

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 the County or State elections.

FY 2009-2010 PROGRAM OBJECTIVES

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

FINANCIAL SUMMARY RECAP

<u>ORGANIZATION-TITLE</u>	2006/07 <u>ACTUALS</u>	2007/08 <u>ACTUALS</u>	2008/09 <u>ADOPTED</u>	2008/09 <u>CURR MOD</u>	2009/10 <u>PROPOSED</u>
1110-CITY CLERK	414,976	504,868	654,331	677,788	586,840
1120-ELECTIONS	492,365	91,678	850,291	800,291	0
AGENCY 011 TOTALS	907,342	596,546	1,504,622	1,478,079	586,840

POSITION SUMMARY RECAP

<u>ORGANIZATION-TITLE</u>	<u>FY 08/09</u>			<u>FY 09/10</u>			<u>DIFFERENCE</u>		
	<u>POS</u>	<u>FTE</u>	<u>OT</u>	<u>POS</u>	<u>FTE</u>	<u>OT</u>	<u>POS</u>	<u>FTE</u>	<u>OT</u>
1110-CITY CLERK	6.00	0.50	0	5.00	0.50	0	-1.00	0.00	0
1120-ELECTIONS	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
AGENCY 011 TOTALS	6.00	0.50	0	5.00	0.50	0	-1.00	0.00	0

(POS=FULL TIME POSITIONS / FTE=FULL TIME EQUIVALENT/ OT=OVERTIME HOURS)

001.011.1110

GENERAL FUND- CITY CLERK - CITY CLERK

<u>OBJECT CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>ACTUALS FY2006/07</u>	<u>ACTUALS FY2007/08</u>	<u>ADOPTED FY2008/09</u>	<u>CURR MOD FY2008/09</u>	<u>PROPOSED FY2009/10</u>	<u>PERCENTAGE CHANGE</u>
11001	SALARIES	245,798	294,137	348,040	371,497	319,000	-8.34%
11100	REGULAR OVERTIME	1,324	480	0	0	0	0.00%
11300	PART-TIME	8,562	781	0	0	0	0.00%
11501	RETIREMENT	30,426	39,192	48,603	48,603	45,198	-7.01%
11503	EMPL/CITY P.E.R.S.	16,875	18,159	28,047	28,047	23,780	-15.22%
11611	FICA MEDICARE	3,987	4,325	5,172	5,172	4,729	-8.57%
11701	HEALTH INSURANCE	20,824	34,208	68,043	68,043	55,374	-18.62%
11702	LIFE INSURANCE	2,312	840	1,429	1,429	1,177	-17.64%
11703	WORKERS COMPENSATION	2,841	3,101	4,436	4,436	4,065	-8.36%
11704	DENTAL/VISION INSURANCE	3,632	4,007	8,641	8,641	6,059	-29.88%
11715	DISABILITY INSURANCE	1,633	3,467	4,896	4,896	3,966	-19.00%
11805	UNEMPLOYMENT INSURANCE RESERVE	1,071	1,286	1,225	1,225	1,050	-14.29%
11807	SICK LEAVE RESERVE	1,530	1,489	2,581	2,581	2,206	-14.52%
11808	VACATION RESERVE	4,426	3,836	5,711	5,711	4,466	-21.81%
11902	CAR ALLOWANCE	8,535	8,699	8,616	8,616	7,128	-17.27%
	TOTAL PERSONNEL SERVICES	353,774	418,007	535,440	558,897	478,197	-10.69%
43500	ADVERTISING & PUBLICATIONS	8,189	4,597	12,000	12,000	12,000	0.00%
43600	OFFICE SUPPLIES	6,367	9,863	7,500	7,500	7,500	0.00%
43700	POSTAGE	1,748	745	1,500	1,500	1,500	0.00%
44811	CONTRACT SERVICES-CITY CLERK	5,412	14,217	15,000	15,000	15,000	0.00%
45501	LEASE/RENTAL-XEROX	15,343	17,929	20,000	20,000	20,000	0.00%
45998	ITC CHARGES	24,144	39,510	38,925	38,925	28,677	-26.33%
45999	OVERHEAD	0	0	23,966	23,966	23,966	0.00%
	TOTAL MAINTENANCE & OPERATIONS	61,202	86,862	118,891	118,891	108,643	-8.62%
	TOTAL FOR ORGANIZATION	414,976	504,868	654,331	677,788	586,840	-10.31%

001.011.1120

GENERAL FUND- CITY CLERK - ELECTIONS

<u>OBJECT CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>ACTUALS FY2006/07</u>	<u>ACTUALS FY2007/08</u>	<u>ADOPTED FY2008/09</u>	<u>CURR MOD FY2008/09</u>	<u>PROPOSED FY2009/10</u>	<u>PERCENTAGE CHANGE</u>
11001	SALARIES	0	0	0	30,000	0	0.00%
11300	PART-TIME	5,942	0	0	0	0	0.00%
	TOTAL PERSONNEL SERVICES	5,942	0	0	30,000	0	0.00%
43500	ADVERTISING & PUBLICATIONS	5,012	0	5,000	5,000	0	-100.00%
43600	OFFICE SUPPLIES	533	313	2,000	2,000	0	-100.00%
43700	POSTAGE	20,632	0	30,000	30,000	0	-100.00%
44811	CONTRACT SERVICES-CITY CLERK	310,584	10,531	480,000	400,000	0	-100.00%
45011	SPECIAL EXPENSE-CITY CLERK	149,662	80,834	229,000	229,000	0	-100.00%
45999	OVERHEAD	0	0	104,291	104,291	0	-100.00%
	TOTAL MAINTENANCE & OPERATIONS	486,423	91,678	850,291	770,291	0	-100.00%
	TOTAL FOR ORGANIZATION	492,365	91,678	850,291	800,291	0	-100.00%

001.011.1120

GENERAL FUND- CITY CLERK - ELECTIONS

<u>OBJECT CODE</u>	<u>EXPENSE OBJECT DESCRIPTION</u>	<u>ACTUALS FY2006/07</u>	<u>ACTUALS FY2007/08</u>	<u>ADOPTED FY2008/09</u>	<u>CURR MOD FY2008/09</u>	<u>PROPOSED FY2009/10</u>	<u>PERCENTAGE CHANGE</u>
		907,342	596,546	1,504,622	1,478,079	586,840	-61.00%