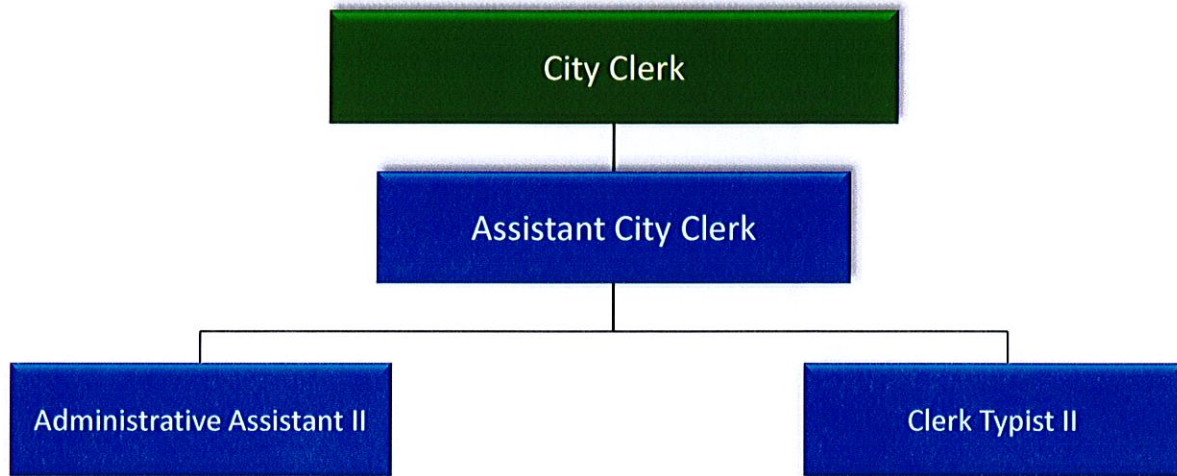


CITY CLERK
4 Full Time



City Clerk

Position Summary

Position Title	Amended FY 2011/2012	Amended FY 2012/2013	Proposed FY 2013/2014
City Clerk	1	1	1
Assistant City Clerk	1	1	1
Secretary II	1	1	0
Administrative Assistant II	0	0	1
Clerk Typist II	1	1	1
Clerk Typist I	1	1	0
Total Positions	5	5	4

	ACTUAL FY 2011-2012	AMENDED FY 2012-2013	PROPOSED FY 2013-2014
CITY CLERK			
PERSONNEL SERVICES			
1301-511.12-01 Salaries	\$249,797	\$275,386	\$254,294
1301-511.14-01 Time and a Half Overtime	158	150	170
1301-511.14-02 Straight-Time Overtime	116	500	200
1301-511.15-04 Auto Allowance	3,619	3,600	3,600
1301-511.21-01 SS and Medicare Matching	19,239	21,653	19,764
1301-511.22-01 Pension-General	83,890	94,357	93,498
1301-511.23-01 Health Insurance	51,811	61,415	54,731
1301-511.24-00 Workers' Compensation	723	779	651
REQUESTED APPROPRIATION	\$409,353	\$457,840	\$426,908
OPERATING EXPENSES			
1301-511.31-30 Professional Services	\$0	\$100	\$0
1301-511.34-02 Records Retention	2,129	2,400	900
1301-511.34-04 Temporary Services	6,586	3,520	0
1301-511.40-01 Travel and Per Diem	0	960	1,300
1301-511.40-02 Local Mileage	15	100	100
1301-511.41-01 Communications	5,502	5,500	5,525
1301-511.46-11 Maint Office Equipment	172	500	500
1301-511.47-01 Printing and Binding	959	1,000	1,000
1301-511.47-02 Photocopying Costs	644	1,200	1,300
1301-511.47-03 Municipal Code	10,152	10,000	10,200
1301-511.51-01 Office Supplies	1,666	800	800
1301-511.52-90 Other Supplies & Expenses	996	2,300	1,500
1301-511.54-01 Subs & Memberships	853	914	875
1301-511.54-02 Tuition & Training	0	500	500
REQUESTED APPROPRIATION	\$29,674	\$29,794	\$24,500
TOTAL REQUESTED APPROPRIATION			
	\$439,027	\$487,634	\$451,408

City Clerk (1301)

Program Definition and Goals

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 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
Personnel Services	\$409,353	\$457,840	\$426,908	(\$30,932)	-6.8%
Operating Expenses	29,674	29,794	24,500	(5,294)	-17.8%
TOTALS	\$439,027	\$487,634	\$451,408	(\$36,226)	-7.4%

Program Revenue

	Actual FY 2012	Amended FY 2013	Proposed FY 2014	\$ Change	% Change
General Fund	\$439,027	\$487,634	\$451,408	(\$36,226)	-7.4%
TOTALS	\$439,027	\$487,634	\$451,408	(\$36,226)	-7.4%

Performance Measures	Actual FY 2012	Amended FY 2013	Projected FY 2014	% Change
Number of internally generated requests	113	127	110	-13.4%
Number of externally generated requests	576	636	570	-10.4%
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	82%	95%	95%	0.0%
Number of lien inquiries	4,551	4,676	4,800	2.7%

City Clerk (1301)

Position Summary			
Position Title	Amended FY 2012	Amended FY 2013	Proposed FY 2014
City Clerk	1	1	1
Assistant City Clerk	1	1	1
Clerk Typist I	1	1	0
Clerk Typist II	1	1	1
Secretary II	1	1	0
Administrative Assistant II	0	0	1
Total Program Positions	5	5	4
Full Time Positions	5	5	4