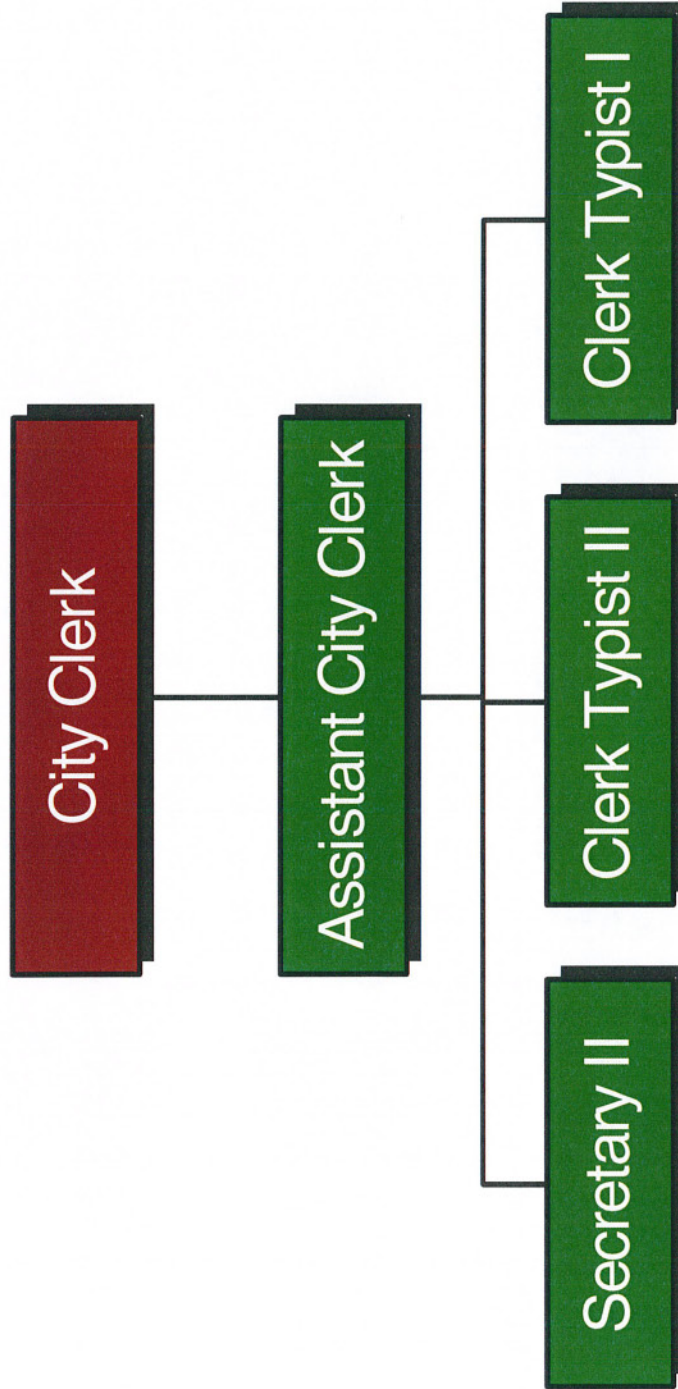


CITY CLERK  
FY11/12



## City Clerk

### Position Summary

Position Title	Amended FY 2009/2010	Amended FY 2010/2011	Proposed FY 2011/2012
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
<b>Total Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>

## City Clerk

### Definition/Description of Program

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.

### Program Expenditures--Cost to Continue at Current Levels

	Actual FY 2010	Amended FY 2011	Proposed FY 2012	\$ Change	% Change
Personnel Services	\$408,044	\$456,526	\$461,279	\$4,753	1.0%
Operating Expenses	28,785	27,641	26,920	(721)	-2.6%
<b>TOTALS</b>	<b>\$436,829</b>	<b>\$484,167</b>	<b>\$488,199</b>	<b>\$4,032</b>	<b>0.8%</b>

### Program Revenue

	Actual FY 2010	Amended FY 2011	Proposed FY 2012	\$ Change	% Change
General Fund	436,829	484,167	488,199	4,032	0.8%
<b>TOTALS</b>	<b>\$436,829</b>	<b>\$484,167</b>	<b>\$488,199</b>	<b>\$4,032</b>	<b>0.8%</b>

### Performance Measures

	Actual FY 2010	Amended FY 2011	Projected FY 2012	% Change
Percentage of ordinances and resolutions available on Optiview within 5 business days	100%	100%	100%	0.0%
Percentage of lien inquires processed within 5 business days	96%	97%	100%	3.1%
Percentage of internal records request processed within 3 business days	96%	98%	100%	2.0%
Percentage of external records request processed within 10 business days	85%	90%	95%	5.6%

# City Clerk

<b>Position Summary</b>			
<b>Position Title</b>	<b>Amended FY 2010</b>	<b>Amended FY 2011</b>	<b>Proposed FY 2012</b>
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
<b>Total Program Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Full Time Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>