

# City Clerk

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## 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 2002/03 Accomplishments

- Successfully conducted April 1, 2003 General Municipal Election
- Converted ballot from punch card to scanned for 2003 Municipal Election
- Implemented acceptance of credit card payment
- Instituted voluntary cat licensing program
- Revised & Updated City Telephone Directory
- Contracted with firm to design and implement Agenda Management System
- By the end of FY 2002-2003, will have completed renovation of City Clerk's office

## FY 2003/04 Goals

- Implement Automated Agenda Process
- Develop plan for Establishment of Filming Center
- Implement Partial City Clerk's office Records Management Program
- Upgrade/Expand City Clerk's Website

## 2003/04 Budget Adopted Appropriations

	<u>Salaries and Benefits</u>	<u>Maintenance and Operation</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>General Fund</u>				
Administration	98,622	31,096	-	129,718
Licenses & Permits	257,180	31,620	-	288,800
Records & Public Information	176,529	25,900	-	202,429
Commission Support	127,552	42,255	-	169,807
Elections	13,072	475	-	13,547
Budgeted Underexpenditures				(10,000)
<b>Total Adopted Appropriation</b>	<b>672,955</b>	<b>131,346</b>	<b>-</b>	<b>794,301</b>

	<u>Budget 2003-2004</u>
Total Personnel	11.00

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	98,622
Maintenance & Operation	-	-	-	-	39,096
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	(8,000)
Budgeted Underexpenditure	-	-	-	-	(10,000)
Total	\$ -	\$ -	\$ -	\$ -	\$ 119,718

Personnel Classification Detail

	Budget 2003-2004
Assistant City Clerk	0.35
City Clerk	0.50
Customer Service Representative	0.00
License Investigator	0.04
Office Services Specialist II	0.00
Office Services Secretary (Steno)	0.10
Secretary to the City Clerk (Steno)	0.20
Senior Office Specialist	0.00
Senior Office Services Assistant	0.15
TOTAL	<u>1.34</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	85,229
41200 Overtime	-	-	-	-	-
41300 Hourly Wages	-	-	-	-	-
41600 Compensated Absences	-	-	-	-	1,278
41700 Other Benefits	-	-	-	-	800
41800 Life Insurance	-	-	-	-	475
41900 Disability Insurance	-	-	-	-	628
42000 Vision Insurance	-	-	-	-	217
42100 Medical Insurance	-	-	-	-	6,844
42200 Dental Insurance	-	-	-	-	-
42300 Unemployment Insurance	-	-	-	-	85
42400 Compensation Insurance	-	-	-	-	1,941
42500 Medicare	-	-	-	-	1,125
42600 Social Security	-	-	-	-	-
42700 PERS Retirement	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 98,622

## Maintenance &amp; Operation Detail

42800 Auto Allowance	-	-	-	-	4,680
43080 Rent	-	-	-	-	500
43110 Contractual Services	-	-	-	-	-
44100 Repairs to Equipment	-	-	-	-	80
44120 Repairs to Office Equipment	-	-	-	-	6,300
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	500
44450 Postage	-	-	-	-	1,000
44550 Travel	-	-	-	-	3,000
44650 Training	-	-	-	-	2,000
44700 Computer Software	-	-	-	-	1,000
44750 Insurance & Surety Bonds	-	-	-	-	10,809
44800 Membership & Dues	-	-	-	-	850
45050 Periodicals & Newspapers	-	-	-	-	100
45100 Books	-	-	-	-	100
45150 Furniture & Equipment	-	-	-	-	250
45250 Office Supplies	-	-	-	-	2,977
45350 General Supplies	-	-	-	-	4,000
46900 Business Meetings	-	-	-	-	150
47000 Miscellaneous	-	-	-	-	800
49050 Charges-Other Depts	-	-	-	-	(8,000)
Total	\$ -	\$ -	\$ -	\$ -	\$ 31,096

Account Summary	<u>Expenditures</u> Actual 2001-02	<u>Current Year</u> Appropriation 2002-03	<u>Year to Date</u> Expenditures 12/31/02	<u>Estimated</u> Expenditures 2002-03	<u>Budget</u> 2003-04
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	257,180
Maintenance & Operation	-	-	-	-	31,620
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 288,800</u>

## Personnel Classification Detail

	Budget 2003-2004
Assistant City Clerk	0.05
City Clerk	0.05
Customer Service Representative	0.55
License Investigator	1.56
Office Services Specialist II	0.80
Office Services Secretary (Steno)	0.00
Secretary to the City Clerk (Steno)	0.00
Senior Office Specialist	0.85
Senior Office Services Assistant	0.72
TOTAL	<u>4.58</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	203,860
41200 Overtime	-	-	-	-	-
41300 Hourly Wages	-	-	-	-	18,171
41600 Compensated Absences	-	-	-	-	3,531
41700 Other Benefits	-	-	-	-	-
41800 Life Insurance	-	-	-	-	-
41900 Disability Insurance	-	-	-	-	718
42000 Vision Insurance	-	-	-	-	363
42100 Medical Insurance	-	-	-	-	21,679
42200 Dental Insurance	-	-	-	-	-
42300 Unemployment Insurance	-	-	-	-	235
42400 Compensation Insurance	-	-	-	-	6,560
42500 Medicare	-	-	-	-	1,827
42600 Social Security	-	-	-	-	236
42700 PERS Retirement	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 257,180

## Maintenance &amp; Operation Detail

42800 Auto Allowance	-	-	-	-	9,320
43080 Rent	-	-	-	-	1,800
43110 Contractual Services	-	-	-	-	-
44100 Repairs to Equipment	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	-
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	700
44450 Postage	-	-	-	-	8,000
44550 Travel	-	-	-	-	-
44650 Training	-	-	-	-	-
44700 Computer Software	-	-	-	-	1,300
44750 Insurance & Surety Bonds	-	-	-	-	-
44800 Membership & Dues	-	-	-	-	-
45050 Periodicals & Newspapers	-	-	-	-	-
45100 Books	-	-	-	-	-
45150 Furniture & Equipment	-	-	-	-	500
45250 Office Supplies	-	-	-	-	6,000
45350 General Supplies	-	-	-	-	4,000
46900 Business Meetings	-	-	-	-	-
47000 Miscellaneous	-	-	-	-	-
49050 Charges-Other Depts	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 31,620

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	176,529
Maintenance & Operation	-	-	-	-	25,900
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 202,429



## Personnel Classification Detail

	Budget 2003-2004
Assistant City Clerk	0.50
City Clerk	0.10
Customer Service Representative	0.45
License Investigator	0.40
Office Services Specialist II	0.20
Office Services Secretary (Steno)	0.10
Secretary to the City Clerk (Steno)	0.05
Senior Office Specialist	0.15
Senior Office Services Assistant	1.13
TOTAL	<u>3.08</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	150,818
41200 Overtime	-	-	-	-	-
41300 Hourly Wages	-	-	-	-	-
41600 Compensated Absences	-	-	-	-	3,035
41700 Other Benefits	-	-	-	-	-
41800 Life Insurance	-	-	-	-	-
41900 Disability Insurance	-	-	-	-	1,014
42000 Vision Insurance	-	-	-	-	332
42100 Medical Insurance	-	-	-	-	14,119
42200 Dental Insurance	-	-	-	-	-
42300 Unemployment Insurance	-	-	-	-	202
42400 Compensation Insurance	-	-	-	-	5,720
42500 Medicare	-	-	-	-	1,289
42600 Social Security	-	-	-	-	-
42700 PERS Retirement	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 176,529

## Maintenance &amp; Operation Detail

42800 Auto Allowance	-	-	-	-	-
43080 Rent	-	-	-	-	2,900
43110 Contractual Services	-	-	-	-	12,000
44100 Repairs to Equipment	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	-
44200 Advertising	-	-	-	-	-
44300 Telephone	-	-	-	-	700
44450 Postage	-	-	-	-	500
44550 Travel	-	-	-	-	-
44650 Training	-	-	-	-	-
44700 Computer Software	-	-	-	-	300
44750 Insurance & Surety Bonds	-	-	-	-	-
44800 Membership & Dues	-	-	-	-	-
45050 Periodicals & Newspapers	-	-	-	-	-
45100 Books	-	-	-	-	-
45150 Furniture & Equipment	-	-	-	-	500
45250 Office Supplies	-	-	-	-	5,000
45350 General Supplies	-	-	-	-	4,000
46900 Business Meetings	-	-	-	-	-
47000 Miscellaneous	-	-	-	-	-
49050 Charges-Other Depts	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 25,900

Account Summary	<u>Expenditures</u> Actual 2001-02	<u>Current Year</u> Appropriation 2002-03	<u>Year to Date</u> Expenditures 12/31/02	<u>Estimated</u> Expenditures 2002-03	<u>Budget</u> 2003-04
<u>Financial</u>					
Salaries & Benefits	-	-	-	-	127,552
Maintenance & Operation	-	-	-	-	42,255
Capital	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-
Budgeted Underexpenditure	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 169,807</u>

Personnel Classification Detail

	Budget 2003-2004
Assistant City Clerk	0.10
City Clerk	0.35
Customer Service Representative	0.00
License Investigator	0.00
Office Services Specialist II	0.00
Office Services Secretary (Steno)	0.80
Secretary to the City Clerk (Steno)	0.75
Senior Office Specialist	0.00
Senior Office Services Assistant	0.00
TOTAL	<u>2.00</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
Salaries & Benefits					
41100 Salaries	-	-	-	-	110,887
41200 Overtime	-	-	-	-	233
41300 Hourly Wages	-	-	-	-	-
41600 Compensated Absences	-	-	-	-	1,663
41700 Other Benefits	-	-	-	-	-
41800 Life Insurance	-	-	-	-	-
41900 Disability Insurance	-	-	-	-	503
42000 Vision Insurance	-	-	-	-	220
42100 Medical Insurance	-	-	-	-	9,568
42200 Dental Insurance	-	-	-	-	-
42300 Unemployment Insurance	-	-	-	-	111
42400 Compensation Insurance	-	-	-	-	2,759
42500 Medicare	-	-	-	-	1,608
42600 Social Security	-	-	-	-	-
42700 PERS Retirement	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 127,552

## Maintenance &amp; Operation Detail

42800 Auto Allowance	-	-	-	-	-
43080 Rent	-	-	-	-	6,500
43110 Contractual Services	-	-	-	-	-
44100 Repairs to Equipment	-	-	-	-	-
44120 Repairs to Office Equipment	-	-	-	-	-
44200 Advertising	-	-	-	-	29,500
44300 Telephone	-	-	-	-	100
44450 Postage	-	-	-	-	500
44550 Travel	-	-	-	-	-
44650 Training	-	-	-	-	-
44700 Computer Software	-	-	-	-	-
44750 Insurance & Surety Bonds	-	-	-	-	-
44800 Membership & Dues	-	-	-	-	-
45050 Periodicals & Newspapers	-	-	-	-	-
45100 Books	-	-	-	-	-
45150 Furniture & Equipment	-	-	-	-	250
45250 Office Supplies	-	-	-	-	5,405
45350 General Supplies	-	-	-	-	-
46900 Business Meetings	-	-	-	-	-
47000 Miscellaneous	-	-	-	-	-
49050 Charges-Other Depts	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 42,255

	<u>Expenditures</u> <u>Actual</u> <u>2001-02</u>	<u>Current Year</u> <u>Appropriation</u> <u>2002-03</u>	<u>Year to Date</u> <u>Expenditures</u> <u>12/31/02</u>	<u>Estimated</u> <u>Expenditures</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
Account Summary					
<u>Financial</u>					
Salaries & Benefits	-	2,300	-	2,300	13,072
Maintenance & Operation	-	192,400	-	192,400	475
Capital	-	13,020	-	-	-
Charges - Other Depts	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ 207,720</u>	<u>\$ -</u>	<u>\$ 194,700</u>	<u>\$ 13,547</u>

	Expenditures Actual 2001-02	Current Year Appropriation 2002-03	Year to Date Expenditures 12/31/02	Estimated Expenditures 2002-03	Budget 2003-04
<b>Salaries &amp; Benefits</b>					
41100 Salaries	-	-	-	-	11,936
41200 Overtime	-	2,300	-	2,300	-
41600 Compensated Absences	-	-	-	-	179
42000 Vision Insurance	-	-	-	-	40
42100 Medical Insurance	-	-	-	-	905
42300 Unemployment Insurance	-	-	-	-	12
Total	<u>\$ -</u>	<u>\$ 2,300</u>	<u>\$ -</u>	<u>\$ 2,300</u>	<u>\$ 13,072</u>
<b>Maintenance &amp; Operation Detail</b>					
43110 Contractual Services	-	165,000	-	165,000	-
44450 Postage	-	24,000	-	24,000	-
44550 Travel	-	-	-	-	475
45250 Office Supplies	-	3,400	-	3,400	-
Total	<u>\$ -</u>	<u>\$ 192,400</u>	<u>\$ -</u>	<u>\$ 192,400</u>	<u>\$ 475</u>