

Department/Division: 201 City Clerk					General Fund Fund 100	
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget
SALARIES						
51101 Salaries	101,991	107,942	108,304	107,017	84,048	96,727
51201 Part-time Salaries	2,093	5,245	2,995	3,278		
51301 Overtime	-	-				
Total Salaries	104,085	113,187	111,299	110,295	84,048	96,727
BENEFITS						
51502 City Pers Contribution	14,631	14,464	17,709	18,407	13,254	13,845
51503 Employee Paid Pers Contribution	-	-				
51506 Life Insurance	264	264	264	264	324	324
51507 Medicare Tax	1,570	1,647	1,677	1,662	1,219	1,403
51508 Social Security Tax	-	-			-	632
51509 Flexible Benefits - Health	6,317	12,536	16,904	8,292	7,168	7,526
51510 Retiree Health	-	-				
51511 Long-Term Disability	638	638	640	636	684	704
51602 Dental Insurance	1,143	1,143	1,147	1,143	912	912
51603 Vision Insurance	422	468	400	367	452	474
51605 Employee Assistance Program	39	39	39	40	32	33
51704 Auto Allowance	3,610	3,610	3,620	3,610	2,880	2,880
51705 Housing Allowance	-	-			-	-
51706 Phone Allowance	421	421	422	421	336	528
Total Benefits	29,055	35,228	42,822	34,842	27,261	29,261
INSURANCE						
51800 Liability Insurance	5,768	6,364	7,038	7,586	3,437	3,778
51810 Worker's Compensation	4,947	5,459	6,282	6,771	5,241	5,762
Total Insurance	10,715	11,823	13,320	14,357	8,678	9,539
SERVICES AND SUPPLIES						
52231 Equipment Maintenance	-	-	-	-	200	200
52233 Memberships	903	596	385	-	510	900
52234 Office Expense	7,995	7,812	15,107	4,588	8,100	8,100
52235 Professional Services	514	-	-	-		
52236 Equipment Rental	-	-				
52241 Special Department Expense	14,683	8,514	16,836	8,999	14,000	9,000
52243 Travel & Training	1,265	946	1,103	-	2,200	2,200
Total Services & Supplies	25,360	17,868	33,430	13,587	25,010	20,400
TOTAL BUDGET	169,215	178,106	200,872	173,080	144,937	156,927

201 – CITY CLERK

Mission Statement

It is the mission of the City Clerk's Office to promote openness in government by processing and recording City Council actions and managing all official records of the Council promptly and efficiently.

Program Description

The Office of the City Clerk is the central source of public records of the City government which must be readily available to the city officials, the public, and city staff. The City Clerk is responsible for the preparation of agendas, the recording and maintenance of all Council actions, filing of legal notices, coordination and administration of all City records, documents and public files. The City Clerk advertises and receives bids; conducts all bid openings; maintains the City's Municipal Code; receives all claims filed against the City; and serves as the official custodian of the City Seal. The City Clerk is also the Filing Officer for all Fair Political Practices Commission Statements required of elected officials, department heads and other designated employees. Citizens frequently look to the City Clerk's Office for general information regarding the City organization.

The City Clerk is the Elections Officer for the City. In this capacity, the City Clerk administers all election tasks required for Municipal Elections, receives nomination papers and verifies signatures with the Registrar of Voters.

Budget Line Item Descriptions

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Miscellaneous repairs to office equipment, repairs and minor upgrades to computer equipment, etc.,	200	200	200	200

52233 Memberships

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
National Notary Association Test, Bond, and Insurance	110	110	210	400
City Clerk's Association of California	135	135	155	300

International Institute of Municipal Clerks	<u>100</u>	<u>100</u>	<u>145</u>	<u>200</u>
Total	345	345	510	900

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Includes program's share of department general office supplies, postage, books and publications, advertisements, printed forms and flyers, computer supplies and software, boxes for inactive files, and updates to the Municipal Code	8,100	8,100	8,100	8,100

52241 Special Departmental Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Coordinate Citizens Academy	5,000	0	0	0
Election	5,000	0	5,000	0
Storing Inactive Records at Storage Facility	<u>6,000</u>	<u>8,500</u>	<u>9,000</u>	<u>9,000</u>
Total	16,000	8,500	14,000	9,000

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
City Clerk's Association of California Annual Conference	1,200	1,000	1,000	1,000
New Law and Election Seminar	<u>1,200</u>	<u>0</u>	<u>1,200</u>	<u>1,200</u>
Total	2,400	1,000	2,200	2,200