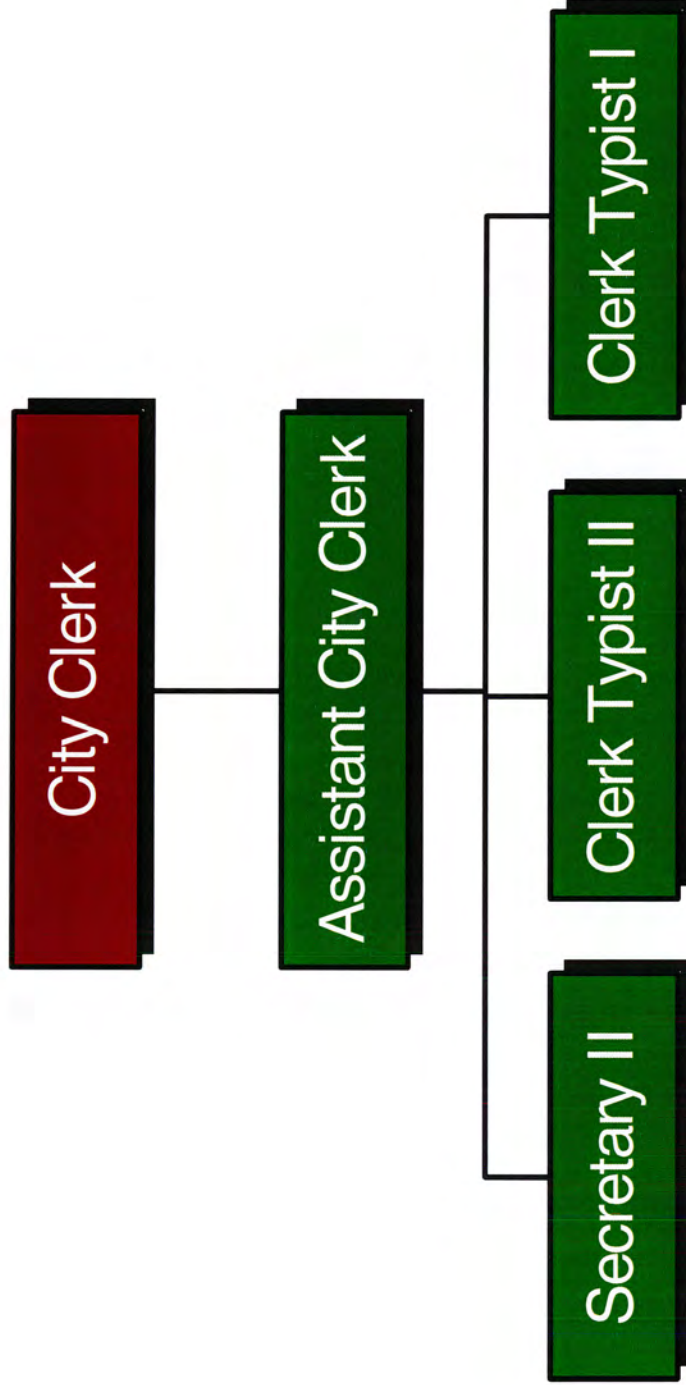


CITY CLERK FY11/12



City Clerk

Position Summary

Position Title	Amended FY 2009/2010	Amended FY 2010/2011	Adopted 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
Total Positions	5	5	5

	ACTUAL FY 2009-2010	AMENDED FY 2010-2011	ADOPTED FY 2011-2012
CITY CLERK			
PERSONNEL SERVICES			
1301-511.12-01 Salaries	\$263,051	\$278,573	\$279,717
1301-511.14-01 Time and a Half Overtime	397	500	500
1301-511.14-02 Straight-Time Overtime	24	150	150
1301-511.15-04 Auto Allowance	3,582	3,600	3,600
1301-511.21-01 SS and Medicare Matching	24,951	21,636	22,019
1301-511.22-01 Pension-General	73,313	87,028	87,854
1301-511.23-01 Health Insurance	41,683	64,141	66,716
1301-511.24-00 Workers' Compensation	1,043	898	723
REQUESTED APPROPRIATION	\$408,044	\$456,526	\$461,279
OPERATING EXPENSES			
1301-511.31-30 Professional Services	\$0	\$100	\$100
1301-511.34-02 Records Retention	872	1,200	1,000
1301-511.34-04 Temporary Services	3,015	100	100
1301-511.40-01 Travel and Per Diem	33	1,200	1,200
1301-511.40-02 Local Mileage	0	100	100
1301-511.41-01 Communications	3,323	4,000	6,706
1301-511.41-05 Data Line	2,868	2,906	0
1301-511.46-11 Maint Office Equipment	467	700	700
1301-511.47-01 Printing and Binding	810	1,000	1,000
1301-511.47-02 Photocopying Costs	1,472	1,200	1,200
1301-511.47-03 Municipal Code	11,558	10,000	10,000
1301-511.51-01 Office Supplies	2,455	1,500	1,500
1301-511.52-90 Other Supplies & Expenses	626	2,321	2,000
1301-511.54-01 Subs & Memberships	948	814	814
1301-511.54-02 Tuition & Training	338	500	500
REQUESTED APPROPRIATION	\$28,785	\$27,641	\$26,920
TOTAL REQUESTED APPROPRIATION			
	\$436,829	\$484,167	\$488,199

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	Adopted 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%
TOTALS	\$436,829	\$484,167	\$488,199	\$4,032	0.8%

Program Revenue

	Actual FY 2010	Amended FY 2011	Adopted FY 2012	\$ Change	% Change
General Fund	436,829	484,167	488,199	4,032	0.8%
TOTALS	\$436,829	\$484,167	\$488,199	\$4,032	0.8%

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

Position Summary			
Position Title	Amended FY 2010	Amended FY 2011	Adopted FY 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
Total Program Positions	5	5	5
Full Time Positions	5	5	5