

City Clerk

Mission Statement

To maintain records and provide accurate information. To provide superior, professional and friendly services to the public and to our internal customers. To conduct elections in a non-partisan and impartial manner. To issue licenses and permits and ensure Fair Code compliance.

FY 2001/02 Accomplishments

- Restructured department to provide field liaison for filming
- Completed initial records management project for City Clerk's records
- Established City Clerk website
- Completed canvassing of entire city for unlicensed dogs (canvassing initiated in November 1998)
- In conjunction with other departments, completed inclusion of City Council, Housing Authority and Redevelopment Agency packets on City website

FY 2002/03 Goals

- Implement Automated Agenda Process
- Continue Implementation of Filming Center
- Complete Renovation of City Clerk's office
- Implement Complete City Clerk's Office Records Management Program
- Convert ballot from punch card to scanned for 2003 Municipal Election

2002/03 Budget Adopted Appropriations

	<u>Salaries and Benefits</u>	<u>Maintenance and Operation</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>General Fund</u>				
City Clerk	678,792	123,941	-	802,733
Elections	2,300	192,400	13,020	207,720
Budgeted Underexpenditures				(10,000)
Total Adopted Appropriation	681,092	316,341	13,020	1,000,453
	<u>Budget 2000-2001</u>	<u>Budget 2001-2002</u>	<u>Estimated 2001-2002</u>	<u>Budget 2002-2003</u>
Total Personnel	12.00	12.00	12.00	12.00

Account Summary	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
<u>Financial</u>					
Salaries & Benefits	590,450	649,054	312,376	624,752	678,792
Maintenance & Operation	93,635	112,308	43,969	110,070	126,941
Capital	1,536	12,800	1,187	12,800	-
Charges - Other Depts	(5,421)	(3,000)	(827)	(3,000)	(3,000)
Budgeted Underexpenditure	-	-	-	-	(10,000)
Total	<u>\$ 680,201</u>	<u>\$ 771,162</u>	<u>\$ 356,705</u>	<u>\$ 744,622</u>	<u>\$ 792,733</u>

<u>Personnel</u>	Budget 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Personnel Position Total	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>

Personnel Classification Detail

	Budget 2000-2001	Budget 2001-2002	Estimated 2001-2002	Budget 2002-2003
Assistant City Clerk	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
Customer Service Representative	1.00	1.00	1.00	1.00
License Investigator	2.00	2.00	2.00	2.00
Office Services Specialist II	2.00	2.00	2.00	2.00
Office Services Secretary (Steno)	1.00	1.00	1.00	1.00
Secretary to the City Clerk (Steno)	1.00	1.00	1.00	1.00
Senior Office Specialist	1.00	1.00	1.00	1.00
Senior Office Services Assistant	2.00	2.00	2.00	2.00
TOTAL	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>

	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
Salaries & Benefits					
41100 Salaries	493,743	565,107	266,650	533,300	586,956
41200 Overtime	1,205	-	116	233	233
41300 Hourly Wages	26,690	19,557	11,806	23,613	17,557
41600 Compensated Absences	10,000	880	3,167	6,334	8,804
41700 Other Benefits	2,823	1,000	335	669	750
41800 Life Insurance	589	530	273	545	449
41900 Disability Insurance	1,155	1,623	1,011	2,022	2,171
42000 Vision Insurance	906	1,152	456	912	912
42100 Medical Insurance	40,643	45,755	21,636	43,271	47,131
42200 Dental Insurance	4,418	4,740	2,530	5,060	4,992
42300 Unemployment Insurance	529	565	279	557	573
42400 Compensation Insurance	2,646	2,826	1,546	3,092	2,863
42500 Medicare	4,629	5,065	2,514	5,028	5,173
42600 Social Security	475	254	58	117	228
42700 PERS Retirement	-	-	-	-	-
Total	<u>\$ 590,450</u>	<u>\$ 649,054</u>	<u>\$ 312,376</u>	<u>\$ 624,752</u>	<u>\$ 678,792</u>

Maintenance & Operation Detail

42800 Auto Allowance	13,494	12,485	7,042	14,000	14,000
43080 Rent	11,135	11,200	4,655	9,310	9,400
43110 Contractual Services	6,211	11,600	2,584	12,000	12,000
44100 Repairs to Equipment	56	80	-	50	80
44120 Repairs to Office Equipment	6,817	5,500	3,149	6,000	6,300
44200 Advertising	15,276	14,500	11,484	23,000	29,500
44300 Telephone	2,708	3,500	1,065	2,130	3,000
44450 Postage	10,158	9,000	4,660	9,300	10,000
44550 Travel	1,932	4,670	-	3,000	3,475
44650 Training	129	3,300	695	2,500	3,300
44700 Computer Software	1,922	3,000	-	1,300	2,600
44750 Insurance & Surety Bonds	9,101	10,568	4,749	9,500	10,809
44800 Membership & Dues	786	850	385	850	850
45050 Periodicals & Newspapers	106	100	-	100	100
45100 Books	35	150	(24)	100	100
45150 Furniture & Equipment	295	1,600	362	1,000	1,500
45250 Office Supplies	12,968	19,500	2,682	15,000	18,977
46900 Business Meetings	-	-	94	150	150
47000 Miscellaneous	507	705	388	780	800
49050 Charges-Other Depts	(5,421)	(3,000)	(827)	(3,000)	(3,000)
Total	<u>\$ 88,215</u>	<u>\$ 109,308</u>	<u>\$ 43,142</u>	<u>\$ 107,070</u>	<u>\$ 123,941</u>

Account Summary	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
<u>Financial</u>					
Salaries & Benefits	2,275	-	-	-	2,300
Maintenance & Operation	179,238	-	-	-	192,400
Capital	-	-	-	-	13,020
Charges - Other Depts	-	-	-	-	-
Total	<u>\$ 181,513</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 207,720</u>

<u>Personnel</u>	Budget 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Personnel Position Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

	Expenditures Actual 2000-01	Current Year Appropriation 2001-02	Year to Date Expenditures 12/31/01	Estimated Expenditures 2001-02	Budget 2002-03
Salaries & Benefits					
41200 Overtime	2,236	-	-	-	2,300
41300 Hourly Wages	38	-	-	-	-
Total	<u>\$ 2,275</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,300</u>
Maintenance & Operation Detail					
43110 Contractual Services	152,219	-	-	-	165,000
44450 Postage	23,660	-	-	-	24,000
45250 Office Supplies	3,360	-	-	-	3,400
Total	<u>\$ 179,238</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 192,400</u>