



City of Hoboken CY 2018 Introduced Budget

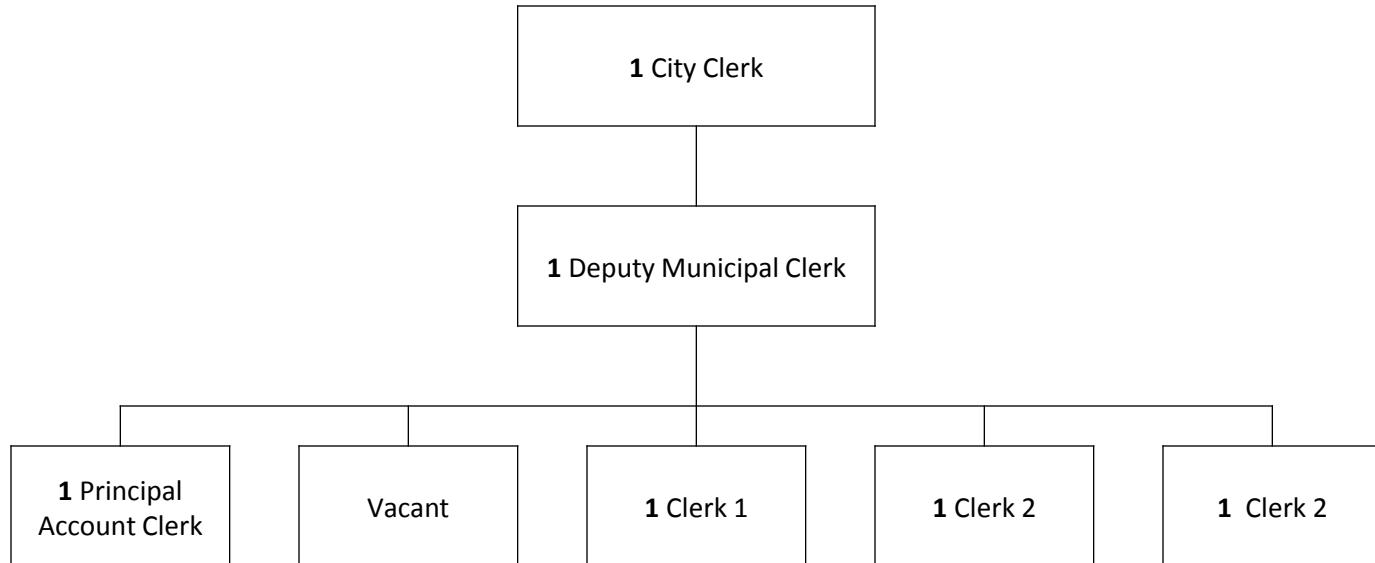
City Clerk's Office

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 (2018): 6
- Total number of employees (2017): 7
- Total number of employees (2016): 7

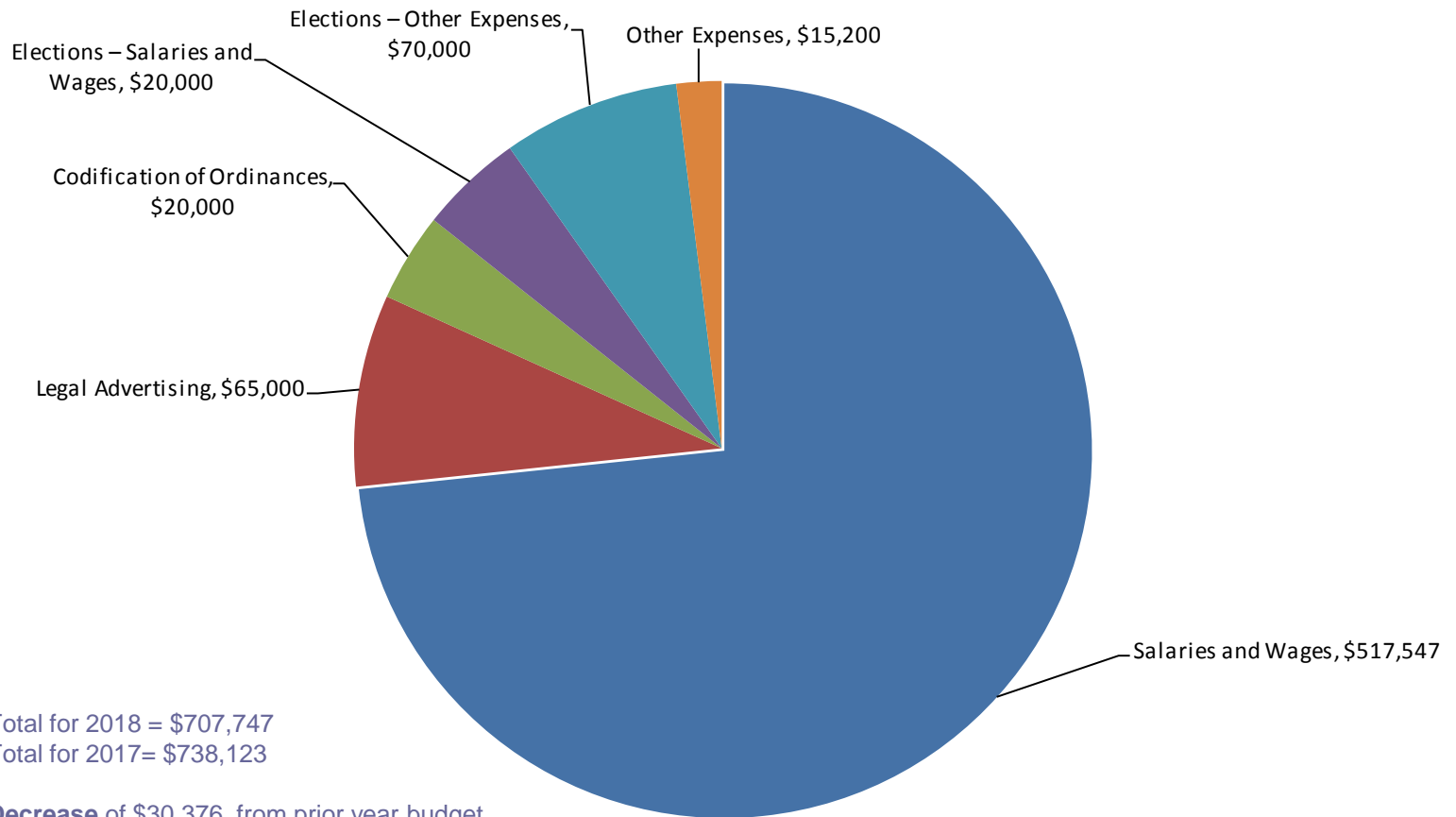
To the extent that internal case loads increase due to OPRA requests, it may become necessary to hire one (1) additional staff.

City Clerk's Office

OPEN PUBLIC RECORDS ACT

- Receive approximately 1,500 – 2,000 requests per year (145/month) currently 330/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) & matters brought before the Superior Court (5-10/year)

City Clerk's Office Budget



City Clerk's Office Budget

Function	2017 Budget	2017 Paid or Charged	2018 Budget	Difference Over Prior Year
Salaries and Wages - Regular	\$532,923	\$532,923	\$517,547	-\$15,376
Legal Advertising	\$65,000	\$49,580	\$65,000	\$0
Codification of Ordinances	\$20,000	\$13,039	\$20,000	\$0
Elections – Salaries and Wages	\$35,000	\$23,359	\$20,000	-\$15,000
Elections – Other Expenses	\$70,000	\$67,978	\$70,000	\$0
Other Expenses	\$15,200	\$13,233	\$15,200	\$0
Total	\$738,123	\$700,112	\$707,747	-\$30,376

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?