

City of Hoboken CY 2017 Introduced Budget

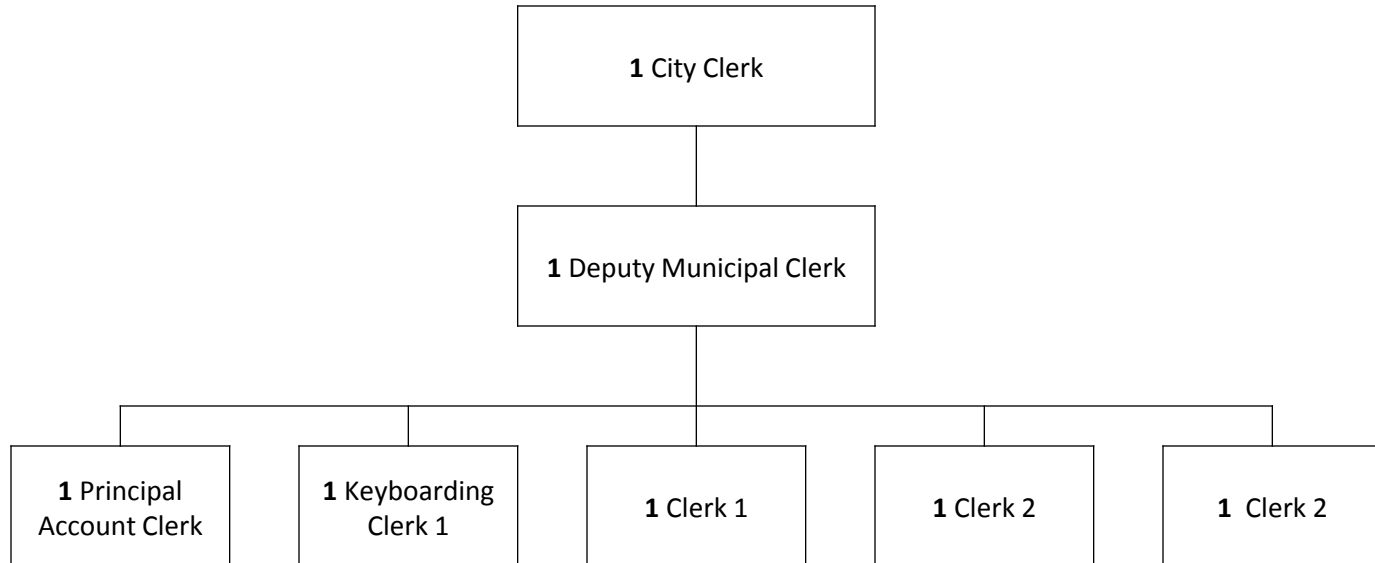
City Clerk's Office

City Clerk's Office

Responsibilities

- Secretary to the Municipal Corporation
 - Custodian of the Municipal Seal
 - Attest to the signatures of municipal officers and officials
- Secretary of the Governing Body
 - Agenda preparation for every meeting (s)
- Legal Advertising
- Chief Registrar of Voters
 - Handle all Elections
 - Voter Registration forms
 - Change of Party Affiliations
- Open Public Records Act (OPRA)
- Records Coordinator – Records Retention

City Clerk's Office Organizational Chart



City Clerk's Office

Employees

- Total number of employees (2017): 7
- Total number of employees (2016): 7
- Total number of employees (2015): 7

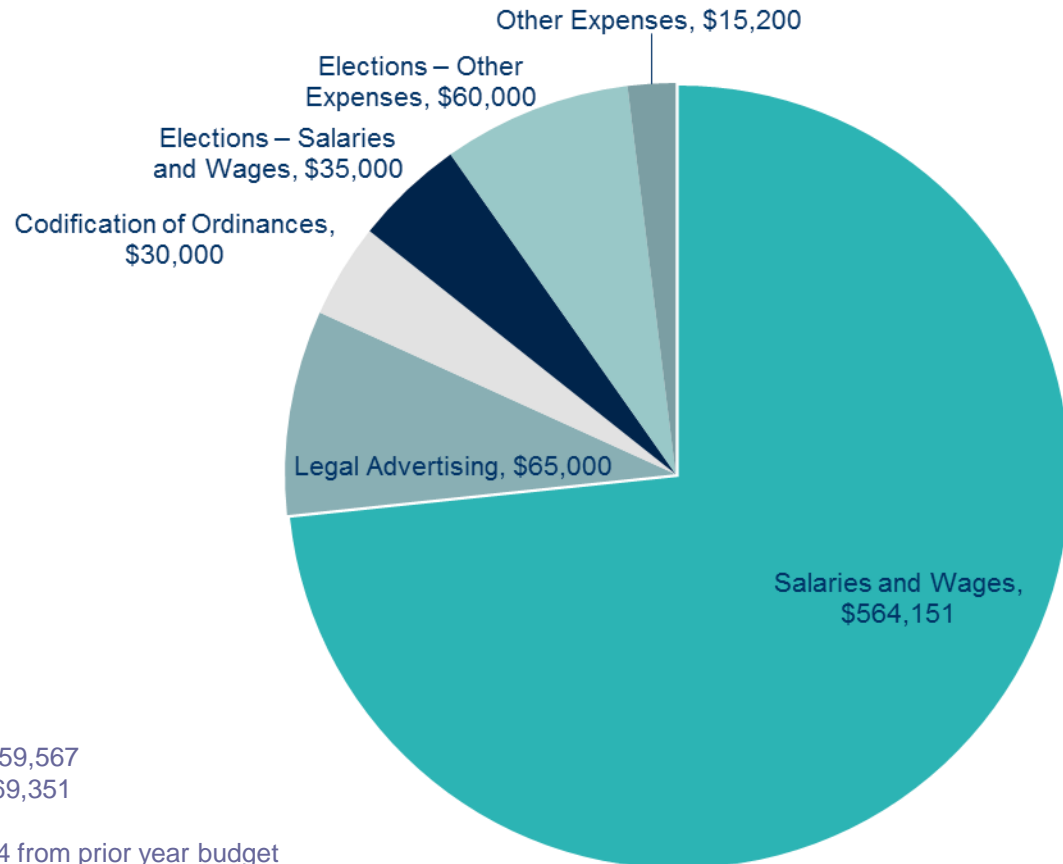
To the extent that internal case loads increase due to OPRA requests, it may become necessary to hire additional staff.

City Clerk's Office

OPEN PUBLIC RECORDS ACT

- Receive approximately 2,500 – 3,000 requests per year (200/month)
- Work with Corporation Counsel's office to receive legal advice including legal research and drafting legal memorandums
- Coordinate with Corporation Counsel and Special Counsel to represent the City Clerk at the Government Records Council (5-10/year) and matters brought before the Superior Court (5-10/year)

City Clerk's Office Budget



Total for 2017 = \$759,567
Total for 2016 = \$769,351

Decrease of \$9,784 from prior year budget

City Clerk's Office Budget

| Function | 2016 Budget | 2016 Paid or Charged | 2017 Budget | Difference Over Prior Year |
|--------------------------------|------------------|----------------------|------------------|----------------------------|
| Salaries and Wages - Regular | \$544,151 | \$522,407 | \$534,367 | -\$9,784 |
| Salaries and Wages - OT | \$20,000 | \$18,877 | \$20,000 | \$ |
| Legal Advertising | \$65,000 | \$61,109 | \$65,000 | \$0 |
| Codification of Ordinances | \$30,000 | \$6,530 | \$30,000 | \$0 |
| Elections – Salaries and Wages | \$35,000 | \$26,798 | \$35,000 | \$0 |
| Elections – Other Expenses | \$60,000 | \$55,566 | \$60,000 | \$0 |
| Other Expenses | \$15,200 | \$8,513 | \$15,200 | \$0 |
| Total | \$769,351 | \$699,800 | \$759,567 | -\$9,784 |

Material Differences From Prior Year

City Clerk's Office

Municipal Boards

- The Clerk's office works with each Municipal board to advertise and post the agendas on the City website, the bulletin board and legal advertising for annual meetings and special meetings
 - **Historic Preservation Commission**
 - **Shade Tree Commission**
 - **Alcohol Beverage Control Board**
 - **North Hudson Sewerage Authority**
 - **Planning Board**
 - **Zoning Board**
 - **Housing Authority**
 - **Library Board**
 - **Rent Leveling and Stabilization Board**

What Keeps Me Up At Night
