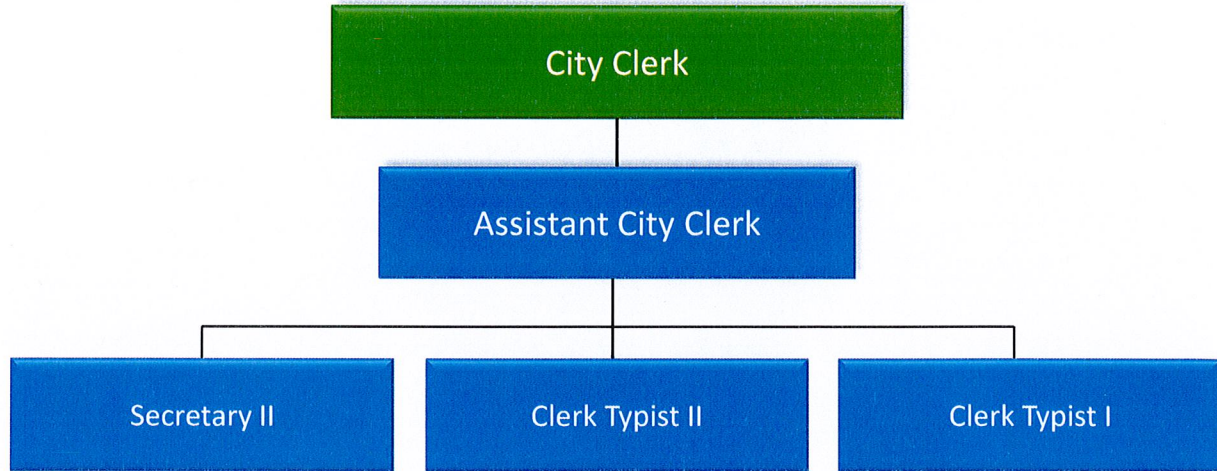


CITY CLERK
5 Full Time



City Clerk

Position Summary

Position Title	Amended FY 2010/2011	Amended FY 2011/2012	Adopted FY 2012/2013
City Clerk	1	1	1
Assistant City Clerk	1	1	1
Secretary II	1	1	1
Clerk Typist II ⁽¹⁾	1	1	1
Clerk Typist I	1	1	1
Total Positions	5	5	5

⁽¹⁾ Position vacant and frozen for 25% of FY 2013 or an equivalent value required

	ACTUAL FY 2010-2011	AMENDED FY 2011-2012	ADOPTED FY 2012-2013
CITY CLERK			
PERSONNEL SERVICES			
1301-511.12-01 Salaries	\$268,881	\$279,717	\$278,806
1301-511.14-01 Time and a Half Overtime	245	500	500
1301-511.14-02 Straight-Time Overtime	153	150	150
1301-511.15-04 Auto Allowance	3,639	3,600	3,600
1301-511.21-01 SS and Medicare Matching	20,656	22,019	21,653
1301-511.22-01 Pension-General	90,856	87,854	94,357
1301-511.23-01 Health Insurance	54,218	65,196	61,415
1301-511.24-00 Workers' Compensation	898	723	779
REQUESTED APPROPRIATION	\$439,546	\$459,759	\$461,260
OPERATING EXPENSES			
1301-511.31-30 Professional Services	\$0	\$100	\$100
1301-511.34-02 Records Retention	1,301	2,520	2,400
1301-511.34-04 Temporary Services	0	100	100
1301-511.40-01 Travel and Per Diem	0	1,200	960
1301-511.40-02 Local Mileage	116	100	100
1301-511.41-01 Communications	3,323	6,706	5,500
1301-511.41-05 Data Line	2,884	0	0
1301-511.46-11 Maint Office Equipment	276	700	500
1301-511.47-01 Printing and Binding	1,364	1,000	1,000
1301-511.47-02 Photocopying Costs	953	1,200	1,200
1301-511.47-03 Municipal Code	12,152	10,000	10,000
1301-511.51-01 Office Supplies	1,795	1,500	800
1301-511.52-90 Other Supplies & Expenses	1,798	2,000	2,300
1301-511.54-01 Subs & Memberships	973	814	914
1301-511.54-02 Tuition & Training	40	500	500
REQUESTED APPROPRIATION	\$26,975	\$28,440	\$26,374
CAPITAL PURCHASES			
1301-511.64-02 Computer Equipment	\$1,194	\$0	\$0
REQUESTED APPROPRIATION	\$1,194	\$0	\$0
TOTAL REQUESTED APPROPRIATION	\$467,715	\$488,199	\$487,634

City Clerk

Definition/Description of Program

The City Clerk's 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 2011	Amended FY 2012	Adopted FY 2013	\$ Change	% Change
Personnel Services	\$439,546	\$459,759	\$461,260	\$1,501	0.3%
Operating Expenses	26,975	28,440	26,374	(2,066)	-7.3%
Capital Purchases	1,194	0	0	0	N/A
TOTALS	\$467,715	\$488,199	\$487,634	(\$565)	-0.1%

Program Revenue

	Actual FY 2011	Amended FY 2012	Adopted FY 2013	\$ Change	% Change
General Fund	\$467,715	\$488,199	\$487,634	(\$565)	-0.1%
TOTALS	\$467,715	\$488,199	\$487,634	(\$565)	-0.1%

Performance Measures	Actual FY 2011	Amended FY 2012	Projected FY 2013	% Change
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Number of internally generated requests	127	145	152	4.8%
Number of externally generated requests	629	500	525	5.0%
Percentage of internal records request processed within 3 business days	100%	100%	100%	0.0%
Percentage of external records request processed within 10 business days	90%	95%	97%	2.1%
Number of lien inquiries	4,158	4,170	4,378	5.0%

City Clerk

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Clerk Typist II ⁽¹⁾	1	1	1
Clerk Typist I	1	1	1
Total Program Positions	5	5	5
Full Time Positions	5	5	5
⁽¹⁾ Position vacant and frozen for 25% of FY 2013 or an equivalent value required			