

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.

The FY03 budget included money for the codification of ordinances which will not be needed in FY04. Other than this reduction there are no major changes to this budget.

EXPENDITURE SUMMARY

Expenditures	Actual FY 01	Actual FY 02	Estimated FY 03	Proposed FY 04
Personal Services	\$ 49,903	\$ 48,879	\$ 47,407	\$ 53,483
Operating Expenditures	31,049	22,669	70,718	32,653
Capital Outlay	-	-	2,760	-
Debt Service	-	-	-	-
NonOperating Expenditures	-	-	-	-
Grants and Aide	-	-	-	-
Transfers	-	-	-	-
Contingency	-	-	-	-
Total Expenditures	\$ 80,952	\$ 71,548	\$ 120,885	\$ 86,136

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PERSONNEL ROSTER

Classification Title	Pay Grade	Approved FY 02	Approved FY 03	Proposed FY 04
Full-time				
City Clerk	124	-	1.00	1.00
Deputy City Clerk	117	1.00	-	-
Total Full-time		1.00	1.00	1.00
Part-time/Temporary				
N/A		-	-	-
Total Part-time/Temporary		-	-	-
Total Personnel		1.00	1.00	1.00

CAPITAL OUTLAY SCHEDULE

Description	Proposed FY 04
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 01	FY 02	FY 03	FY 04
DEMAND/WORKLOAD:				
Population – City.	32,732	35,443	38,348	41,492
City departments.	5	6	7	8
City Council meetings.	28	32	30	30
EFFICIENCY/EFFECTIVENESS:				
GOALS:				
Percentage of agenda packets prepared in a timely manner.	N/A	N/A	100%	100%
Percentage of minutes completed within one month.	N/A	N/A	100%	100%
Number of code supplements prepared.	N/A	N/A	4	4
Department cost per citizen.	N/A	N/A	\$2.46	\$2.08
RESULTS:				
Percentage of agenda packets prepared in a timely manner.	N/A	N/A	100%	
Percentage of minutes completed within one month.	N/A	38%	100%	
Number of code supplements prepared.	0	0	0	
Department cost per citizen.	\$2.47	\$2.02	\$3.15	