

City Clerk Program Summary

Appropriation Summary

	FY 2003-04 Actual	FY 2004-05 Amended	FY 2005-06 Proposed	FY 2005-06 Adopted	% Change
Expenditures	293,187	292,223	312,644	312,644	6.99
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.

Expenditures	FY 2003-04 Actual	FY 2004-05 Amended	FY 2005-06 Proposed	FY 2005-06 Adopted
<i>Salaries</i>	189,391	189,255	202,271	202,271
<i>Benefits</i>	40,225	48,329	52,152	52,152
<i>Contractual Services</i>	9,125	10,135	10,236	10,236
<i>Materials and Supplies</i>	24,079	9,000	9,090	9,090
<i>Other Operating Expenses</i>	11,954	14,413	14,557	14,557
<i>Internal Service Charges & Expenses</i>	18,413	21,091	24,337	24,337
Total Expenditures	293,187	292,223	312,644	312,644