



***City Clerk Department***


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**City Clerk Department**

**Departmental Summary**

FUND/ACTIVITY	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
<b>General Fund:</b>				
<b>Revenue</b>				
Administration	364,224	329,800	342,300	340,550
Parking Violations Collections	1,285,581	1,233,500	1,233,500	1,233,500
Animal License	380,556	410,000	380,000	390,000
Total Revenues	2,030,361	1,973,300	1,955,800	1,964,050
<b>Expenditure</b>				
Administration	730,767	520,625	510,845	566,443
Parking Violations Collections	146,874	148,325	149,915	153,955
Animal License	89,142	86,825	85,720	92,240
Total Expenditures	966,783	755,775	746,480	812,638
Subsidy	(1,063,578)	(1,217,525)	(1,209,320)	(1,151,412)
<b>Personnel</b>				
Administration	4.25	4.25	4.25	4.25
Parking Violations Collections	1.00	1.00	1.00	1.00
Animal License	0.75	0.75	0.75	0.75
Total Personnel	6.00	6.00	6.00	6.00
<b>Special Revenue Funds:</b>				
<b>Expenditure</b>				
Special Revenue Funds	4,290	5,000	5,000	5,000
Total Expenditures	4,290	5,000	5,000	5,000
Expenditure Total	971,073	760,775	751,480	817,638
Personnel Total	6.00	6.00	6.00	6.00

## City Clerk Department


**Administration**  
**GE001 CCL010000**  
**General Fund**

### Description:

The function of Administration is to prepare and distribute Council agendas; record and maintain records of all council meetings; maintain a file of all roll calls and supporting documentation; administer business, liquor, beer, and cigarette licenses and applications; register voters; and coordinate the City's records management program.

### Revenue Detail:

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Licenses and Permits	103,864	99,550	96,000	95,250
Fines and Forfeitures	18,400	9,000	6,000	5,000
Charges for Services/User Fees	266	250	300	300
Other	136	---	---	---
Intergovernmental	241,558	221,000	240,000	240,000
Revenue Totals	364,224	329,800	342,300	340,550

### Expenditure Detail:

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Personal Services	422,071	429,260	415,290	400,820
Contractual Services	296,775	74,465	78,705	148,773
Commodities	5,383	6,900	6,850	6,850
Capital Outlays	6,538	10,000	10,000	10,000
Total Expenditure	730,767	520,625	510,845	566,443

Subsidy	366,543	190,825	168,545	225,893
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Beginning around January 1, 2009 the City's Hearing Officer went from three-quarter to one-quarter time. As part of the budget reductions, the half-time position was left unfilled. The fiscal year 2010 budget reflects the cost of a run-off style election. The change of election style was a proposal submitted during the fiscal year 2009 budget cycle but savings were not to begin until fiscal year 2010. Also, reflected in contractual services is the cost of closed captioning for City Council meetings -- \$7,000. This was previously included in the Mayor and Council budget -- MCC010000.

### Personnel Detail:

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
City Clerk	1.00	1.00	1.00	1.00
Chief Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Administrative Assistant	1.00	1.00	1.00	1.00
Senior License Clerk	1.00	1.00	1.00	1.00
License Clerk	0.25	0.25	0.25	0.25
Total Full-time Permanent Employees	4.25	4.25	4.25	4.25

**◆ Parking Violations Collections**  
**GE001 CCL040000**  
**General Fund**

**Description:**

The function of Parking Violations Collection is to process all actions related to nonmoving traffic violations.

**Revenue Detail:**

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Fines and Forfeitures	1,278,447	1,228,500	1,228,500	1,228,500
Other	7,134	5,000	5,000	5,000
Revenue Totals	1,285,581	1,233,500	1,233,500	1,233,500

**Expenditure Detail:**


MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Personal Services	75,842	80,790	79,720	83,700
Contractual Services	71,032	67,535	70,195	70,255
Total Expenditure	146,874	148,325	149,915	153,955

Subsidy	(1,138,707)	(1,085,175)	(1,083,585)	(1,079,545)
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**Personnel Detail:**

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Senior License Clerk	1.00	1.00	1.00	1.00
Total Full-time Permanent Employees	1.00	1.00	1.00	1.00

## City Clerk Department


**Animal License**  
**GE001 CCL070000**  
**General Fund**

**Description:**

The function of Animal Licenses is to process dog and cat licenses, process appeals of vicious/dangerous animal declarations, and record rabies vaccination certificates.

**Revenue Detail:**

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Licenses and Permits	380,536	410,000	380,000	390,000
Other	20	---	---	---
Revenue Totals	380,556	410,000	380,000	390,000

**Expenditure Detail:**

MAJOR OBJECT	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
Personal Services	47,687	53,420	50,820	54,840
Contractual Services	35,845	28,305	29,800	32,300
Commodities	5,610	5,100	5,100	5,100
Total Expenditure	89,142	86,825	85,720	92,240

Subsidy	(291,414)	(323,175)	(294,280)	(297,760)
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**Personnel Detail:**

PERMANENT FULL-TIME POSITIONS JOB CLASSIFICATION TITLE	2007-08	2008-09		2009-10
	ACTUAL	ADOPTED	AMENDED	RECOMM.
License Clerk	0.75	0.75	0.75	0.75
Total Full-time Permanent Employees	0.75	0.75	0.75	0.75

**◆ Special Revenue Funds**

ORGANIZATION CODE		2007-08	2008-09		2009-10
		ACTUAL	ADOPTED	AMENDED	RECOMM.
SP733 CCL980700	Metro Advisory Council				
	Refreshments	4,290	5,000	5,000	5,000
	Total Special Revenue Funds	4,290	5,000	5,000	5,000

