

City of Miami Departmental Performance Reports



City Clerk
 Department Head: Todd B. Hannon
 FY2018 FTE: 13

Adopted Budget (General Fund): \$1,753,000
 Adopted Budget (Special Revenue): \$749,000

 FY 2018 Total Budget: **\$2,502,000**

Primary Strategic Alignment: Efficient & Effective Government

	FY2015 ACTUALS	FY2016 ACTUALS	FY2017 ACTUALS	FY2018 Quarterly Actuals				FY2018 ACTUALS	FY2018 COMMITMENT
				Q1	Q2	Q3	Q4		
Marked agenda completed within seven business days (percent) ¹	95%	72%	67%	33%	100%	86%		90%	
City Commission minutes completed within 25 calendar days (percent)	100%	100%	100%	100%	100%	100%		100%	
City Commission minutes for consolidated and budget meetings completed within 35 calendar days (percent)	N/A	100%	100%	100%	N/A	100%		100%	
Contracts and agreements scanned and available in Laser-fiche within seven calendar days of receipt (percent)	85%	85%	82%	100%	100%	100%		90%	
Notifications sent to board appointees within 30 calendar days of City Commission approval (percent)	85%	96%	100%	100%	100%	100%		90%	

¹Marked agenda completed within seven business days Q1 target was not met due to 2017 General Municipal Election, Run-Off Election and Bond Referendum Special Election held in November along with preparation of a voluminous certification of legislation request for the City Attorney's Office.