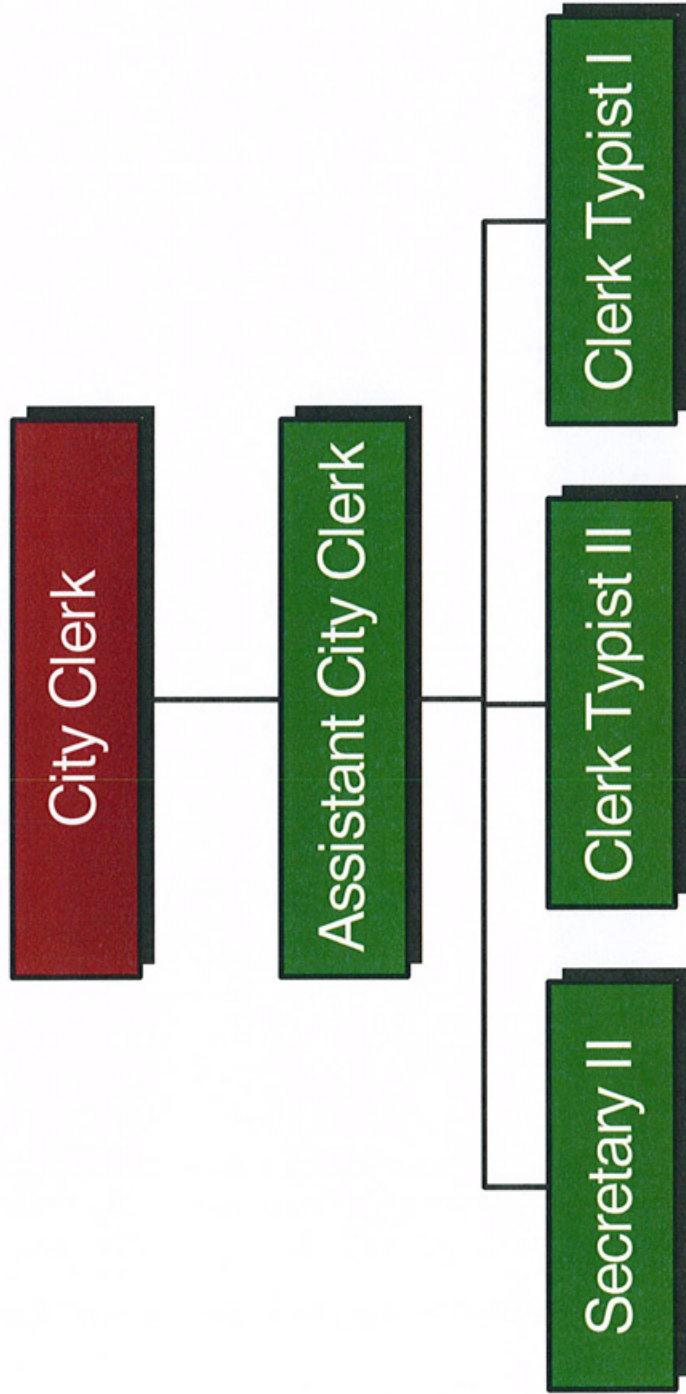


CITY CLERK

FY09/10



City Clerk

Mission

As the official Secretary and Records Custodian to the City of Sunrise and the City Commission, the City Clerk's office is responsible for maintaining accurate City records and providing timely responses to public requests for information.

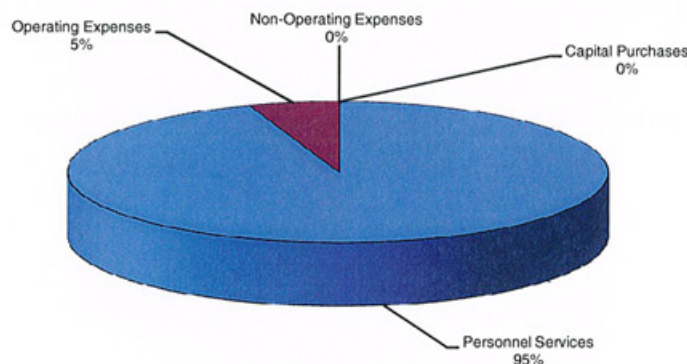
Description of Programs

The office provides the following services: custodian of the City Seal; Local Supervisor of Elections and Financial Disclosure Coordinator; Records Custodian and Management Liaison Officer with the State of Florida; maintaining the City charter and Code of Ordinances; attesting to documents ; maintaining and safeguarding original documents; providing for disaster recovery of official documents; providing for imaging of specific records and documents; representing the City in court on public records requests; coordinating annual Advisory Board appointments and maintaining records of Board activities; handling all details of elections for the City's three pension and retirement boards; coordinating and responding to lien inquiries; and responding to public records requests including specific research when required.

Performance Measures	FY 08 Target	FY 09 Projected	FY 09 Actual	FY 10 Projected
Percentage of ordinances, resolutions and minutes available on Optiview within 5 business days	NA	100%	100%	100%
Percentage of lien inquires processed in 3 business days	NA	95%	100%	95%
Percentage of internal records request processed within 3 business days	NA	95%	100%	95%
Percentage of external records request processed within 10 business days	NA	90%	86%	90%

Financial Summary--Program Expenditures

	Actual FY 2008	Amended FY 2009	Adopted FY 2010	\$ Change	% Change
Personnel Services	\$375,790	\$434,938	\$475,047	40,109	9.2%
Operating Expenses	28,781	28,664	26,777	(1,887)	-6.6%
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	1,160	0	0	0	N/A
TOTALS	\$405,731	\$463,602	\$501,824	\$38,222	8.2%



City Clerk

Position Summary

Position Title	Amended FY 2007/2008	Amended FY 2008/2009	Adopted FY 2009/2010
City Clerk	1	1	1
Assistant City Clerk	1	1	1
Secretary II	1	1	1
Clerk Typist II	1	1	1
Clerk Typist I	1	1	1
Total Positions	5	5	5

	ACTUAL FY 2007-2008	AMENDED FY 2008-2009	ADOPTED FY 2009-2010
CITY CLERK			
PERSONNEL SERVICES			
1301-511.12-01 Salaries	\$268,679	\$298,732	\$304,617
1301-511.14-01 Time and a Half Overtime	0	500	500
1301-511.14-02 Straight-Time Overtime	23	150	150
1301-511.15-04 Auto Allowance	3,619	3,600	3,600
1301-511.21-01 SS and Medicare Matching	20,713	23,179	22,743
1301-511.22-01 Pension-General	47,303	55,610	87,059
1301-511.23-01 Health Insurance	34,189	52,036	55,335
1301-511.24-00 Workers' Compensation	1,264	1,131	1,043
REQUESTED APPROPRIATION	\$375,790	\$434,938	\$475,047
OPERATING EXPENSES			
1301-511.31-30 Professional Services	\$750	\$100	\$100
1301-511.34-02 Records Retention	731	1,500	1,500
1301-511.34-04 Temporary Services	0	100	100
1301-511.40-01 Travel and Per Diem	1,470	1,500	1,500
1301-511.40-02 Local Mileage	84	250	200
1301-511.41-01 Telephone	3,253	3,814	4,000
1301-511.41-05 Data Line	0	1,000	1,000
1301-511.46-11 Maint Office Equipment	494	1,000	700
1301-511.47-01 Printing and Binding	770	1,000	1,000
1301-511.47-02 Photocopying Costs	732	2,300	1,200
1301-511.47-03 Municipal Code	15,021	10,000	10,000
1301-511.51-01 Office Supplies	2,067	1,500	1,500
1301-511.52-90 Other Supplies & Expenses	1,629	3,225	2,532
1301-511.54-01 Subs & Memberships	838	875	945
1301-511.54-02 Tuition & Training	942	500	500
REQUESTED APPROPRIATION	\$28,781	\$28,664	\$26,777
CAPITAL PURCHASES			
1301-511.64-02 Computer Equipment	\$1,160	\$0	\$0
REQUESTED APPROPRIATION	\$1,160	\$0	\$0
TOTAL REQUESTED APPROPRIATION	\$405,731	\$463,602	\$501,824