

City Clerk Procedure Manual

Where do I start?



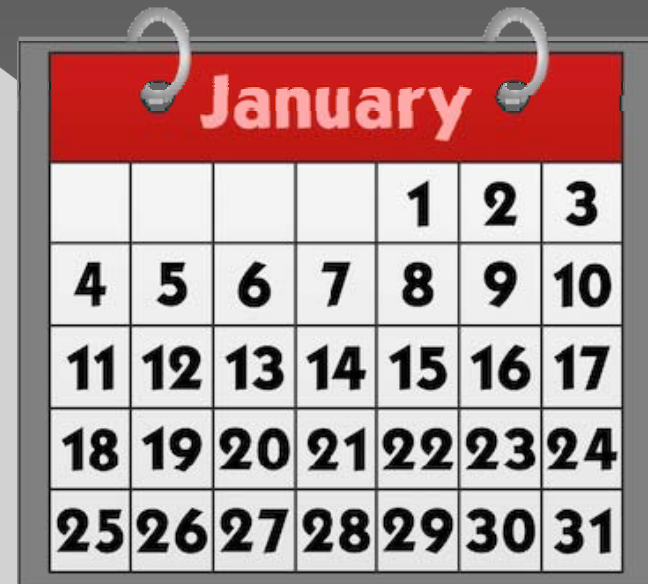
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City of Caldwell

Step #1

- Review your processes & procedures on a monthly basis
- Organize a duties “wheel” for the year

What tasks do you do in certain months?

What tasks do you do routinely each week and daily?



Step #2

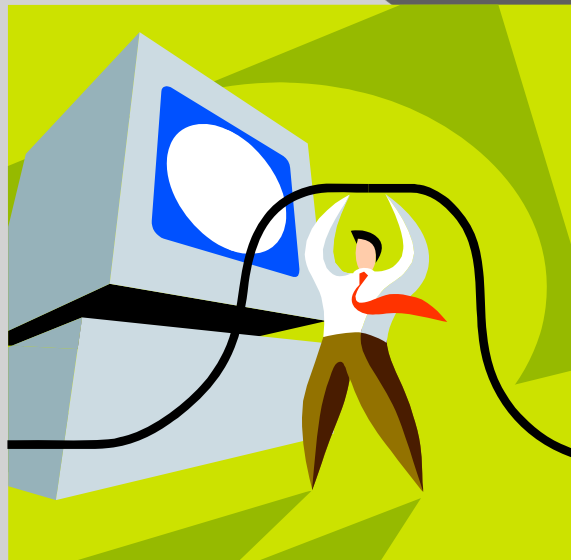
- ◉ Organize your tabs electronically
 - Based on areas of responsibility
 - Reference your job description
 - Reference your city code
 - Yearly, monthly and daily duties

Step #3

- ◉ As the issues come forward on your yearly “wheel” as well as monthly/daily tasks, fill in your electronic tabs:
 - > What was the process you followed?
 - > What were the forms you used?
 - > Are there on-line links?

Step #4

Now begin formulating your
Procedure Notebook . . .



Ideas:

- Definitions & Explanations
- Cemetery Issues
- City Council Procedures
& Follow-up

Ideas:

- ◉ Committee & Boards
 - > Booklet for members
 - > Appointments
 - > Certificates

Ideas:

- Budget, purchasing, contracts, franchise management
- Licensing & Permits
 - › Applications (templates)

Ideas:

- Municipal elections
 - > Community Info. Mtg?
 - > Oath of Office?
- Public Records Requests and Records Management

Ideas:

- Tort Claims (Risk Mgmt)
- Surplus Property
- Vehicle, Buildings and Equipment Insurance

Ideas:

○ Miscellaneous

- › ADA & Title VI Coordinator
- › Local Improvement Districts
- › Notary Issues
- › State of the City Address
- › Grants & Award Applications

Other Cities . . .

- Pocatello City Clerk Manual
- Rexburg City Clerk Manual

Remember . . .

- Compiling the information is a process . . .

> **Don't be in a rush!**

Remember . . .

- ◎ This is a **WORKING** document which requires routine review & updates

Questions & Discussion

