



# Office of the City Clerk

Jacob Quinn, City Clerk

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# Office of the City Clerk

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## IC 36-4-10-4

Sec. 4. The clerk shall do the following:

- (1) Serve as clerk of the city legislative body under [IC 36-4-6-9](#) and maintain custody of its records.
- (2) Maintain all records required by law.
- (3) Keep the city seal.
- (4) As soon as a successor is elected and qualified, deliver to the successor all the records and property of the clerk's office.
- (5) Perform other duties prescribed by law.
- (6) Administer oaths when necessary in the discharge of the clerk's duties, without charging a fee.
- (7) Take depositions, without charging a fee.
- (8) Take acknowledgement of instruments that are required by statute to be acknowledged, without charging a fee.
- (9) Serve as clerk of the city court under [IC 33-35-3-2](#), if the judge of the court does not serve as clerk of the court or appoint a clerk of the court under [IC 33-35-3-1](#)

# Office of the City Clerk

## Chapter 2, Article 1, Division 3, Section 2-11 Clerk's Election, Term of Office, and Duties.

- (a) The Clerk shall be elected in the same manner as the Mayor.
- (b) The Clerk shall take office at twelve noon on the first day of January following his election, and shall serve for four years and until a successor is elected and qualified pursuant to *I.C.*, 36-4-10-3.
- (c) The Clerk shall perform the duties assigned by *I.C.*, 36-4-10-4, and other such duties as the Common Council, may, by ordinance, require.
- (d) Pursuant to *I.C.*, 33-35-3-2, as the same may be amended from time to time, the City Clerk is the Clerk of the City Court, and as such, shall carry out the following duties:
  - (1) The Clerk shall give bond payable to the City in the penal sum of \$1,000, with surety to be approved by the Mayor and conditioned on the faithful and honest discharge of the Clerk's duties.
  - (2) The Clerk may administer oaths.
  - (3) The Clerk shall:
    - a) Issue all process of the Court, affix the seal of the Court to the process, and attest to the process:
    - b) Keep a complete record and docket of all cases showing:
      - i) The name of a person who was arrested and brought before the Court;
      - ii) The disposition of the case; and
      - iii) An account of the:
        - 1. Fees;
        - 2. Fines;
        - 3. Penalties;
        - 4. Forfeitures;
        - 5. Judgments;
        - 6. Executions;
        - 7. Decrees; and
        - 8. Orders; in as near to the same manner as the records are kept by the Clerk of the circuit court: and
    - c) Collect all:
      - i) Fees;
      - ii) Fines;
      - iii) Penalties and forfeitures;
      - iv) Judgements;
      - v) Executions; and
      - vi) Money; accruing to the City from the enforcement of ordinances
  - (4) At the close of each week, the Clerk shall make and deliver to the Controller a written report of all cases in which the Clerk has received or collected any fines or forfeitures due the City. The Clerk shall then pay over the money to the Controller and take a receipt for the payment.
  - (5) At the end of each month, the Clerk shall make out and deliver to the County Treasurer of the county in which the City is located a written report of all cases in which the Clerk has received or collected any fines or forfeitures due the state during the month and pay to the County Treasurer all fines or forfeitures collected, taking a receipt for the payment.
  - (6) The Clerk shall deposit all court costs collected by the Clerk in accordance with *I.C.*, 33-37-7-12. The Clerk shall distribute the state and county share of court costs collected in accordance with *I.C.*, 33-37-7-8.
  - (e) Pursuant to *I.C.*, 36-4-10-2.5, space shall be made available for the Clerk, Clerk's staff and records maintained by the Clerk's office.
  - (f) Copies of all notices of all public meetings of all subdivisions of the City shall be filed with the Clerk.



# Office of the City Clerk

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## Chapter 3, Article 1, Division 2, Section 3-27 Clerk of the Council

(a) The City Clerk shall serve as clerk to the Common Council. The Clerk shall be responsible for:

- (1) Taking and keeping of minutes of all regular and special meetings of the Common Council;
- (2) Maintaining all of the official records of the Common Council including all ordinances, resolutions and orders passed by the Common Council;
- (3) Providing the Budget Committee or its subcommittees of the Common Council all information it may request with regard to the finances of the City;
- (4) Preparing the agenda of the Common Council and causing it to be delivered to all members of the Common Council and the Mayor as well as those media who have requested such notifications, no less than six (6) calendar days prior to the date on which the Council meeting to which the agenda applies is held, except in the case of a special or emergency meeting held pursuant to City Code Section 3- 21(c) or (d), in which case the meeting agenda shall be delivered no less than forty eight (48) hours before the start of such meeting unless emergency circumstances require otherwise;

(5) Preparing an ordinance or resolution from those ordinances and/or resolutions which may from time to time be requested by members of the Common Council.

(b) The Clerk shall be empowered to delegate to employees of his or her office the aforesaid responsibilities and shall, if necessary, include a budget request to the Common Council, remuneration for such assistance from the budget of the Common Council. The Clerk shall perform all those other responsibilities set forth in the Indiana Code as regards his or her relationship to the Common Council.



# Office of the City Clerk In a Nutshell

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- **Provide Exceptional Service**

- Internally and Externally

- **Transparency**

- Contracts, City Code, Public Meeting Notices, Agendas, Recordings of Public Meetings, Meeting Minutes, Bid Advertisements, etc.





## 5 Full Time

- City Clerk and 4 Deputy Clerks
- 2 Clerks dedicated to Court Business
- 2 Clerks with varied responsibilities
- **Total Budget Request - \$764,062.00 (8% decrease)**

# Training

- AIM
- Indiana League of Municipal Clerks and Treasurers
- International Institute of Municipal Clerks
- Laserfiche
- OpenGov
- Babbel
- Fred Pryor Seminars

**Total Budget Request - \$22,100**

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Training allows our office to hone our skill sets, utilize technology more efficiently, stay informed about evolving laws and requirements, and collaborate with other municipalities on best practices

# Core Functions

- Ordinance Codification
- Meeting Recording/Streaming for the City Council
- Recording Fees
- Publication of Legal Ads
- Legal Fees
- OpenGov

- **Total Budget Request - \$96,000**

These items help us achieve compliance with State and City Code while providing transparency and efficiency to taxpayers



# Everything Else

These items include scanners and printers, equipment maintenance contracts, printed material, office supplies, postage, hardware and furniture

- **Total Budget Request - \$38,900**
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# Summary

## **2025 City Clerk Budget– \$921,062**

Program Budget – \$ 157,000

Personal Services – \$ 764,062

This represents a \$91,330 or 9% decrease from  
FY24