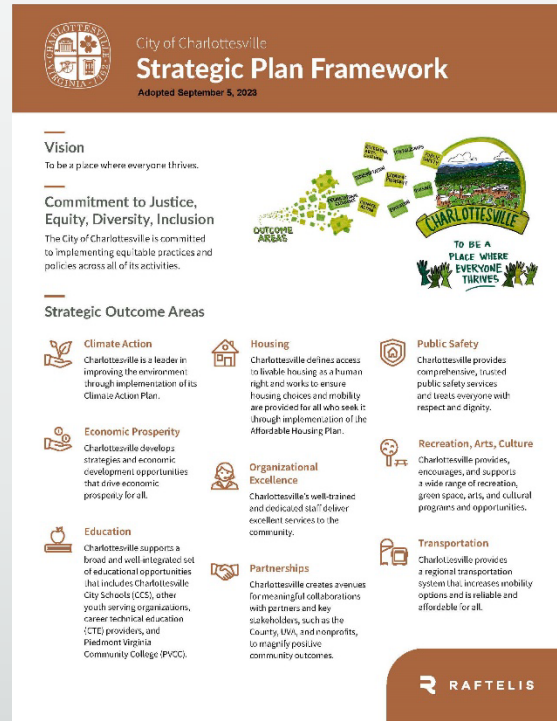
- 1) Pursuit of Sister City relationship with **Huehuetenango, Guatemala** (to add a Spanish-speaking Sister City)
  - Currently in Friendship City status until later in 2024
  - Invitation extended for delegation visit from Huehuetenango
- 2) Travel scholarships for visits to sister cities with a delegation or student group
  - Application process
  - Up to \$1,000
  - Post-trip report required





# What's New: Council/Clerk

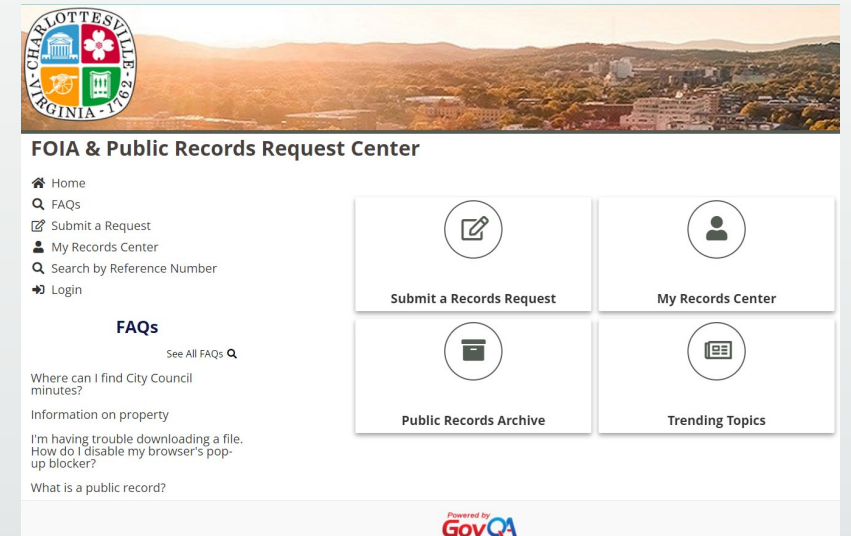
## Strategic Plan framework adopted September 5, 2023



## Boards and Commission recruitment cards



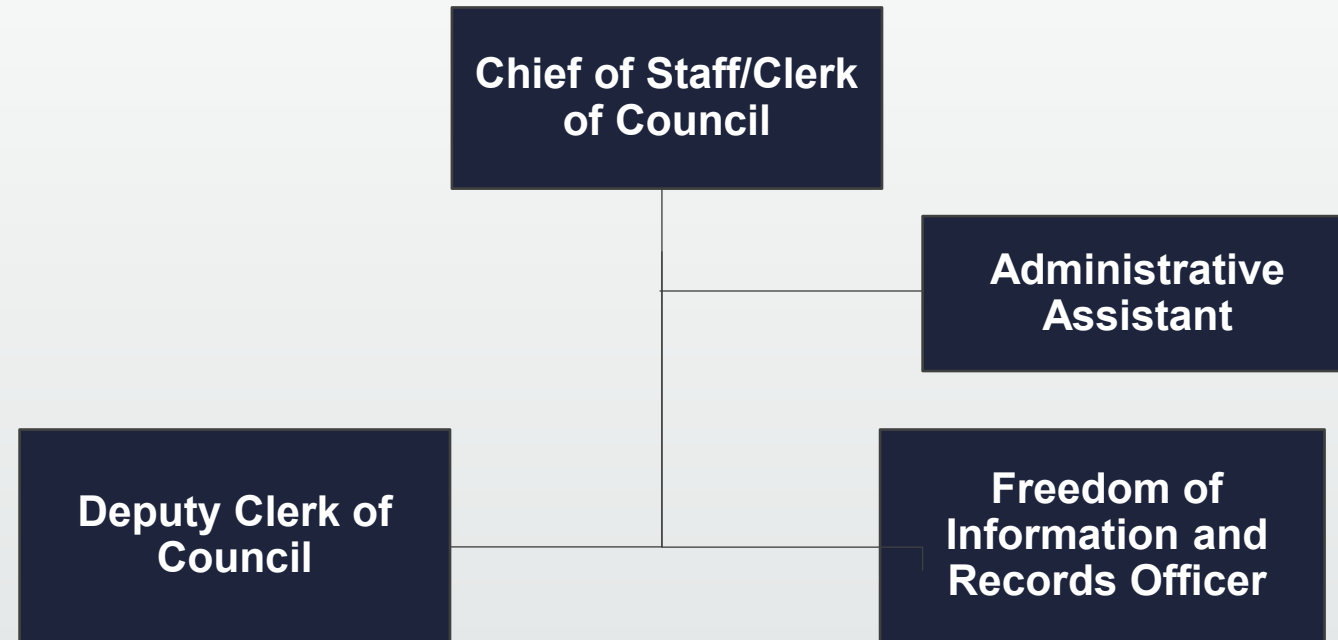
## Freedom of Information and Public Records Officer



(projected for beginning of calendar year 2024)



# Future Org Chart





# Success Factors

Chief of Staff/ Clerk of Council

## What does success look like for us?

- Providing Council members with timely and accurate support
- Compliant public meeting notices
- Timely agenda publishing
- Responsiveness to incoming calls, emails, and requests for documentation
- Conflict of Interests forms filing period compliance
- Accuracy in recordkeeping and certification of council actions
- Department objectives completed within budget
- Streamlined processes
- Continuous learning and development





# Challenges

Chief of Staff/Clerk of Council

- Staff capacity
  - High-demand office
  - Increased number of public meetings, FOIA requests, and requests for Council attendance/support
  - Stability – turnover in other departments often causes demand
- Agenda Management - timeliness reliant on input from departments
- Boards and commissions
  - Recruitment
  - Alignment with Strategic Plan
  - Follow-up on findings from Spring 2023 study
  - Sister Cities funding and direction
- Professional development and training
  - Clerk staff
  - Council
- Data analysis systems



# Opportunities

Chief of Staff/Clerk of Council

- Sister Cities
  - Annual grant opportunities for cultural projects with sister cities
  - Increased local visibility and education about sister cities
  - Determine feasibility of sister city relationship with Huehuetenango, Guatemala
- Clerk
  - Building capacity and a team that meets or exceeds the demands for compliance and support
  - Continuing to streamline procedures to optimize timeliness and accuracy
  - Seeking tools and opportunities to implement data analytics
  - Continuous learning for clerk and staff
- Council
  - Legislative Agenda
  - January Organizational Meeting and Retreat
  - Training through membership organizations
  - Future budget meetings

# QUESTIONS?

