CITY CLERK
ACTIVITIES AND OBJECTIVES
111-1010 City Clerk

	2010-2011 Actual	2011-2012 Budget	2012-2013 Proposed
Personnel	368,094	376,506	404,650
Maintenance & Operation	65,300	28,250	82,250
Capital Expense	0	0	0
TOTAL	**433,394**	**404,756**	**486,900**

Description of Activities

The Office of the City Clerk is responsible for the City Council agendas and minutes, coordinating and conducting the General Municipal Election, providing safe keeping and storage of the City's official records, supervising the Records Management Program, codifying the Municipal Code, processing claims against the City, assists in the administration of the City's Liability Risk Management program including securing of all insurance for the City, i.e. liability, property, workers compensation, public employees bond, etc., coordinating the Safety Program, licensing and insuring all City vehicles, publishing and posting legal notices, overseeing bid openings, processing of resolutions, ordinances and agreements, billing of City property damage, securing insurance for all contractors, administering Oaths of Office, responding to public inquiries and Public Records Act requests. The Office of the City Clerk performs the duties of the filing official under the Conflict of Interest Code.

Fiscal Year 2012-2013 Objectives

This year the City Clerk's Office will be creating and implementing a new City's Records Management Program. This office will also have City Council agenda item backup material/staff reports available on the City's website.

CITY CLERK
PERSONNEL SERVICES
111-1010 City Clerk

FULL TIME					PART TIME				
POSITION TITLE	FY 2012 ADOPTED BUDGET ALLOCATION	FY 2013 PROPOSED BUDGET ALLOCATION	FY 2012 BUDGETED SALARY	FY 2013 BUDGETED SALARY	POSITION TITLE	FY 2012 ADOPTED BUDGET ALLOCATION	FY 2013 PROPOSED BUDGET ALLOCATION	FY 2012 BUDGETED SALARY	FY 2013 BUDGETED SALARY
City Clerk	.60	.60	67,900	67,900					
Deputy City Clerk	1.00	1.00	59,523	62,924					
Jr. Deputy City Clerk	.90	.90	42,985	45,498					
Office Assistant	.50	.50	20,329	20,518					
Records Imaging Clerk	1.00	1.00	43,497	41,632					
TOTAL	4.00	4.00	234,234	238,472	**TOTAL**				

CITY CLERK
PERSONNEL SERVICES
111-1010 City Clerk

ACCOUNT NUMBER	DESCRIPTION	COST
411.11-00	Regular Salaries:	238,472
411.13-00	Overtime – Regular:	3,000
411.15-40	Bi-Lingual Pay:	7,140
411.18-20	Sick Leave Buy Back:	3,406
411.20-00	Fringe Benefits:	44,304
411.22-00	Medicare:	3,800
411.23-00	PERS City Wide Contribution:	36,316
411.25.05	PARS Contribution:	11,053
411.26-00	Workers Comp Premium:	10,138
411.27-10	OPEB Contributions:	24,933
411.52-30	Liability Insurance - Benefits:	22,088

CITY CLERK
ACTIVITY DETAIL
111-1010 City Clerk

ACCOUNT NUMBER	DESCRIPTION	COST
411.31-10	Municipal Election	60,000
411.43-05	Equipment Maintenance Services: Maintenance of office equipment, software and miscellaneous office equipment.	2,000
411.54-00	Advertising & Publications: Publishing of legal notices (City projects to bid, RFPs, amending zoning code).	3,000
411.56-41	Contractual Services: Muni Metrix $500; Quality Code Publishing $4,500; Iron Mountain (records off-site storage) $500; Shred It (destruction of documents) $1,000; GG-One Software (insurance tracking software) $550; and bonds ($1,200).	8,250
411.59-10	Training and Tuition: To allow staff to attend educational and training meetings, plus cost of books for education.	1,000
411.61-20	Dept./Office Supplies & Expense:	6,500
411.64-00	Memberships & Meetings: Expenses, registration to attend conferences and courses pertinent to CMC certification, new election laws, notary public laws, and records management. Membership dues.	1,500

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2013

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-10 YEAR'S AGO ACTUALS	2010-11 LAST YEARS ACTUALS	2011-12 ORIGINAL BUDGET	2011-12 ADJUSTED BUDGET	2012-13 DEPARTMENT REQUEST	2012-13 MANAGER'S REQUEST	2012-13 COUNCIL APPROVED
General Fund								
City Clerk								
111-1010-411.11-00	Regular Salaries	253,644	232,405	234,234	234,234	238,472	238,472	238,472
111-1010-411.13-00	Overtime - Regular	3,068	3,695	3,000	3,000	3,000	3,000	3,000
111-1010-411.15-40	Bi-Lingual Pay	7,904	7,654	7,140	7,140	7,140	7,140	7,140
111-1010-411.18-20	Sick Leave Buy Back	4,227	3,076	2,836	2,836	3,406	3,406	3,406
111-1010-411.20-00	Fringe Benefits	39,148	39,996	43,290	43,290	45,122	44,304	44,304
111-1010-411.22-00	Medicare	3,158	3,685	3,665	3,665	3,800	3,800	3,800
111-1010-411.23-00	PERS Contributon-NonSworn	0	0	0	0	36,316	36,316	36,316
111-1010-411.25-05	PARS - Contribution	0	0	10,862	10,862	11,053	11,053	11,053
111-1010-411.26-00	Workers Comp Premium	15,772	10,446	10,131	10,131	10,110	10,138	10,138
111-1010-411.27-10	OPEB Contributions	34,510	34,758	37,795	37,795	24,865	24,933	24,933
111-1010-411.31-10	Municipal Election	41,176	57,503	0	0	60,000	60,000	60,000
111-1010-411.43-05	Office Equip - O S & M	1,150	193	2,000	2,000	2,000	2,000	2,000
111-1010-411.52-30	Ins - Benefits	24,536	20,840	23,553	23,553	21,973	22,088	22,088
111-1010-411.54-00	Advertising & Publication	811	1,534	3,000	3,000	3,000	3,000	3,000
111-1010-411.56-41	Contractual Srvc - Other	14,547	15,457	14,250	14,250	14,250	8,250	8,250
111-1010-411.59-10	Tuition & Training	151	800	1,000	1,000	1,000	1,000	1,000
111-1010-411.61-20	Dept Supplies & Expense	2,629	6,458	6,500	6,500	6,500	6,500	6,500
111-1010-411.64-00	Memberships & Meetings	1,349	995	1,500	1,500	1,500	1,500	1,500
* City Clerk		447,780	439,495	404,756	404,756	493,507	486,900	486,900

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