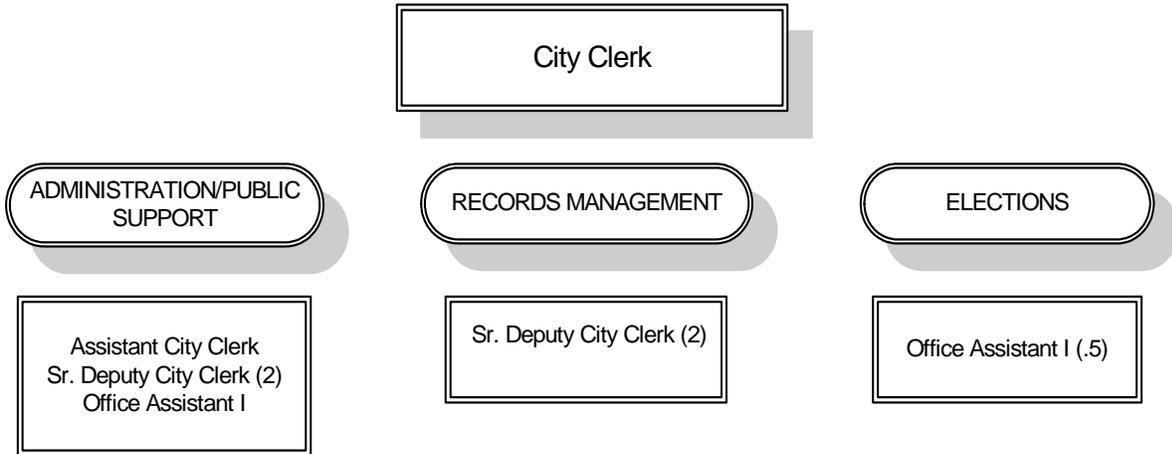


# City Clerk's Office Adopted Budget – FY 2005/06



Located on the second floor of City Hall, the City Clerk's office is charged with the responsibility of preserving and maintaining city records and all documents certifying City Council action. Also in the Clerk's custody are deeds, agreements, annexation records and many other vital City records as well as historical documents and photos.

### City Clerk Administration/Support Division

The Support Division provides service to the public, City Council, and city departments. It is responsible for preparation, publication, and distribution of the City Council meeting agendas as well as the preparation and recordation of City Council meeting minutes. The division also executes and facilitates the recordation of agreements, resolutions, ordinances, deeds, and other official documents.



### Records Management Division

Records Management provides a formal records management and retention program for the records stored in the Clerk's Office. This division is primarily responsible for fulfillment of research requests and codifies ordinances adopted by Council into the Municipal Code and Zoning & Subdivision Code for easy access by the public and city staff.



### Elections Division

The Election Division of the City Clerk's Office conducts General Municipal Elections in even numbered years, consolidated with the Orange County Registrar of Voters, and conducts special elections as needed. The City Clerk serves as the official Election Filing Officer designated by the State of California and maintains Economic Disclosure Statements and Campaign Committee Reports, which are required of certain city employees, board and commission members, and appointed and elected officials.

### Passport Acceptance Facility Division

The City Clerk's Office is designated as an authorized Passport Acceptance Facility. The Passport Acceptance Facility provides the community with a convenient location to obtain passport services and submit passport applications.



### City Clerk Administration/Support

- Prepare Agenda packets for 37\* City Council regular, adjourned, and special meetings
- Process approximately 30 official documents for each City Council meeting
- Attend all City Council Meetings, record and prepare minutes of the meetings
- Provide general support to the City Council, departments and public for bid openings, claims, phone and in-person document inquiries, and notary services

### Records Management

- Respond to approximately 750\* records research requests
- Process 1,200\* records for destruction and/or imaging
- Codify an average of 44\* municipal and zoning ordinances
- Scan and index vital records for electronic retrieval

### Elections

- Maintain and monitor approximately 600\* Economic Disclosure Statements
- Maintain and monitor 357\* campaign committee reports for officeholders
- During an election year, the staff is trained in election techniques and is responsible for preparing campaign instruction booklets for candidates

### Passport Acceptance Facility

- Process approximately 3,900\* passport applications
- Provide in-person and telephone customer service
- Advertise and market the passport application services



\*Annually



**City Clerk**  
**Adopted Budget - FY 2005/06**  
**Department Budget Summary**  
**All Funds by Object Account**



**DEPARTMENT**

Expenditure Object Account	FY 2001/02	FY 2002/03	FY 2003/04	FY 2004/05	FY 2004/05	FY 2005/06	Percent Change From Prior Year
	Actual	Actual	Actual	Adopted	Revised	Adopted	
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	317,523	279,288	329,351	382,870	392,870	423,317	10.56%
Salaries, Temporary	33,801	48,716	43,505	52,700	52,700	53,500	1.52%
Salaries, Overtime	11,380	26,231	2,433	22,000	7,000	14,000	-36.36%
Benefits	85,093	79,170	125,809	128,595	133,595	176,029	36.89%
<b>PERSONAL SERVICES</b>	<b>447,796</b>	<b>433,406</b>	<b>501,097</b>	<b>586,165</b>	<b>586,165</b>	<b>666,846</b>	<b>13.76%</b>
<b>OPERATING EXPENSES</b>							
Utilities	345	366					
Equipment and Supplies	136,246	72,184	8,312	157,200	157,200	97,450	-38.01%
Conferences and Training	2,400	4,827	4,729	1,520	1,520	4,875	220.72%
Professional Services	227	4,027	192,199	100,100	100,100	18,100	-81.92%
Other Contract Services	83,135	34,574	137	4,000	4,000	9,000	125.00%
Expense Allowances	5,746	5,885	5,471	6,000	6,000	6,000	0.00%
Other Expenses			387			200	
<b>OPERATING EXPENSES</b>	<b>228,100</b>	<b>121,864</b>	<b>211,236</b>	<b>268,820</b>	<b>268,820</b>	<b>135,625</b>	<b>-49.55%</b>
<b>CAPITAL EXPENDITURES</b>							
Equipment			8			75,000	
<b>CAPITAL EXPENDITURES</b>			<b>8</b>			<b>75,000</b>	
<b>Grand Total(s)</b>	<b>675,896</b>	<b>555,269</b>	<b>712,342</b>	<b>854,985</b>	<b>854,985</b>	<b>877,471</b>	<b>2.63%</b>
General Fund	675,896	555,268	712,341	854,985	854,985	877,471	2.63%
Other Funds	0	0	0	0	0	0	
<b>Grand Total(s)</b>	<b>675,896</b>	<b>555,268</b>	<b>712,341</b>	<b>854,985</b>	<b>854,985</b>	<b>877,471</b>	<b>2.63%</b>
<b>Personnel Summary</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>0.00</b>



**City Clerk**  
**Adopted Budget - FY 2005/06**  
**Department Budget Summary**  
**General Fund Division by Object Account**



**DIVISION**

Expenditure Object Account	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
<b>Administration/Public Support</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	221,405	208,175	217,765	205,928	205,928	296,567	44.01%
Salaries, Temporary	24,325	33,361	24,498	39,500	39,500	40,000	1.27%
Salaries, Overtime	4,095	2,457	501	4,500	4,500	4,500	0.00%
Benefits	54,500	52,281	74,824	69,165	69,165	123,959	79.22%
<b>PERSONAL SERVICES</b>	<b>304,324</b>	<b>296,273</b>	<b>317,587</b>	<b>319,093</b>	<b>319,093</b>	<b>465,026</b>	<b>45.73%</b>
<b>OPERATING EXPENSES</b>							
Utilities	37						
Equipment and Supplies	5,287	3,225	6,212	4,500	4,500	4,750	5.56%
Conferences and Training	2,261	2,617	18	1,360	1,360	4,000	194.12%
Other Contract Services						5,000	
Expense Allowances	5,746	5,885	5,471	6,000	6,000	6,000	0.00%
Other Expenses			319				
<b>OPERATING EXPENSES</b>	<b>13,330</b>	<b>11,727</b>	<b>12,019</b>	<b>11,860</b>	<b>11,860</b>	<b>19,750</b>	<b>66.53%</b>
<b>CAPITAL EXPENDITURES</b>							
<b>CAPITAL EXPENDITURES</b>							
			8				
<b>Grand Total(s)</b>	<b>317,655</b>	<b>308,000</b>	<b>329,615</b>	<b>330,953</b>	<b>330,953</b>	<b>484,776</b>	<b>46.48%</b>

**Significant Changes**

Other than MOU driven costs, the increase in salaries and benefits for 2005/06 reflects a shift in the budgeted location of 1 Deputy City Clerk and Office Assistant I from the Records Mgt. program. Reallocate 2 Deputy City Clerks as Sr. Deputy City Clerks to address career advancement according to individual credentials. Small dollar increases to some operating accounts, which appear as large percentages, will provide Passport Services with needed funding.

Permanent Personnel	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Change from Prior Year
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Assistant City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Sr. Deputy City Clerk	0.00	0.00	0.00	0.00	0.00	2.00	<b>2.00</b>
Deputy City Clerk	1.00	1.00	1.00	1.00	2.00	0.00	<b>(2.00)</b>
Office Assistant I	0.00	0.00	0.00	0.00	1.00	1.00	<u>0.00</u>
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>



**City Clerk**  
**Adopted Budget - FY 2005/06**  
**Department Budget Summary**  
**General Fund Division by Object Account**



**DIVISION**

Expenditure Object Account	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
<b>Elections</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	14,471	21,525	13,906	16,326	26,326	31,914	95.48%
Salaries, Overtime	3,296	10,261	776	16,000	1,000	8,000	-50.00%
Benefits	4,834	7,974	17,927	5,483	10,483	13,111	139.12%
<b>PERSONAL SERVICES</b>	<b>22,601</b>	<b>39,759</b>	<b>32,609</b>	<b>37,809</b>	<b>37,809</b>	<b>53,025</b>	<b>40.24%</b>
<b>OPERATING EXPENSES</b>							
Equipment and Supplies	123,115	65,546	383	125,000	125,000	65,000	-48.00%
Conferences and Training			375			375	
Professional Services	227	4,027	142,697	100,000	100,000		-100.00%
Other Contract Services	76,260	34,369					
<b>OPERATING EXPENSES</b>	<b>199,602</b>	<b>103,942</b>	<b>143,455</b>	<b>225,000</b>	<b>225,000</b>	<b>65,375</b>	<b>-70.94%</b>
<b>CAPITAL EXPENDITURES</b>							
<b>Grand Total(s)</b>	<b>222,202</b>	<b>143,701</b>	<b>176,064</b>	<b>262,809</b>	<b>262,809</b>	<b>118,400</b>	<b>-54.95%</b>

**Significant Changes**

Equipment and supplies reduced to previous, historical level. No election is budgeted for 2005/06.

Permanent Personnel	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Change from Prior Year
Office Assistant I	0.50	0.50	0.50	0.50	0.50	0.50	<u>0.00</u>
<b>Total</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>



**City Clerk**  
**Adopted Budget - FY 2005/06**  
**Department Budget Summary**  
**General Fund Division by Object Account**



**DIVISION**

Expenditure Object Account	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
<b>Records Management</b>							
<b>PERSONAL SERVICES</b>							
Salaries, Permanent	81,647	49,588	97,680	160,616	160,616	94,836	-40.95%
Salaries, Temporary	9,476	15,355	19,007	13,200	13,200	13,500	2.27%
Salaries, Overtime	3,989	13,514	1,156	1,500	1,500	1,500	0.00%
Benefits	25,759	18,916	33,058	53,947	53,947	38,959	-27.78%
<b>PERSONAL SERVICES</b>	<b>120,871</b>	<b>97,373</b>	<b>150,900</b>	<b>229,263</b>	<b>229,263</b>	<b>148,795</b>	<b>-35.10%</b>
<b>OPERATING EXPENSES</b>							
Utilities	309	366					
Equipment and Supplies	7,845	3,413	1,718	27,700	27,700	27,700	0.00%
Conferences and Training	139	2,210	4,337	160	160	500	212.50%
Professional Services			49,502	100	100	18,100	18000.00%
Other Contract Services	6,876	205	137	4,000	4,000	4,000	0.00%
Other Expenses			68			200	
<b>OPERATING EXPENSES</b>	<b>15,168</b>	<b>6,194</b>	<b>55,762</b>	<b>31,960</b>	<b>31,960</b>	<b>50,500</b>	<b>58.01%</b>
<b>CAPITAL EXPENDITURES</b>							
Equipment						75,000	
<b>CAPITAL EXPENDITURES</b>						<b>75,000</b>	
<b>Grand Total(s)</b>	<b>136,039</b>	<b>103,567</b>	<b>206,662</b>	<b>261,223</b>	<b>261,223</b>	<b>274,295</b>	<b>5.00%</b>

**Significant Changes**

The decrease in salaries and benefits for FY2005/06 reflects a shift in the budgeted location of 1 Deputy City Clerk and 1 Office Assistant I to the Administration and Public Support program. Reallocate Deputy City Clerk as Sr. Deputy City Clerk to address career advancement according to individual credentials. Professional services are increased to support the Streaming Media and Minute Annotation Software. Equipment for the Information and Material Management System is requested under capital outlay.

Permanent Personnel	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Change from Prior Year
Senior Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Sr. Deputy City Clerk	0.00	0.00	0.00	0.00	0.00	1.00	<b>1.00</b>
Deputy City Clerk	2.00	2.00	2.00	2.00	1.00	0.00	<b>(1.00)</b>
Office Assistant I	1.00	1.00	1.00	1.00	0.00	0.00	<u>0.00</u>
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>



**City Clerk**  
**Adopted Budget - FY 2005/06**  
**Department Budget Summary**  
**All Funds by Business Unit**



**BUSINESS UNITS**

Division / Business Unit	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
<b>CLK City Clerk</b>							
<b>ADM Administration</b>							
10010101 City Clerk Admin	292,905	280,624	302,126	302,953	302,953	450,276	48.63%
10010401 Passport Services	24,749	27,377	27,489	28,000	28,000	34,500	23.21%
<b>ADM Administration</b>	<b>317,655</b>	<b>308,000</b>	<b>329,615</b>	<b>330,953</b>	<b>330,953</b>	<b>484,776</b>	46.48%
<b>ELC Elections</b>							
10010201 Elections	222,202	143,701	176,064	262,809	262,809	118,400	-54.95%
<b>ELC Elections</b>	<b>222,202</b>	<b>143,701</b>	<b>176,064</b>	<b>262,809</b>	<b>262,809</b>	<b>118,400</b>	-54.95%
<b>RCD Records Management</b>							
10010301 Records Management	136,039	103,567	206,662	261,223	261,223	274,295	5.00%
<b>RCD Records Management</b>	<b>136,039</b>	<b>103,567</b>	<b>206,662</b>	<b>261,223</b>	<b>261,223</b>	<b>274,295</b>	5.00%
<b>Other Funds</b>							
<b>Other Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
General Fund	675,896	555,268	712,341	854,985	854,985	877,471	2.63%
Other Funds	0	0	0	0	0	0	
<b>Grand Total(s)</b>	<b>675,896</b>	<b>555,268</b>	<b>712,341</b>	<b>854,985</b>	<b>854,985</b>	<b>877,471</b>	2.63%