

CITY CLERK

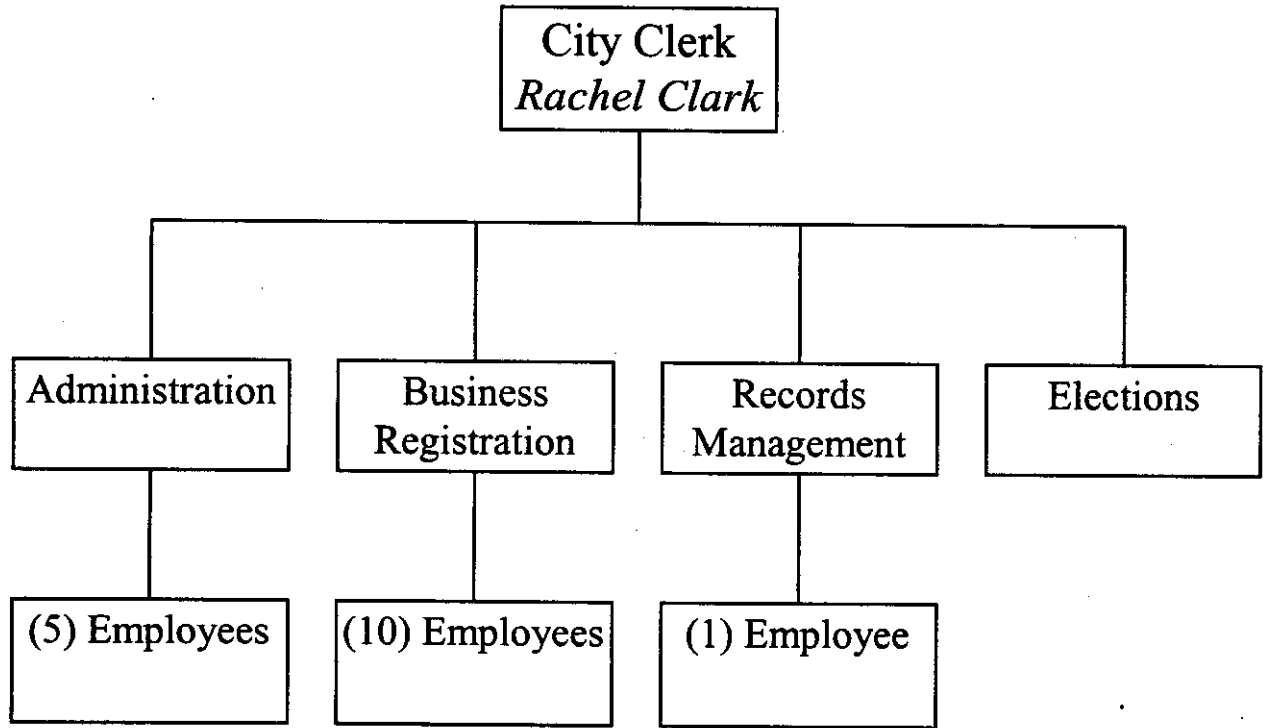
***CUSTODIAN OF ALL CITY
PUBLIC DOCUMENTS***

***ISSUES CITY
BUSINESS REGISTRATIONS***

***CONDUCTS SPECIAL OR
GENERAL ELECTIONS***

***ADMINISTRATOR OF THE CITY'S
PASSPORT PROGRAM***

CITY CLERK



CITY CLERK

ACCOUNT NUMBER: 001-030

FUND: GENERAL FUND

ABOUT THE DEPARTMENT

The City Clerk is elected at large to a four-year term. The City Clerk is custodian of all public documents for the City of San Bernardino. In addition to this, the City Clerk's Office is responsible for the City's Business Registration Division, the Record and Information Management Program (RIM), all City elections, and the City's Passport Acceptance Facility. The City Clerk serves as the filing officer for all Campaign Statements and Statements of Economic Interest and is responsible for the preparation and distribution of City Council agendas and minutes.

EXPENDITURES BY DIVISION

DIVISION	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 ADOPTED
ADMINISTRATION	579,517	626,791	666,761	629,900
ELECTIONS	5,574	84,881	541,717	146,300
BUSINESS REGISTRATION	631,603	718,477	807,766	848,400
RECORDS MANAGEMENT	87,645	107,420	99,384	103,600
TOTAL	1,304,338	1,537,569	2,115,628	1,728,200

EXPENDITURES BY CATEGORY

CATEGORY	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 ADOPTED
PERSONNEL	1,067,890	1,169,865	1,330,435	1,309,100
MAINTENANCE & OPERATION	79,933	87,573	95,103	85,600
CONTRACTUAL SERVICES	45,179	126,607	583,193	206,100
INTERNAL SERVICE CHARGES	107,287	150,213	105,009	122,800
CAPITAL OUTLAY	4,050	3,311	1,888	4,600
DEBT SERVICE	0	0	0	0
TOTAL	1,304,338	1,537,569	2,115,628	1,728,200

CITY CLERK'S OFFICE

2007-08 KEY ACCOMPLISHMENTS

- ✓ Completion of the November 2008 Election for officers of City Attorney, City Clerk, City Treasurer and Council Seats for the Third, Fifth, Sixth and Seventh Wards.
- ✓ Completion of the February 2008 Election relative to Measure L (UUT Measure).
- ✓ Implementing software program to allow business registration renewals to be done electronically.

2008-09 KEY GOALS

- Extended hours of service for passports, thereby generating additional revenue and enhancing service to the public.
- Utilize intern to assist in identifying unregistered businesses.
- Resume business registration audits.

DID YOU KNOW?

- That the City Clerk's Passport Acceptance Facility has processed 24,912 applications and realized over \$700,000, plus \$150,000 in revenue from photos since its inception. Passport application forms may be down loaded from the City Clerk's web page.
- Information on City Council agendas, City Charter, the Municipal Code Book and city elections can be obtained from the City's website.
- The Business Registration Division registers over 17,000 businesses and collects over \$8 million in revenue each year. Business Registration information can be obtained on the City of San Bernardino's website at www.ci.san-bernardino.ca.us and then click on Business Development.

EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009

FUND 001 GENERAL FUND

DIVISION 031 CITY CLERK-ADMINISTRATION

ACCOUNT OBJECT & TITLE	ACTUAL 2005-06	ACTUAL 2006-07	PROJECTED 2007-08	ADOPTED 2008-09
5011 SALARIES PERM/FULLTIME	380,121	392,097	427,578	386,800
5013 AUTOMOBILE ALLOWANCE	3,600	4,500	5,700	6,000
5026 PERS RETIREMENT	54,920	62,644	84,309	83,700
5027 HEALTH & LIFE INSURANCE	54,607	57,414	62,995	61,100
5028 UNEMPLOYMENT INSURANCE	959	991	1,083	900
5029 MEDICARE	5,589	5,294	5,565	5,900
TOTAL PERSONNEL SERVICES	499,796	522,941	587,230	544,400
5111 MATERIALS & SUPPLIES	4,650	5,876	4,880	4,900
5112 SMALL TOOLS & EQUIPMENT	66	57	0	0
5121 ADVERTISING	1,449	1,773	1,997	300
5122 DUES & SUBSCRIPTIONS	1,111	706	1,742	0
5132 MEETINGS & CONFERENCES	3,458	728	648	0
5133 EDUCATION & TRAINING	334	0	125	0
5171 RENTALS	0	0	12	0
5172 EQUIPMENT MAINTENANCE	0	115	0	2,500
5174 PRINTING CHARGES	18,297	19,867	16,320	15,500
5175 POSTAGE	3,798	5,102	4,196	4,600
5176 COPY MACHINE CHARGES	2,329	2,515	6,568	6,800
5183 MANAGEMENT ALLOWANCE	299	339	437	300
TOTAL MAINTENANCE & OPERATION	35,792	37,078	36,924	34,900
5604 M.I.S. CHARGES - IN-HOUSE	39,900	61,208	38,800	47,600
5605 TELEPHONE SUPPORT	3,473	4,451	3,807	1,800
TOTAL INTERNAL SERVICE CHARGES	43,373	65,659	42,607	49,400
5704 MISCELLANEOUS EQUIPMENT	556	1,113	0	1,200
TOTAL CAPITAL OUTLAY	556	1,113	0	1,200
TOTAL	579,517	626,791	666,761	629,900

BUDGET - JUSTIFICATION

031 CITY CLERK-ADMINISTRATION

001 GENERAL FUND

OBJ JUSTIFICATION

5111 MISCELLANEOUS OFFICE SUPPLIES.

5121 ADVERTISING OF ORDINANCE, RESOLUTIONS, PUBLIC HEARINGS AND OTHER LEGAL ADVERTISING

5172 EQUIPMENT MAINTENANCE COSTS FOR COPY MACHINE, LASER PRINTER AND TYPEWRITERS

5174 PRINTING CHARGES FOR COUNCIL AGENDA BACKUP MATERIALS AND MISCELLANEOUS OFFICE FORMS AND LETTERHEAD

5175 POSTAGE MAILING COSTS

5176 COPY MACHINE CHARGES WHICH INCLUDES TONER, DEVELOPER, PAPER AND COSTS FOR EXCEEDING METER USAGE ALLOWANCE; AND LEASE PAYMENTS FOR THE PURCHASE OF THE COPY MACHINE

5183 MANAGEMENT ALLOWANCE

5604 THE PORTION OF THE CITY'S TOTAL INFORMATION TECHNOLOGY SERVICES COSTS (INCLUDING STAFF TIME) RELATED TO THIS DEPARTMENT. CHARGES ARE BASED ON TYPE OF EQUIPMNT, SOFTWARE AND SUPPORT UTILIZED BY DEPARTMENT.

5605 CHARGES FROM THE CITY'S TELECOMMUNICATIONS DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S TELECOMMUNICATIONS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).

5704 CHAIRS FOR PASSPORT WAITING AREA

EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009

FUND 001 GENERAL FUND

DIVISION 032 CLERK ELECTIONS

ACCOUNT OBJECT & TITLE	ACTUAL 2005-06	ACTUAL 2006-07	PROJECTED 2007-08	ADOPTED 2008-09
5111 MATERIALS & SUPPLIES	0	697	0	200
5121 ADVERTISING	749	253	173	300
5122 DUES & SUBSCRIPTIONS	166	761	154	400
5132 MEETINGS & CONFERENCES	2,340	1,311	2,702	1,300
TOTAL MAINTENANCE & OPERATION	3,255	3,022	3,029	2,200
5502 PROFESSIONAL/CONTRACTUAL SVCS	2,319	81,859	538,688	144,100
TOTAL CONTRACTUAL SERVICES	2,319	81,859	538,688	144,100
TOTAL	5,574	84,881	541,717	146,300

BUDGET - JUSTIFICATION

032 CLERK ELECTIONS

001 GENERAL FUND

OBJ JUSTIFICATION

5111 PURCHASE OF OFFICE SUPPLIES FOR PREPARATION OF AN ELECTION

5121 ADVERTISING OF ELECTION NOTICES

5122 SUBSCRIPTION TO THE CA ELECTIONS CODE AND THE ELECTION ADMINISTRATION REPORT

5132 NEW LAW & ELECTION CONFERENCE.

5502 ESTIMATED CONTRACT SERVICES WITH COUNTY REGISTRAR OF VOTERS FOR POTENTIAL NOVEMBER 2008 ELECTION COSTS FOR CITY BALLOT MEASURES.

EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009

FUND 001 GENERAL FUND

DIVISION 033 BUSINESS REGISTRATION

ACCOUNT OBJECT & TITLE	ACTUAL 2005-06	ACTUAL 2006-07	PROJECTED 2007-08	ADOPTED 2008-09
5011 SALARIES PERM/FULLTIME	316,548	417,533	455,638	461,300
5014 SALARIES TEMP/PARTTIME	46,030	4,466	4,050	4,600
5015 OVERTIME	0	148	0	500
5026 PERS RETIREMENT	49,562	56,595	89,576	98,700
5027 HEALTH & LIFE INSURANCE	83,649	90,767	107,647	111,900
5028 UNEMPLOYMENT INSURANCE	907	1,056	1,149	1,200
5029 MEDICARE	3,722	4,902	5,533	7,000
TOTAL PERSONNEL SERVICES	500,419	575,467	663,594	685,200
5111 MATERIALS & SUPPLIES	3,160	3,983	2,557	3,400
5122 DUES & SUBSCRIPTIONS	109	109	109	300
5132 MEETINGS & CONFERENCES	953	493	1,743	1,000
5133 EDUCATION & TRAINING	151	468	90	100
5171 RENTALS	0	0	0	800
5172 EQUIPMENT MAINTENANCE	0	77	0	200
5174 PRINTING CHARGES	6,357	9,000	8,624	11,000
5175 POSTAGE	29,751	32,247	40,187	30,000
5176 COPY MACHINE CHARGES	26	0	0	0
5181 OTHER OPERATING EXPENSES	308	505	1,467	1,500
TOTAL MAINTENANCE & OPERATION	40,815	46,883	54,777	48,300
5505 OTHER PROFESSIONAL SERVICES	42,860	40,073	44,505	62,000
TOTAL CONTRACTUAL SERVICES	42,860	40,073	44,505	62,000
5601 GARAGE CHARGES	274	194	525	700
5604 M.I.S. CHARGES - IN-HOUSE	39,900	51,792	38,800	46,600
5605 TELEPHONE SUPPORT	3,200	3,350	2,766	1,800
5612 FLEET CHGS - FUEL	640	718	911	400
TOTAL INTERNAL SERVICE CHARGES	44,014	56,054	43,002	49,500
5702 COMPUTER EQUIPMENT	3,494	0	1,888	3,400
TOTAL CAPITAL OUTLAY	3,494	0	1,888	3,400
TOTAL	631,603	718,477	807,766	848,400

BUDGET - JUSTIFICATION

033 BUSINESS REGISTRATION

001 GENERAL FUND

OBJ JUSTIFICATION

- 5111 GENERAL OFFICE SUPPLIES
- 5122 ANNUAL MEMBERSHIP TO CALIFORNIA MUNICIPAL BUSINESS ASSOCIATION AND SUBSCRIPTION TO BUSINESS PRESS
- 5132 ATTENDANCE TO CALIFORNIA MUNICIPAL BUSINESS TAX ASSOCIATION ANNUAL & QUARTERLY MEETINGS
- 5133 STAFF TRAINING
- 5171 FUND FOR RENTAL OF CAR POOL VEHICLES
- 5172 PROVIDES FOR MAINTENANCE OF TYPEWRITERS AND CALCULATORS
- 5174 PROVIDES FOR PRINTING OF BUSINESS REGISTRATION FORMS, ENVELOPES, LETTERHEAD, LIEN NOTICES, BUSINESS CARDS AND FOLDING OF FORMS.
- 5175 POSTAGE FOR BUSINESS REGISTRATION, GENERAL MAILING, AND P.O. BOX RENTAL FEE
- 5181 RELEASE OF LIEN FEES TO COUNTY OF SAN BERNARDINO
- 5505 CONSULTANT/CONTRACTOR COSTS RELATED TO TOT & BUSINESS REGISTRATION AUDITS AND AB63 DATA; ANNUAL SOFTWARE/HARDWARE MAINTENANCE FEES
- 5601 CHARGES FROM CITY'S FLEET DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED THE MAINTENANCE AND OPERATION OF MOTOR VEHICLES ASSIGNED TO THIS DEPARTMENT. (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED.)
- 5604 THE PORTION OF THE CITY'S TOTAL INFORMATION TECHNOLOGY SERVICES COSTS (INCLUDING STAFF TIME) RELATED TO THIS DEPARTMENT. CHARGES ARE BASED ON TYPE OF EQUIPMNT, SOFTWARE AND SUPPORT UTILIZED BY DEPARTMENT.
- 5605 CHARGES FROM THE CITY'S TELECOMMUNICATIONS DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S TELECOMMUNICATIONS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5612 CHARGES FROM THE CITY'S FLEET DIVISION (INCLUDING STAFF TIME AND OVERHEAD) FOR FUEL COSTS RELATED TO MOTOR VEHICLES IN THIS DIVISION (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5702 COMPUTER EQUIPMENT/SOFTWARE AND LICENSES FOR CITY CLERK'S PUBLIC COUNTER.

EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009

FUND 001 GENERAL FUND

DIVISION 035 RECORDS MANAGEMENT (RIM)

ACCOUNT OBJECT & TITLE	ACTUAL 2005-06	ACTUAL 2006-07	PROJECTED 2007-08	ADOPTED 2008-09
5011 SALARIES PERM/FULLTIME	48,670	51,173	56,141	55,500
5026 PERS RETIREMENT	7,084	8,161	11,060	11,900
5027 HEALTH & LIFE INSURANCE	11,094	11,254	11,454	11,200
5028 UNEMPLOYMENT INSURANCE	122	128	140	100
5029 MEDICARE	706	742	815	800
TOTAL PERSONNEL SERVICES	67,675	71,457	79,611	79,500
5111 MATERIALS & SUPPLIES	0	465	373	200
5132 MEETINGS & CONFERENCES	70	0	0	0
5135 TRANSPORTATION-GRANTS	0	125	0	0
TOTAL MAINTENANCE & OPERATION	70	590	373	200
5502 PROFESSIONAL/CONTRACTUAL SVCS	0	4,675	0	0
TOTAL CONTRACTUAL SERVICES	0	4,675	0	0
5604 M.I.S. CHARGES - IN-HOUSE	19,900	28,500	19,400	23,900
TOTAL INTERNAL SERVICE CHARGES	19,900	28,500	19,400	23,900
5704 MISCELLANEOUS EQUIPMENT	0	2,198	0	0
TOTAL CAPITAL OUTLAY	0	2,198	0	0
TOTAL	87,645	107,420	99,384	103,600

BUDGET - JUSTIFICATION

035 RECORDS MANAGEMENT (RIM)

001 GENERAL FUND

OBJ JUSTIFICATION

5111 MISCELLANEOUS OFFICE SUPPLIES FOR THE RIM PROGRAM

5122 MEMBERSHIP DUES FOR THE RECORDS MANAGEMENT COORDINATOR TO THE ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS (ARMA) INTERNATIONAL.

5604 THE PORTION OF THE CITY'S TOTAL INFORMATION TECHNOLOGY SERVICES COSTS (INCLUDING STAFF TIME) RELATED TO THIS DEPARTMENT. CHARGES ARE BASED ON TYPE OF EQUIPMNT, SOFTWARE AND SUPPORT UTILIZED BY DEPARTMENT.