

	CITY OF TRAVERSE CITY ADMINISTRATIVE ORDER TITLE: Clerk's Department Functions	POLICY NO: AO-03
		SUBMITTED BY: Penny Hill
		APPROVED BY: 
Adopted Date: 11-03-2017 Effective Date: 11-03-2017 Supersedes No: 278 dated Sep 9, 2008 Procedure Reference No: N/A		HISTORY: Initial Adoption Date: Sep 9, 2008 Amended Date: October 2010 Amended Date: 11-03-2017

I hereby certify that this Administrative Order was authorized by the City Manager for the City of Traverse City, Governmental Center, 400 Boardman Avenue, Traverse City Michigan.



Martin Colburn, City Manager

11-3-2017

Date

- I. Purpose:
The purpose of this Administrative Order is to comply with Section 39 of the Charter for the City of Traverse City by establishing regulations, duties and procedures to be followed in each department of the City.
- II. Additional Authority
 - City Charter Section 39 and 44
- III. Scope/Applies to
Clerk's Department
- IV. Responsibility
City Clerk
- V. Definitions/Acronyms
 - 1) State: means the State of Michigan
 - 2) Charter: means the Charter for the City of Traverse City
 - 3) Ordinance: means the Code of Ordinances for the City of Traverse City
- VI. Statement
The Clerk's Department of the City of Traverse City shall perform the following functions:
 - 1) Those duties that are prescribed by State Law, Michigan promulgated rules, City Charter, City Commission policy and Ordinance.
 - 2) Legislative process administration and other services such as are traditionally or customarily performed by the City Clerk.

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These services shall include:

- a. Administrative and legislative City Commission services, including auditing and reviewing items being presented to the City Commission to reduce City exposure to liability and to achieve desired results
- b. Thorough preparation of City Commission meeting packets and assurance of completion of items acted upon by the City Commission
- c. Administering all federal, state, school and local elections
- d. Assisting departments in researching, interpreting and preparing Ordinance amendments
- e. Directing the codification and official documentation of all Codified Ordinances of the City and the City Charter
- f. Attending meetings and preparing and maintaining official vital records of the City, and
- g. Managing/auditing records of the Planning Commission, Board of Zoning Appeals and Historic Districts Commission

3) Other services shall include:

- a. Administering and issuing licenses, permits and registrations
- b. Interpretation of City ordinances
- c. Reviewing and providing final approval on all financial disbursements (checks, electronic funds transfers, payroll), including those for Traverse City Light and Power.
- d. Serves as City Parliamentarian
- e. Serves as FOIA (Freedom of Information Act) Coordinator
- f. Serves as Privacy Official for the City's HIPAA (Health Insurance Portability and Accountability Act) Privacy Policy, including the TCL&P (Traverse City Light & Power) Department; developing and administering policies and procedures related to HIPAA
- g. Administering the City's liability and property insurance programs and providing risk management services
- h. Serving as public information office, including management of the city's social media platforms, online presence and other communications functions

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- i. Maintaining Cemetery records and authorizing sales, buybacks and transfers of cemetery plots
- j. Administering the appointment process for all City boards and committees
- k. Providing administrative service to the Local Officers Compensation Commission, Public Arts Commission, Coast Guard Committee, Election Commission and City Commission Ad Hoc Committees.

The City Clerk shall act as head of this department and shall, subject to approval by the City Manager, prescribe rules and regulations consistent with the City Charter and Administrative Orders (collectively, the "Administrative Code") for further administration of this department.