

CITY CLERK

The City Clerk's office is responsible for administering all municipal legislative processes. This office inventories, stores, and maintains all official City records, including minutes, ordinances, and resolutions. The City Clerk provides clerical support to the City Council and City Boards and Commissions and processes requests for information and copies of public documents to anyone requesting this service. The Clerk works with the Flagler County Supervisor of Elections to administer City elections and records specified City documents with the Clerk of the Circuit Court.

This budget includes an upgrade of the Deputy City Clerk position to City Clerk. The advertising budget is being increased to reflect the current allocation of expenditures.

EXPENDITURE SUMMARY

Expenditures	Actual FY 00	Actual FY 01	Adjusted FY 02	Proposed FY 03
Personal Services	\$ -	\$ 49,903	\$ 50,296	\$ 57,407
Operating Expenditures	-	31,049	25,554	37,098
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
NonOperating Expenditures	-	-	-	-
Grants and Aide	-	-	-	-
Transfers	-	-	-	-
Contingency	-	-	-	-
Total Expenditures	\$ -	\$ 80,952	\$ 75,850	\$ 94,505

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PERSONNEL ROSTER

Classification Title	Pay Grade	Approved FY 01	Approved FY 02	Proposed FY 03
<u>Full-time</u>				
City Clerk	124	-	-	1.00
Deputy City Clerk	115	1.00	1.00	-
Total Full-time		1.00	1.00	1.00
<u>Part-time/Temporary</u>				
N/A		-	-	-
Total Part-time/Temporary		-	-	-
Total Personnel		1.00	1.00	1.00

CAPITAL OUTLAY SCHEDULE

Description	Proposed FY 03
N/A	-
Total	-

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The objectives of the City Clerk are:

- 1) To prepare City Council meeting agenda packets in a timely manner.
- 2) To complete minutes within one month of each Council meeting.
- 3) To prepare a supplement to the City's Code of Ordinances on a quarterly basis.

PERFORMANCE REVIEW	FY 00	FY 01	FY 02	FY 03
DEMAND/WORKLOAD:				
Population – City.	30,767	32,732	35,443	38,348
City departments.	5	5	6	7
City Council meetings.	N/A	28	24	30
EFFICIENCY/EFFECTIVENESS:				
GOALS:				
Agenda packets prepared in a timely manner.	N/A	N/A	N/A	30
Meeting minutes completed within one month.	N/A	N/A	N/A	30
Number of code supplements prepared.	N/A	N/A	N/A	4
Department cost per citizen.	N/A	N/A	N/A	\$2.46
RESULTS:				
Agenda packets prepared in a timely manner.	N/A	N/A	N/A	
Meeting minutes completed within one month.	N/A	N/A	N/A	
Number of code supplements prepared.	N/A	0	N/A	
Department cost per citizen.	N/A	\$2.47	\$2.14	