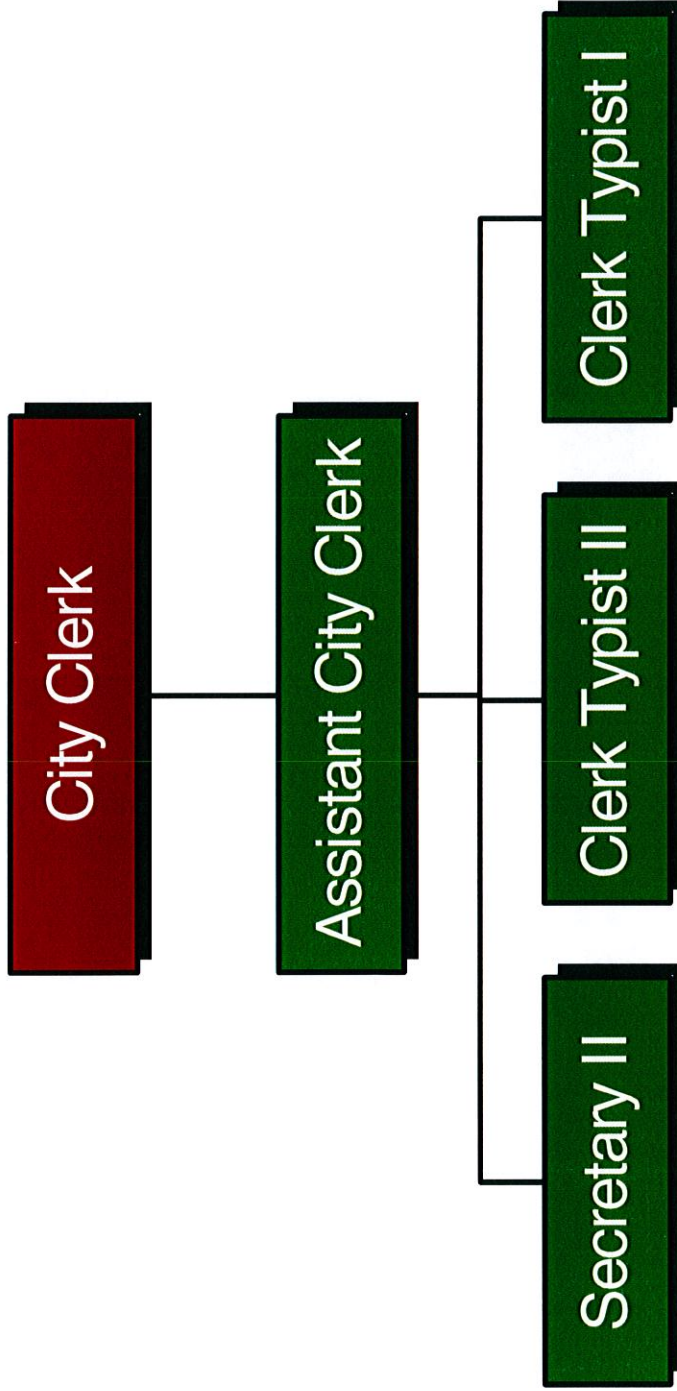


CITY CLERK

FY10/11



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.

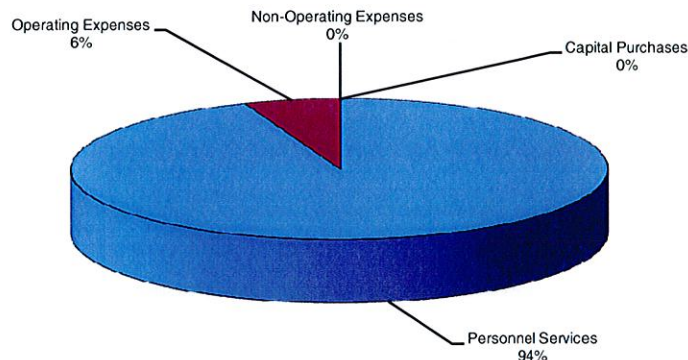
Description of Programs

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 09 Actual	FY 10 Projected	FY 10 YTD	FY 11 Projected
Percentage of ordinances and resolutions available on Optiview within 5 business days	100%	100%	100%	100%
Percentage of lien inquires processed within 5 business days	100%	95%	96%	100%
Percentage of internal records request processed within 3 business days	98%	95%	96%	95%
Percentage of external records request processed within 10 business days	88%	90%	85%	100%

Financial Summary--Program Expenditures

	Actual FY 2009	Amended FY 2010	Adopted FY 2011	\$ Change	% Change
Personnel Services	\$400,540	\$470,249	\$456,526	(13,723)	-2.9%
Operating Expenses	21,580	31,575	27,641	(3,934)	-12.5%
Non-Operating Expenses	0	0	0	0	N/A
Capital Purchases	1,485	0	0	0	N/A
TOTALS	\$423,605	\$501,824	\$484,167	(\$17,657)	-3.5%



City Clerk

Position Summary

Position Title	Amended	Amended	Adopted
	FY 2008/2009	FY 2009/2010	FY 2010/2011
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 2008-2009	AMENDED FY 2009-2010	ADOPTED FY 2010-2011
CITY CLERK			
PERSONNEL SERVICES			
1301-511.12-01 Salaries	\$284,990	\$301,701	\$278,573
1301-511.14-01 Time and a Half Overtime	54	500	500
1301-511.14-02 Straight-Time Overtime	17	150	150
1301-511.15-04 Auto Allowance	3,610	3,600	3,600
1301-511.21-01 SS and Medicare Matching	21,975	22,743	21,636
1301-511.22-01 Pension-General	53,945	87,059	87,028
1301-511.23-01 Health Insurance	34,818	53,453	64,141
1301-511.24-00 Workers' Compensation	1,131	1,043	898
REQUESTED APPROPRIATION	\$400,540	\$470,249	\$456,526
OPERATING EXPENSES			
1301-511.31-30 Professional Services	\$0	\$100	\$100
1301-511.34-02 Records Retention	652	1,500	1,200
1301-511.34-04 Temporary Services	35	3,016	100
1301-511.40-01 Travel and Per Diem	258	1,500	1,200
1301-511.40-02 Local Mileage	70	200	100
1301-511.41-01 Telephone	3,722	4,000	4,000
1301-511.41-05 Data Line	779	2,882	2,906
1301-511.46-11 Maint Office Equipment	415	700	700
1301-511.47-01 Printing and Binding	1,067	1,000	1,000
1301-511.47-02 Photocopying Costs	669	1,200	1,200
1301-511.47-03 Municipal Code	8,806	10,000	10,000
1301-511.51-01 Office Supplies	2,340	2,500	1,500
1301-511.52-90 Other Supplies & Expenses	1,603	1,532	2,321
1301-511.54-01 Subs & Memberships	909	945	814
1301-511.54-02 Tuition & Training	255	500	500
REQUESTED APPROPRIATION	\$21,580	\$31,575	\$27,641
CAPITAL PURCHASES			
1301-511.64-02 Computer Equipment	\$1,485	\$0	\$0
REQUESTED APPROPRIATION	\$1,485	\$0	\$0
TOTAL REQUESTED APPROPRIATION	\$423,605	\$501,824	\$484,167