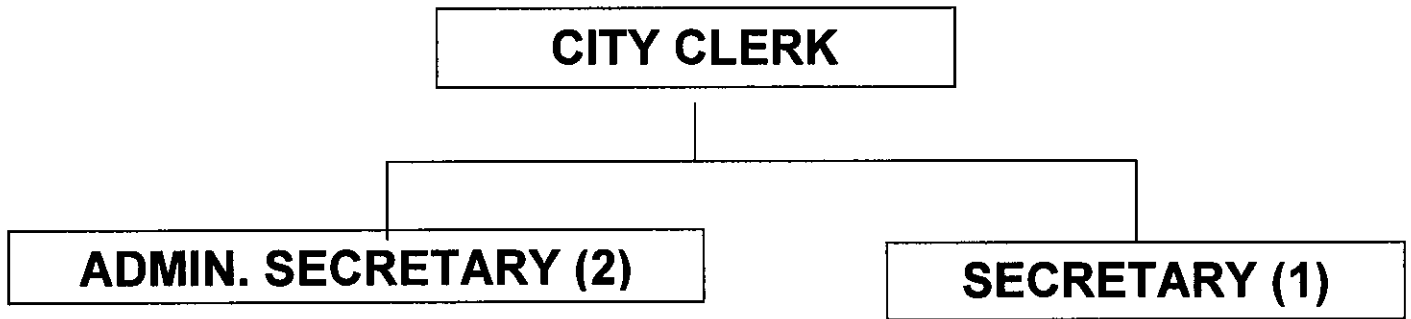


# OFFICE OF THE CITY CLERK

**FY 2007-08**





# City of El Cajon

## Fiscal Year 2007 – 2008 Annual Budget

**ACTIVITY: CITY CLERK**

**ACTIVITY NO: 107000**

### **Mission Statement:**

It is the mission of the City Clerk's Office to provide courteous, prompt and efficient services to the public, City Council and all City Departments and their Staff. Further, it is our mission as custodian of records to keep City documents organized and in filing systems both on and off-site, which provide prompt accessibility, as well as making more documents available on the City website.

### **Description:**

The primary function of the office of the City Clerk is to be the custodian of records and the records manager for the City; attend all City Council Meetings; coordinate Agenda Reports, prepare and post Agendas, distribute Agenda Books and post to City website, prepare resolutions, ordinances, minutes and legislative history; attest signatures of Mayor and City Manager for City and Executive Director for Redevelopment Agency; process contracts, leases and agreements; coordinate and record City documents; publish ordinances and post public notices; codify and post to website amendments to Municipal Code; preside as election official for the City; collect and process as appropriate Campaign Disclosure Statements and Statements of Economic Interest forms; provide passport services; coordinate applicant process for various boards and commissions and maintain a current list of members; provide customer service to the public; coordinate and process public records requests in a timely manner; and provide administrative responsibilities as assigned. The City Clerk also serves as the Secretary to the Redevelopment Agency.

### **Prior Fiscal Year Highlights:**

A municipal election for Mayor and Council Member was held on November 7, 2006, with three candidates running for Mayor and four for Council Member; completed eighth year of Passport Services; continued to scan City documents and organize and update records management system; provided Agendas, Minutes and City Clerk's Office documents on City website; continuing to work with City Attorney's office on the project to update the Records Retention System.

### **Goals:**

- Placing full agenda available on the website.
- Adopt new Records Retention Schedules for all departments.
- Review and purge records currently stored at an off-site facility.
- Provide educational opportunities and training for City Clerk's office staff.
- Undertake projects as directed by the City Council and City Manager.

### **Financial Comments:**

We were able to achieve budget reductions, as there is no election in Fiscal Year 2007-2008. The other significant reduction was the result of transferring responsibility to individual departments for budgeting and monitoring expenses for storage and retrieval of documents stored off site.

The request to increase the overtime budget will provide additional hours needed to update the records retention schedule, sort, organize and revise the filing system, analyze documents stored off-site and prepare documents for scanning. While other cities have hired consultants to accomplish this project, using staff is a much more efficient and cost effective way to meet our goal.

We are committed to being fiscally responsible with our budget by not requesting funds for anything other than the line items needed for supplies and to obtain training and services necessary to provide the best possible level of service to the citizens of El Cajon, the City Council, City Departments and our constituents.

ACTIVITY: CITY CLERK

ACTIVITY NO: 107000

<b>EXPENDITURE SUMMARY</b>	<b>2004-2005 ACTUAL</b>	<b>2005-2006 ACTUAL</b>	<b>2006-2007 AMENDED BUDGET</b>	<b>2006-2007 EST. ACTUAL</b>	<b>2007-2008 AMENDED</b>
SALARIES & BENEFITS	299,986	253,425	303,233	288,379	313,473
MAT'L, SVC & SUPPLIES	72,272	38,681	82,775	64,991	47,892
CAPITAL OUTLAY	-	2,306	-	-	-
OTHER FINANCING USES	-	-	-	-	-
<b>TOTAL</b>	<b>372,258</b>	<b>294,412</b>	<b>386,008</b>	<b>353,370</b>	<b>361,365</b>

<b>DETAIL OF PERSONNEL SERVICES</b>				
<b>JOB CLASSIFICATION</b>	<b>2004-2005 ACTUAL</b>	<b>2005-2006 ACTUAL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 APPROVED</b>
City Clerk	1.00	1.00	0.75	0.75
Administrative Secretary	1.00	1.00	2.00	2.00
Secretary	2.75	2.75	1.00	1.00
<b>TOTAL</b>	<b>4.75</b>	<b>4.75</b>	<b>3.75</b>	<b>3.75</b>

**FY 2007-2008 ANNUAL BUDGET  
DEPARTMENT EXPENDITURE WORKSHEET**

Date: 9/7/07

Acct #	Account Title	FY04-05 Actual	FY05-06 Actual	FY06-07 Budget	FY06-07 Estimated	FY07-08 Amended
<b>107000</b>	<b>CITY CLERK AND ELECTIONS</b>					
7110	SALARIES	219,108	173,207	207,113	196,475	199,107
7120	OVERTIME	2,526	431	-	1,109	10,000
7130	VACATION/SICK CONVERSIONS	5,490	500	520	3,893	4,096
7140	FURLOUGH	(1,701)	-	-	-	-
7170	STIPEND	-	-	-	-	2,750
7310	PERS (EMPLOYER)	47,232	51,151	56,210	55,041	61,285
7311	OTHER RETIREMENT BENEFITS	-	178	-	308	-
7315	MEDICARE TAX	2,588	2,779	3,003	3,186	2,887
7325	CAFETERIA	23,000	21,700	33,413	25,478	30,375
7335	WORKERS COMPENSATION	1,548	3,211	1,773	1,597	1,790
7340	LIFE INSURANCE	194	267	554	651	503
7345	LTD INSURANCE	-	-	485	481	509
7350	STD INSURANCE	-	-	162	160	171
<b>TOTAL</b>	<b>SALARY &amp; BENEFITS</b>	<b>299,986</b>	<b>253,425</b>	<b>303,233</b>	<b>288,379</b>	<b>313,473</b>
8150	OFFICE SUPPLIES	3,307	4,997	6,300	3,000	5,500
8160	OPERATING SUPPLIES	5,929	3,419	4,000	3,000	4,000
8320	COMMISSIONERS FEES	3,500	-	-	-	-
8355	RECORDS MANAGEMENT	12,867	12,901	15,000	10,000	6,000
8395	OTHER PROF/TECH SERVICES	4,022	7,170	13,000	13,000	10,000
8515	LIABILITY INS CHG/PREMIUM	-	-	-	-	-
8516	PROPERTY INS CHG/PREMIUM	2,500	2,496	2,875	2,875	2,992
8522	ADVERTISING	5,096	3,657	8,000	5,000	8,000
8535	ELECTION EXPENSES	24,069	-	25,000	21,100	-
8552	MEMBERSHIP, DUES & LICENSE	425	260	600	600	600
8560	PERMITS AND FEES	-	-	-	-	200
8568	POSTAGE AND SHIPPING	246	17	500	100	100
8572	PROMOTIONS	3,016	442	1,500	200	1,500
8576	REPAIRS AND MAINTENANCE	885	567	2,000	500	1,000
8586	SOFTWARE AGREEMENTS	3,788	-	-	1,616	2,000
8588	SUBSCRIPTIONS	265	-	-	-	-
8594	TRAINING/MEETINGS/SCHOOLS	2,356	2,756	4,000	4,000	6,000
<b>TOTAL</b>	<b>MAT'L, SVC &amp; SUPPLIES</b>	<b>72,272</b>	<b>38,681</b>	<b>82,775</b>	<b>64,991</b>	<b>47,892</b>
9010	MINOR FURN&EQUIP <\$10,000	-	1,395	-	-	-
9020	MINOR COMPUTERS <\$10,000	-	912	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>2,306</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ACTIVITY TOTAL</b>		<b>372,258</b>	<b>294,412</b>	<b>386,008</b>	<b>353,370</b>	<b>361,365</b>

