

**CITY  
CLERK**

**Elections**

***Yvonne Horton***  
**CITY CLERK**

# CITY CLERK

## STATEMENT OF OBJECTIVES

### GENERAL OBJECTIVES

The City Clerk is an elected official of the City who is responsible to the voters directly. The City Clerk is responsible for maintaining the official records of the City Council, Redevelopment Agency, Housing Authority and Public Financing Authority. Serves as filing officer for the Political Reform Act of 1974 regulations. Conduct Municipal elections and process local measures in conjunction with County or State elections.

### FY 2003-2004 PROGRAM OBJECTIVES

Maintain a high level of service to the City Council, City Departments and the public.

### FINANCIAL SUMMARY RECAP

<u>ORGANIZATION-TITLE</u>	2000/01 <u>ACTUALS</u>	2001/02 <u>ACTUALS</u>	2002/03 <u>CURR MOD</u>	2003/04 <u>APPROVED</u>
1110-CITY CLERK	359,901	417,229	410,597	416,796
1120-ELECTIONS	162,070	0	320,320	0
AGENCY 011 TOTALS	521,971	417,229	730,917	416,796

### POSITION SUMMARY RECAP

<u>ORGANIZATION-TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
1110-CITY CLERK	5	2,080	0	4	4,160	0	-1	2,080	0
1120-ELECTIONS	0	0	0	0	0	0	0	0	0
AGENCY 011 TOTALS	5	2,080	0	4	4,160	0	-1	2,080	0

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)



## PROGRAM DESCRIPTION

**2003-2004  
ANNUAL  
BUDGET**

**FUND:** 001 - GENERAL  
**AGENCY:** 011 - CITY CLERK  
**ORGANIZATION:** 1110 - CITY CLERK

**GENERAL OBJECTIVES**

Attend all meetings of the City Council, Redevelopment Agency, Housing Authority and Public Financing Authority. Prepare and distribute minutes and agenda material for all meetings. Maintain an effective filing system for official documents and records of the City. Serve as filing officer for campaign disclosure statements and conflict of interest reports.

**FY 2003-2004 PROGRAM OBJECTIVES**

Maintain a high level of service to the City Council, City Agencies and the public by: (1) Implementing the Agenda Works System which will allow for quicker preparation and availability of City Agendas; (2) Partner with Data Impact, a scanning service, which will allow for more sufficient maintenance system for the City's records; and (3) provide public record requests in a timely manner.

**FINANCIAL SUMMARY**

	<u>2000/01</u> <u>ACTUALS</u>	<u>2001/02</u> <u>ACTUALS</u>	<u>2002/03</u> <u>CURR MOD</u>	<u>2003/04</u> <u>APPROVED</u>
PERSONNEL SERVICES	294,733	329,245	328,488	338,674
MAINTENANCE & OPERATIONS	65,168	87,984	81,109	78,122
CAPITAL OUTLAY	0	0	1,000	0
<b>ORGANIZATION TOTAL</b>	<b>359,901</b>	<b>417,229</b>	<b>410,597</b>	<b>416,796</b>

**POSITION SUMMARY**

<u>CLASS - TITLE</u>	<u>FY 02/03</u>			<u>FY 03/04</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>	<u>POS</u>	<u>PT</u>	<u>OT</u>
917-CITY CLERK	1	0	0	1	0	0	0	0	0
680-ADMINISTRATIVE SECRETARY	1	0	0	1	0	0	0	0	0
678-DEPUTY CITY CLERK	1	0	0	0	0	0	-1	0	0
603-ADMINISTRATIVE ANALYST	0	0	0	0	2,080	0	0	2,080	0
372-SENIOR TYPIST CLERK	1	0	0	1	0	0	0	0	0
228-TYPIST CLERK	1	2,080	0	1	2,080	0	0	0	0
<b>ORGANIZATION TOTAL</b>	<b>5</b>	<b>2,080</b>	<b>0</b>	<b>4</b>	<b>4,160</b>	<b>0</b>	<b>-1</b>	<b>2,080</b>	<b>0</b>

(POS=FULL TIME POSITIONS / PT=PART TIME HOURS / OT=OVERTIME HOURS)

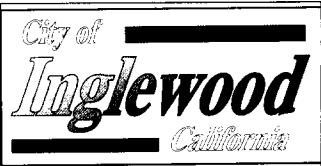
**HIGHLIGHTS**

(1) The Deputy City Clerk position has been eliminated and 2,080 part-time hours were added for an Administrative Analyst to better reflect the needs of the City Clerk's office.

**EXPENDITURES & APPROPRIATIONS**



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
5	5	5		Authorized Positions	4	-20.0%
2,080	2,080	2,080		Part-Time	4,160	100.0%
210,343	231,215	219,854	1001	Salaries	180,176	-18.0%
0	8,971	21,594	1003	Supplemental Pay	1,980	-90.8%
577	456	0	1100	Regular Overtime	0	***0
17,422	10,984	22,217	1300	Part-Time	79,680	258.6%
0	0	-33,000	9001	Salary Savings	0	-100.0%
228,342	251,626	230,665		<b>TTL SALARIES &amp; WAGES</b>	261,836	13.5%
0	0	0	1501	Retirement	6,612	***0
14,126	14,157	17,926	1503	Employee/City P.E.R.S.	12,102	-32.5%
353	224	0	1515	Part Time Retirement	0	***0
1,300	2,003	1,585	1611	FICA Medicare	3,765	137.5%
24,992	29,062	42,180	1701	Health Insurance	24,936	-40.9%
862	1,405	1,321	1702	Life Insurance	240	-81.8%
3,465	3,944	4,534	1703	Workers Compensation	4,395	-3.1%
3,421	4,393	5,012	1704	Dental/Vision Insurance	5,436	8.5%
0	0	0	1715	Disability Insurance	2,712	***0
719	561	936	1805	Unemployment Insurance Reserve	936	0.0%
2,905	3,312	4,057	1807	Sick Leave Reserve	3,333	-17.8%
7,132	7,127	8,584	1808	Vacation Reserve	5,255	-38.8%
7,116	11,431	11,688	1902	Car Allowance	7,116	-39.1%
66,391	77,619	97,823		<b>TTL BENEFITS</b>	76,838	-21.5%
294,733	329,245	328,488		<b>TTL FOR PERSONNEL SERVICES</b>	338,674	3.1%
7,790	15,037	15,000	3500	Advertising & Publications	10,000	-33.3%
9,845	12,630	5,000	3600	Office Supplies	6,000	20.0%
1,347	993	750	3700	Postage	750	0.0%
1,746	9,287	14,560	4811	Contract Services-City Clerk	14,560	0.0%
22,100	22,223	22,100	5501	Lease/Rental Charges	22,100	0.0%
22,340	27,814	23,699	5998	ITC Charges	24,712	4.3%
65,168	87,984	81,109		<b>TTL MAINTENANCE &amp; OPERATIONS</b>	78,122	-3.7%
0	0	1,000	6000	Office Equipment/Furniture	0	-100.0%
0	0	1,000		<b>TTL CAPITAL OUTLAY/IMP</b>	0	-100.0%
359,901	417,229	410,597		<b>TOTAL FOR ORGANIZATION</b>	416,796	1.5%



**PROGRAM DESCRIPTION**

**2003-2004  
ANNUAL  
BUDGET**

**FUND:** 001 - GENERAL  
**AGENCY:** 011 - CITY CLERK  
**ORGANIZATION:** 1120 - ELECTIONS

**GENERAL OBJECTIVES**

The City Clerk conducts all Municipal elections and process all measures connected with County or State elections. General Municipal elections are held in the odd-number years on the first Tuesday in April. If necessary, a runoff election is held within (70) days.

**FY 2003-2004 PROGRAM OBJECTIVES**

N/A

**FINANCIAL SUMMARY**

	2000/01 <u>ACTUALS</u>	2001/02 <u>ACTUALS</u>	2002/03 <u>CURR MOD</u>	2003/04 <u>APPROVED</u>
PERSONNEL SERVICES	0	0	0	0
MAINTENANCE & OPERATIONS	162,070	0	320,320	0
CAPITAL OUTLAY	0	0	0	0
<b>ORGANIZATION TOTAL</b>	<b>162,070</b>	<b>0</b>	<b>320,320</b>	<b>0</b>

**POSITION SUMMARY**

NOTE: During an election year, part-time personnel for this organization are budgeted in maintenance and operations.

**HIGHLIGHTS**

- (1) There are no anticipated costs in this organization this fiscal year due to an off-election year.

**2003-2004  
ANNUAL  
BUDGET**

**EXPENDITURES & APPROPRIATIONS**



<u>ACTUALS</u> <u>FY 2000/01</u>	<u>ACTUALS</u> <u>FY 2001/02</u>	<u>CURR MOD</u> <u>FY 2002/03</u>	<u>CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>APPROVED</u> <u>FY 2003/04</u>	<u>PERCNT</u> <u>CHANGE</u>
883	0	1,200	3500	Advertising & Publications	0	-100.0%
374	0	420	3600	Office Supplies	0	-100.0%
21,479	0	29,000	3700	Postage	0	-100.0%
21,033	0	42,000	4811	Contract Services-City Clerk	0	-100.0%
118,301	0	247,700	5011	Special Expense-City Clerk	0	-100.0%
162,070	0	320,320		TOTAL FOR ORGANIZATION	0	-100.0%