



City of Kimberly
City Clerk's Office

Comprehensive Plan 2011

- 
- Statutory
 - Employee Resources
 - Citizen Relations



- Statutory

The City Clerk is responsible for the preparation, execution, and archiving of all City Council documents as prescribed by State Law and City Code.



- Employee Resources

The City Clerk's Office is the contact point for employees for information regarding their Payroll and Benefits.



- Citizen Relations

The City Clerk's Office is the point of first contact for many Citizens.

Current Projects

- Meter Input
- Library Liaison
- MYAC
- Community Involvement



Upcoming Projects

- Equipment Inventory System
- Ordinance & Resolution Review
- Personnel Manual Update
- Wellness Plan
- Safety Team
- Community Information Center /
Citizen water Meter Education



Wild Dreams

- Community Ed
- Summer Park Performances
- Electric Car

Physical/Equipment	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Copier / BizHub	\$8,186.85					
Printers - Cash Receipting		\$				
Printers - CC	from Rob					
Printers - DCC			\$			
Computer - Front Counter	from Rob					
Computer - DCC		\$750				
Computer - CC			\$750			
Computer - AA		\$1,050				
Laptop w/dock			\$1,500			
Camera						
Programs						
Phones		\$540				
Small Equip. (Calculators...)						

Staffing	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Deputy City Clerk						
Windows Class		X				
Basic Excel Class		X				
Intermed. Excel Class						
Business Writing			X			
Technical Writing						
General Business Law						
Conference - Clerks	X	X	X	X	X	X
Conference - Various / Customer Service	X	X	X	X	X	X
Webinar - Laserfiche	X	X	X	X	X	X
Webinar - Caselle	X	X	X	X	X	X
Webinar - Sensus	X	X	X	X	X	X
Webinar - Various / Business / Programs	X	X	X	X	X	X
City Clerk						
Human Resource Development Certificate						
Foundations of HR Development		X				
1 of 4 courses			X			
1 of 4 courses				X		
1 of 4 courses					X	
1 of 4 courses						X
Conference - AIC / Clerks	X	X	X	X	X	X
Conference - Various / HR / Supervisor	X	X	X	X	X	X
Webinar - Laserfiche	X	X	X	X	X	X
Webinar - Caselle	X	X	X	X	X	X
Webinar - Sensus	X	X	X	X	X	X
Webinar - Various / Business / Programs	X	X	X	X	X	X

Intern (High School)

Webinar - Laserfiche	X	X	X	X	X
Webinar - Caselle	X	X	X	X	X
Webinar - Sensus	X	X	X	X	X
Webinar - Various / Business / Programs	X	X	X	X	X
Admin. Assistant (19hrs/week)					
Webinar - Laserfiche				X	X
Webinar - Caselle				X	X
Webinar - Sensus				X	X
Webinar - Various / Business / Programs				X	X
Conference - AIC / Clerks					X