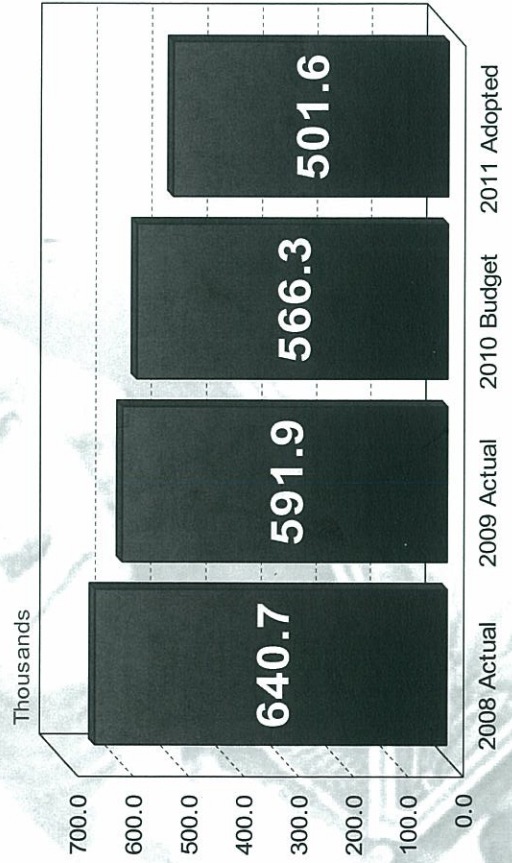


# City Clerk

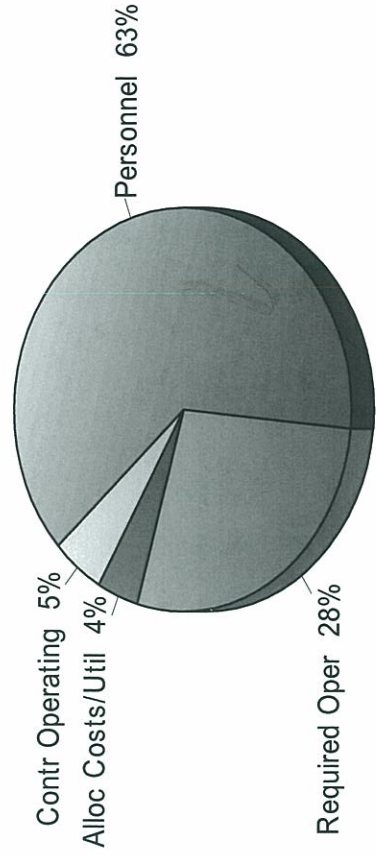
Description	2009-10	2010-11	% of GF	Staffing
Expense	556,307	501,604	0.3%	4
Recov'd Costs	269,099	242,090		4
Revenue	1,500	2,000		3
Net Exp	285,708	257,514		2

Election costs included in 09/10 and 10/11

## Expense History



## Budget Allocation



**Expenditure History**

	FY 2008-09 Actuals	FY 2009-10 Budget	FY 2010-11 Adopted
City Clerk	498,248	435,307	363,904
Election Activities	93,688	131,000	137,700
<b>Dept Total</b>	<b>591,936</b>	<b>566,307</b>	<b>501,604</b>

**Mission Statement**

The City Clerk is committed to providing professional service and support to the City Council, city departments and citizens through education, communication, and modern technology.

**Department Description**

The City Clerk serves as the Elections Official for the City and is responsible for conducting City elections. The City Clerk administers Federal, State and Local procedures through which City Councilmembers are selected. The City Clerk assists candidates in meeting their legal responsibilities before, during and after an election. From Election pre-planning to certification of election results and filing of final campaign disclosure documents, the City Clerk manages the process which forms the foundation of our democratic system of government. The City Clerk serves as the Legislative Administrator and plays a critical role in the decision-making process of the local legislature. The City Clerk prepares the City Council Meeting Agenda, verifies legal notices have been posted or published and completes necessary arrangements to ensure an effective meeting. The City Clerk is responsible for recording the decisions that constitute the building blocks of our government. As Records Manager, the City Clerk oversees the preservation and protection of the public record, and is required by statute to maintain and index Minutes, Ordinances and Resolutions adopted by the legislative body. The City Clerk ensures that other municipal records are accessible to the public.



Revenue / Expenditure Report - 3 Year History

	2007-2008 ACTUALS	2008-2009 ACTUALS	2009-2010 ADOPTED BUDGET	2009-2010 ACTUALS THRU JUN	% ACTUALS/ BUDGET	2009-2010 YEAR-END ESTIMATE	% YR END/ BUDGET	2010-2011 ADOPTED BUDGET	% PROPOSED/ ADOPTED
<b>101 General Fund CITY CLERK</b>									
<b>REVENUE</b>									
Total All Fines	0.00	100.00	0	100.00	0 %	100	0 %	0	0 %
Total Fees	0.00	200.00	0	200.00	0 %	200	0 %	0	0 %
Total Other Misc Revenue	589.48	53.61	200	0.00	0 %	200	100 %	200	100 %
Total Charges for Services	1,660.47	7,430.94	1,300	1,348.05	104 %	1,505	116 %	1,800	138 %
Total Revenue	2,249.95	7,784.55	1,500	1,648.05	110 %	2,005	134 %	2,000	133 %
<b>EXPENSE</b>									
Total Personnel	471,496.65	420,609.59	388,591	343,264.57	88 %	363,949	94 %	316,851	82 %
Total Controllable Exp	94,719.51	21,775.54	23,417	16,554.94	71 %	22,317	95 %	25,250	108 %
Total Required Exp	19,252.49	105,142.95	138,910	149,124.82	107 %	150,213	108 %	139,518	100 %
Total Utilities	2,776.21	1,627.61	1,669	1,202.75	72 %	1,542	92 %	1,542	92 %
Total Alloc Costs & Self Ins	52,484.81	42,780.65	13,720	12,806.11	93 %	13,224	96 %	18,443	134 %
Total Expense	640,729.67	591,936.34	566,307	522,953.19	92 %	551,245	97 %	501,604	89 %
Net	638,479.72-	584,151.79-	564,807-	521,305.14-		549,240-		499,604-	