

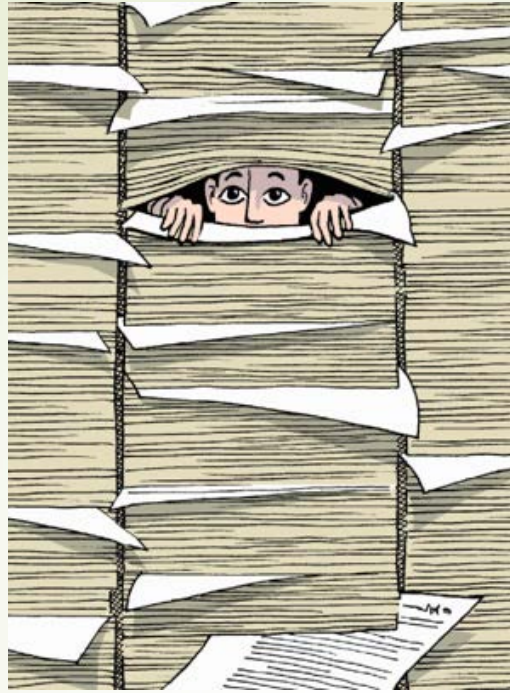


# Recorder's Office

Business Licensing

Information Systems

Communities that Care



## What is a "Recorder"?

The position of City Recorder is a statutory position, meaning Utah law requires every city or town to have a recorder or clerk. The Municipal Clerk is the oldest of public servants in local government. The profession traces back before Biblical times. The City Recorder is responsible for all records relating to the business of the City.

The Tooele City Recorder also serves as the City Election Officer, the Purchasing Agent, the Certified Records Officer, and notary public.



# What is all that Paper?

- Contracts
- Resolutions
- Ordinances
- Minutes
  - City Council
  - Planning Commission
  - North Tooele City  
Special Service District
- Agendas
- Recordings
- Certificates
- Deeds
- Correspondence
- Oaths of Office
- Claims
- Appeals
- Complaints
- GRAMA Requests
- Interesting Records
- Historical Records



# Budget

- ▶ Training                    \$1,700
  - ▶ Utah Municipal Clerk's Association Annual Conference
  - ▶ Business License Annual Conference
  - ▶ Notary Renewals
  
- ▶ Office Expense    \$2,000



# Business Licensing

Commercial Businesses (575) Home Occupations (594)

Food Trucks (15) Transient/Itinerants (Door-to-door sales)(19)

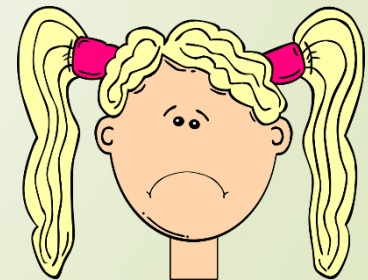
Serves as Deputy Recorder and Notary

Prepares Agendas, Notices, Council Packets, Lots of Filing,  
and Posts Documents to the State Website



Business licensing's budget gets lumped in with the Recorder's Office, so no budget is requested!

Business licensing brings in revenue through licensing fees. However, the state legislature passed a new law that home occupations no longer need to pay a licensing fee. This results in almost \$24,000 in lost revenues.





# Information Systems (I.S.)

Work Stations

Radios

Monitors

Licensing

Telecommunication Systems

Phones

Networks

Updates

IPads

Servers

Security Systems

Applications

Keyboards

Software

Client Support

Repairs

All this, servicing ALL departments within the City, with only 1 full time employee and 1 part time consultant!

# I.S. Budget

Subscriptions/Membership	\$200
Travel & Training	\$1,500
(slight increase to keep up with changes in technology)	
Offense Expense	\$200
Operation/Maintenance	\$50,470
(Need to migrate our electronic data to a new company. Also would like to purchase firewall maintenance and security educational software.)	
Wireless Communications	\$1,400
TecServe	\$87,360
(Contract Consultant is asking for an increase. Haven't increased this contract for 5 years.)	
Beehive Wireless	\$6,200
Tyler Contract	\$26,200
Special Department Supplies	\$1,700
Licensing	\$5,112
(Significantly down from last year)	
Miscellaneous Equipment	\$510
Office Furniture & Equipment	\$38,500

Because of the high demand for services from our I.S. department, we would like to request an additional employee. We realize that there are many budget requests so our request would be prioritized in this order: a part-time employee, an intern, a season employee, then an over-time budget allotted.





# Communities that Care (CTC)



Committed to the best available prevention research, programs, and practices to create synergy in our goal to help raise healthy and successful youth.

- Cost Benefit Ratio = \$5.31 for every \$1 invested.
- Only area in the State of Utah to decrease in suicide-related risk factors in 2017.
- 30 day use-rates for the following substances have substantially decreased since 1999:

	Alcohol	Cigarettes	Marijuana
1999	25.2%	12.7%	11.5%
→ 2017	6.3%	2.4%	6.0%

# CTC Budget:

**No budget increase requested**

➤ **Safe & Drug Free Schools**

**\$14,500**

*Provides for implementation, monitoring, and support of programs including Second Step, Life Skills Training, Teacher Recognition, Suicide prevention and post-vention.*

➤ **Family Programs / Guiding Good Choices**

**\$4,000**

*Provides for implementation and supports of Guiding Good Choices Classes & strategies to increase family bonding and reduce conflict. Program is adding Mental Health First Aid for no additional requested funds to the budget.*

➤ **Travel & Training**

**\$7,479**

*Allows CTC Staff to learn most current and effective strategies and practices. Strengthens collaboration between local agencies and creates synergy in community change.*

➤ **Special Departmental Supplies**

**\$4,540**

*Provides for supplemental program supplies, I.T. needs and upgrades, and miscellaneous needs as they arise*

# General Building Needs

Phones	\$50,000	Copy Machine	\$13,000
Cameras/DVR	\$20,000	Projector/Sound and Video System	\$20,000 – 50,000
City Hall Repairs/Maintenance	\$		

The phone system is so outdated that we can no longer get replacement parts for it.

The main copy machine for the building is about 18 years old and has made about 1,700,000 copies.

The security cameras and DVR need to be replaced.

The Council Chambers needs updated equipment (projector and sound and video systems).

The City Hall building is in need of repair – the carpet is old and ripped, there are some holes in the walls, and the building needs to be painted.