

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 Approved Budget	2011/12 Recommended Budget	2012/13 Recommended Budget	
<b>SALARIES</b>							
51101 Salaries	91,638	101,062	101,991	107,776	108,494	108,103	
51201 Part-time Salaries	1,336	670	2,093	11,142	-		
51301 Overtime	0	0	-	-			
<b>Total Salaries</b>	<b>92,974</b>	<b>101,732</b>	<b>104,085</b>	<b>118,917</b>	<b>108,494</b>	<b>108,103</b>	
<b>BENEFITS</b>							
51502 City Pers Contribution	8,962	14,448	14,631	16,889	18,227	21,837	
51503 Employee Paid Pers Contribution	6,216	0	-	-			
51506 Life Insurance	300	301	264	405	405	405	
51507 Medicare Tax	1,409	1,536	1,570	1,724	1,573	1,567	
51508 Social Security Tax	0	0	-	-			
51509 Flexible Benefits	5,263	14,542	6,317	8,470	16,537	18,191	
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	673	730	638	877	883	880	
51602 Dental Insurance	1,150	1,133	1,143	1,140	1,140	1,140	
51603 Vision Insurance	0	432	422	512	538	564	
51605 Employee Assistance Program	43	47	39	125	40	40	
51704 Auto Allowance	3,628	3,578	3,610	3,600	3,600	3,600	
51705 Housing Allowance	0	0	-	-			
51706 Phone Allowance	423	417	421	660	420	420	
<b>Total Benefits</b>	<b>28,067</b>	<b>37,163</b>	<b>29,055</b>	<b>34,403</b>	<b>43,363</b>	<b>48,645</b>	
<b>INSURANCE</b>							
51800 Liability Insurance	4,025	4,612	5,768	6,391	7,033	7,767	
51810 Worker's Compensation	3,452	3,955	4,947	5,482	6,277	6,932	
<b>Total Insurance</b>	<b>7,477</b>	<b>8,567</b>	<b>10,715</b>	<b>11,873</b>	<b>13,310</b>	<b>14,699</b>	
<b>SERVICES AND SUPPLIES</b>							
52231 Equipment Maintenance	400	0	-	200	200	200	
52233 Memberships	345	458	903	345	345	345	
52234 Office Expense	7,535	6,393	7,995	8,100	8,100	8,100	
52235 Professional Services	12,823	8,724	514	500	-	-	
52236 Equipment Rental	0	0	-	-			
52241 Special Department Expense	22,134	13,757	14,683	6,000	16,000	11,000	
52243 Travel & Training	1,091	843	1,265	2,400	2,400	2,400	
<b>Total Services &amp; Supplies</b>	<b>44,327</b>	<b>30,174</b>	<b>25,360</b>	<b>17,545</b>	<b>27,045</b>	<b>22,045</b>	
<b>TOTAL BUDGET</b>	<b>172,845</b>	<b>177,637</b>	<b>169,215</b>	<b>182,738</b>	<b>192,213</b>	<b>193,492</b>	

## 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

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous repairs to typewriter and fax machines, repairs and minor upgrades to computer equipment, etc.,	200	200	200	200

#### 52233 Memberships

Includes the cost for the following memberships:

	2009/10	2010/2011	2011/2012	2012/2013
National Notary Association Test, Bond, and Insurance	110	110	110	110
City Clerk's Association of California	135	135	135	135
International Institute of Municipal Clerks	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
<b>Total</b>	<b>345</b>	<b>345</b>	<b>345</b>	<b>345</b>

**52234 Office Expense**

	2009/10	2010/2011	2011/2012	2012/2013
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,	6,500	8,100	8,100	8,100

**52241 Special Departmental Expense**

	2009/10	2010/2011	2011/2012	2012/2013
Coordinate Citizens Academy	0	0	5,000	5,000
Election	7,800	0	5,000	0
Moving and Storing Inactive Records and at Storage Facility	6,000	6,000	6,000	6,000
Welcome package supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b>13,800</b>	<b>6,000</b>	<b>16,000</b>	<b>11,000</b>

**52243 Travel and Training**

This account reflects the following travel and training expenses:

	2009/10	2010/2011	2011/2012	2012/2013
City Clerk's Association of California Annual Conference	1,200	1,200	1,200	1,200
New Law and Election Seminar	<u>0</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
<b>Total</b>	<b>1,200</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>