

# City Clerk's Office

## 2014 Annual Report



City of Lawrence

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## Operational Overview

The City Clerk's Office is a division of the City Manager's Office and is staffed by the Assistant to the City Manager, the Acting City Clerk, a Software Specialist, and an Administrative Support person. The current Acting City Clerk is the city's Freedom of Information Officer and manages the retention, maintenance and access to official city records.

The City Clerk's Office records the proceedings of and actions taken by the City Commission, and executes documents approved by the City Commission.

The City Clerk's Office supports city elections by certifying vacant seats to the County Clerk, receiving candidate filings, and coordinating with the County Election Officer. The current Acting City Clerk administers oaths of office for elected officials and employees.

Numerous city licensing and permitting processes are administered by the Clerk's Office, and the Office coordinates public notices, legal publications, and public bid openings for city departments.

Clerk's Office staff members also manage special projects at the direction of the City Manager.

## 2014 Business Highlights

City Clerk's Office accomplishments in 2014 include:

- Coordinated the City's response to **66 requests for public records**
- Administered **681 licenses and permits**
- Collected **\$115,680** in **licensing and permitting fees**
- Placed over **\$2.4 million of special assessments** on the tax rolls

More details on the 2014 accomplishments of the City Clerk's Office are included in this report.

## Licensing and Permitting

The City Clerk's Office administers the licensing and permitting processes for non-construction/trades businesses and other activities. The following table details the different licenses and permits administered by the Clerk's Office and the current number of each type as of 2014 year-end.

License, Permit and Registry Types	Current Number Issued
Alarm Companies	22
Liquor Licenses, all types	165
Cereal Malt Beverage (CMB), all types	50
Temporary Liquor Permit	20
Dangerous Dog	5
Domestic Partnership Registry	62
Falconry Permit	1
Going out of Business	3
Ice Cream Vendor	1
Merchant Security, Company & Officers	149
Mobile Food Vendor	3
Mobile Home & Manufactured Housing Park	13
Pawnbroker/Precious Metal Dealer	11
Scrap Metal Dealers Registration	3
Sidewalk Dining	41
Sidewalk Sales	20
Solicitors/Peddlers/Transient Merchants	48
Street Vendors	2
Taxicabs and Pedicabs	23
Tree Trimmers	39
<b>Total</b>	<b>681</b>

### Domestic Partnership Registry Update

The City Clerk's office administers the Domestic Partnership Registry. In 2014, **10 couples** were added to the registry. There are currently **62 couples** on the registry.

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Total active alcohol licenses at year-end:

*On premises CMB: 14*

*Off premises CMB: 36*

*On premises liquor: 140*

*Off premises liquor: 25*

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## Open and Transparent Government

The Acting City Clerk is designated as the city's Freedom of Information Officer responsible for coordinating the city's responses to requests for public records and ensuring compliance with the Kansas Open Records Act. The City Clerk's office staff advises and assists city departments on requests for public records. In 2014, the Clerk's Office coordinated response to **66 open records requests**. The Clerk's Office also serves as a resource to city departments, citizens and businesses by responding to numerous inquiries and informal requests for information and documents. Staff members in the Clerk's Office prioritize responsive customer service by promptly responding to all questions, inquiries and formal requests.

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The City of Lawrence responds to requests for public records in compliance with the Kansas Open Records Act (KORA).

For more information, please visit the City Clerk's Office online at [www.lawrenceks.org/city\\_clerk/public\\_records\\_request](http://www.lawrenceks.org/city_clerk/public_records_request)

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## Tax Certifications and Exemptions

Each year the City Clerk's Office certifies to the County Clerk the special assessments to be placed on the property tax rolls for the following tax year. In 2014, a total of **\$2,481,911 in special assessments** was placed on the tax rolls. The City Clerk's Office responds to numerous inquiries from real estate agents and prospective buyers about specials owed on properties throughout the city, and processes pre-payments for special assessments that have not yet been placed on the tax rolls. The Clerk's Office processed payoffs on **68 parcels** in 2014, totaling **\$194,274** in special assessment payments.

The City Clerk's Office coordinates the tax payments and exemptions for city-owned properties. While most city property is exempt from property taxation, certain properties titled to the city, such as properties for which industrial revenue bonds have been issued, are subject to taxation. In those cases the companies receiving the bond proceeds are responsible for the payment of the property taxes, and the City Clerk's Office ensures that the property tax bills are received and paid by the responsible parties.



## Support for the Governing Body

The City Clerk's Office supports the activities of the Lawrence City Commission, including attending public meetings, maintaining a record of the proceedings and actions, filing ordinances and resolutions, coordinating city election filings, and executing documents, such as contracts, approved by the City Commission.

The City Clerk's Office coordinates the publication of legal notices, ordinances, and other items in the newspaper of record. As a measure of 2014 activity in this function, the City Commission adopted **95 ordinances** and **45 resolutions**, and the City Clerk's Office oversaw \$32,000 worth of publication activity.

	2011	2012	2013	2014
Number of City Commission meetings	47	46	46	45
Average length of City Commission meetings	2 h 23 m	2 h 30 m	2 h 50 m	3 h 10 m
Pages of meeting minutes produced	724	1000	1140	1654
Minutes approved without correction	96%	96%	95%	100%

### City Commission Archive

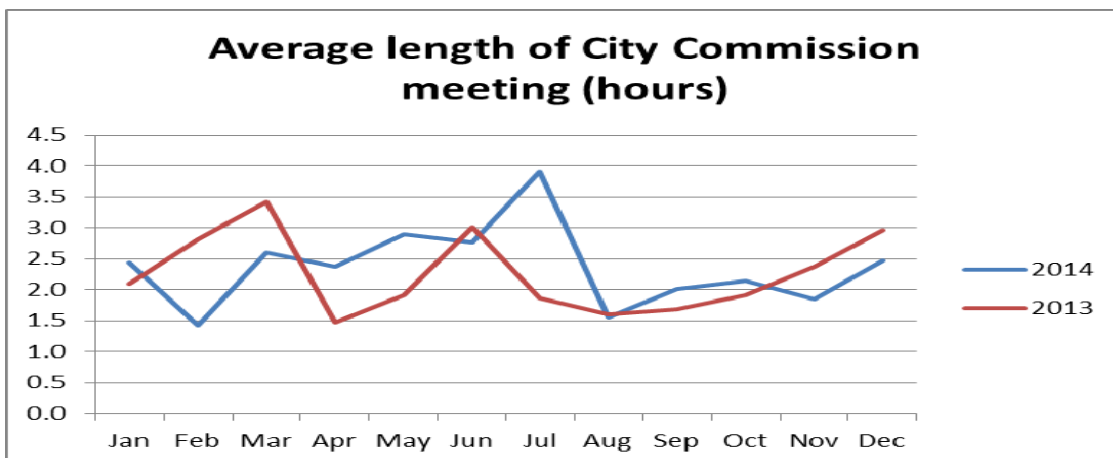
City Commission meeting minutes are made available to the public on the City's website. In 2014, the City Clerk's office added **historical minutes from 1929 to 2000** to the website.

In order to preserve the historical proceedings of the City Commission, The Clerk's Office **converted 210 VHS tapes** containing City Commission meetings to DVD format in 2014.

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And  
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## Records Management

The City Clerk's Office maintains the official records of the city, including City Commission meeting minutes, ordinances, resolutions, bond issuance documents, election-related documents, certain license/permit records, and various other records. In 2011, the Office undertook a project to outsource long-term storage of records which had previously been kept at the city's Solid Waste Annex North (SWAN) building. The Clerk's Office now manages the vendor contract and supports departmental operations through the coordination of the records retrieval and filing processes. The following tables detail the number of filing file storage vendor services coordinated by the Clerk's Office in 2014, and the volume of records stored in the vendor's system.

For information on open records, elections, agendas and minutes, licenses and permits, special assessments, and more, please visit the City Clerk's Office online at [www.lawrenceks.org/city\\_clerk](http://www.lawrenceks.org/city_clerk)

### 2014 File Storage Services Coordinated by the City Clerk's Office

Service Types	Count
Added storage box	141
Pickup/Delivery	247
Pull files	74
Refile files	288
<b>Total</b>	<b>750</b>

### Volume (cubic feet) of outsourced records storage at year-end

Department/Division	2012	2013	2014
Building Safety	269.0 cf	265.5 cf	263.5 cf
Building Safety (rolled plans)	1,114	1,111	1,112
City Attorney	253.3 cf	253.3 cf	265 cf
City Clerk	98.7 cf	122.9 cf	124.9 cf
City Manager	100.7 cf	100.2 cf	99.8 cf
Code Enforcement	5.0 cf	5.0 cf	5.0 cf
Finance	265.4 cf	279.5 cf	321.7 cf
Human Resources	182.8 cf	169.6 cf	186.1 cf
Information Technology	2.4 cf	2.4 cf	2.4 cf
Municipal Court	81.4 cf	75.4 cf	113.4 cf
Planning	93.5 cf	93.5 cf	93.5 cf
Risk Management	32.6 cf	53.9 cf	53.9 cf
Utility Billing	151.5 cf	191.6 cf	289 cf
<b>Total Volume of Stored Records</b>	<b>1,536.3 cf</b>	<b>1,612.8 cf</b>	<b>1,818.2 cf</b>
<b>Total Number of Rolled Plans</b>	<b>1,114</b>	<b>1,111</b>	<b>1,112</b>