

# City Clerk Program Summary

## Appropriation Summary

	FY 2002-03 Actual	FY 2003-04 Adopted	FY 2003-04 Adjusted	FY 2004-05 Proposed	% Change
Expenditures	\$ 264,009	302,327	294,381	292,223	(3.34)%
FTE	5	5	5	5	0.00%

## Department Mission

The City Clerk is appointed by the City Council and serves at their pleasure. The office acts as the City's historian, and they file and preserves all books, records, official bond documents, and papers. These records are available for public inspection. The Clerk is the City's corporate seal custodian and is the officer authorized to use and authenticate it.

## Department Budget in Brief

Comparing the FY 2004 adopted operating budget, the City Clerk budget has two primary differences. Due to the increased cost of retirement and health insurance rates, benefits increased 38%. To accommodate the other increases, Materials and Supplies decreased 47%.

## Department Operational Summary

The City Clerk's Office services include City Council meeting agenda preparation; City Council, City Departments and citizen staff support; records and Boards and Commissions management.

# City Clerk Resource Summary

	FY 2002-03 Actual	FY 2003-04 Amended	FY 2004-05 Proposed	FY 2004-05 Adopted
<i>Expenditures</i>				
Salaries	\$ 185,728	189,255	189,255	189,255
Benefits	36,991	40,646	50,487	48,329
Contractual Services	12,504	10,135	10,135	10,135
Materials and Supplies	10,493	25,206	9,000	9,000
Other Operating Expenses	5,181	14,413	14,413	14,413
Internal Service Charges and Expenses	13,112	22,672	21,091	21,091
Total Expenditures	\$ 264,009	302,327	294,381	292,223
<i>Personnel Summary</i>				
Chief Deputy City Clerk	1	1	1	1
Exec. Admin. To Mayor	1	1	1	1
Sr. Deputy City Clerk	1	1	1	1
Deputy City Clerk	1	1	1	1
City Clerk	1	1	1	1
Total Positions	5	5	5	5