

Department/Division: 201 City Clerk							General Fund Fund 100	
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Approved Budget	2013/14 Recommended Budget	
SALARIES								
51101 Salaries	91,638	101,062	101,991	107,942	108,304	106,061	84,048	
51201 Part-time Salaries	1,336	670	2,093	5,245	2,995			
51301 Overtime	0	0	-	-				
Total Salaries	92,974	101,732	104,085	113,187	111,299	106,061	84,048	
BENEFITS								
51502 City Pers Contribution	8,962	14,448	14,631	14,464	17,709	21,988	13,254	
51503 Employee Paid Pers Contribution	6,216	0	-	-				
51506 Life Insurance	300	301	264	264	264	405	324	
51507 Medicare Tax	1,409	1,536	1,570	1,647	1,677	1,538	1,219	
51508 Social Security Tax	0	0	-	-			-	
51509 Flexible Benefits - Health	5,263	14,542	6,317	12,536	16,904	17,066	7,168	
51510 Retiree Health	0	0	-	-			-	
51511 Long-Term Disability	673	730	638	638	640	863	684	
51602 Dental Insurance	1,150	1,133	1,143	1,143	1,147	1,140	912	
51603 Vision Insurance	0	432	422	468	400	564	452	
51605 Employee Assistance Program	43	47	39	39	39	39	32	
51704 Auto Allowance	3,628	3,578	3,610	3,610	3,620	3,600	2,880	
51705 Housing Allowance	0	0	-	-			-	
51706 Phone Allowance	423	417	421	421	422	420	336	
Total Benefits	28,067	37,163	29,055	35,228	42,822	47,624	27,261	
INSURANCE								
51800 Liability Insurance	4,025	4,612	5,768	6,364	7,038	7,586	3,437	
51810 Worker's Compensation	3,452	3,955	4,947	5,459	6,282	6,771	5,241	
Total Insurance	7,477	8,567	10,715	11,823	13,320	14,357	8,678	
SERVICES AND SUPPLIES								
52231 Equipment Maintenance	400	0	-	-	-	200	200	
52233 Memberships	345	458	903	596	385	345	510	
52234 Office Expense	7,535	6,393	7,995	7,812	15,107	8,100	8,100	
52235 Professional Services	12,823	8,724	514	-	-	-	-	
52236 Equipment Rental	0	0	-	-			-	
52241 Special Department Expense	22,134	13,757	14,683	8,514	16,836	8,500	14,000	
52243 Travel & Training	1,091	843	1,265	946	1,103	1,000	2,200	
Total Services & Supplies	44,327	30,174	25,360	17,868	33,430	18,145	25,010	
TOTAL BUDGET	172,845	177,637	169,215	178,106	200,872	186,187	144,997	

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			
	2010/2011	2011/2012	2012/2013	2013/14
Miscellaneous repairs to office equipment, repairs and minor upgrades to computer equipment, etc.,	200	200	200	200

52233 Memberships

Includes the cost for the following memberships:

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
National Notary Association Test, Bond, and Insurance	110	110	110	210
City Clerk's Association of California	135	135	135	155

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

52234 Office Expense

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
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			
	2010/2011	2011/2012	2012/2013	2013/14
Coordinate Citizens Academy	0	5,000	0	0
Election	0	5,000	0	5,000
Storing Inactive Records at Storage Facility	<u>6,000</u>	<u>6,000</u>	<u>8,500</u>	<u>9,000</u>
Total	6,000	16,000	8,500	14,000

52243 Travel and Training

This account reflects the following travel and training expenses:

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
City Clerk's Association of California Annual Conference	1,200	1,200	1,000	1,000
New Law and Election Seminar	<u>1,200</u>	<u>1,200</u>	<u>0</u>	<u>1,200</u>
Total	2,400	2,400	1,000	2,200