

CITY CLERK

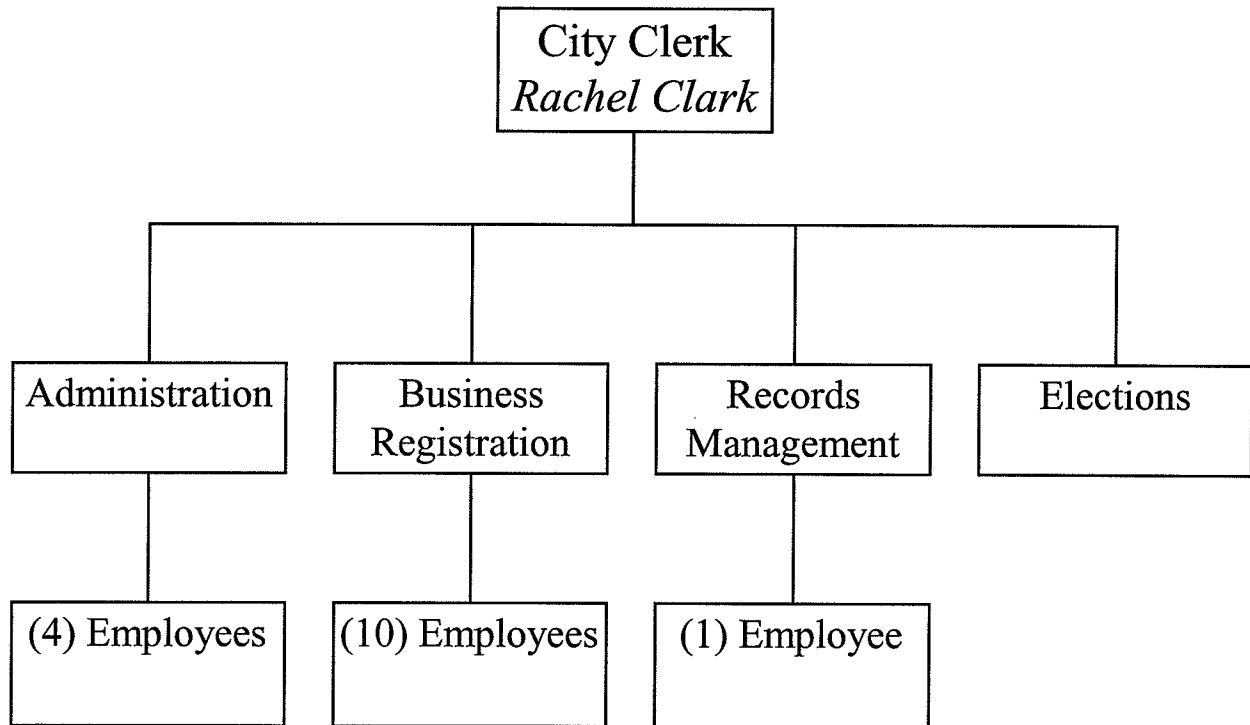
***CUSTODIAN OF ALL CITY
PUBLIC DOCUMENTS***

***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

<i>ABOUT THE DEPARTMENT</i>

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.

<i>EXPENDITURES BY DIVISION</i>				
DIVISION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 ADOPTED
ADMINISTRATION	626,791	666,761	626,231	558,900
ELECTIONS	84,881	541,717	56,081	502,200
BUSINESS REGISTRATION	718,477	807,766	830,282	829,500
RECORDS MANAGEMENT	107,420	99,384	104,928	92,600
TOTAL	1,537,569	2,115,628	1,617,522	1,983,200

<i>EXPENDITURES BY CATEGORY</i>				
CATEGORY	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 ADOPTED
PERSONNEL	1,169,865	1,330,435	1,297,420	1,219,000
MAINTENANCE & OPERATION	87,573	95,103	94,987	103,300
CONTRACTUAL SERVICES	126,607	583,193	102,387	562,000
INTERNAL SERVICE CHARGES	150,213	105,009	122,597	94,300
CAPITAL OUTLAY	3,311	1,888	132	4,600
DEBT SERVICE	0	0	0	0
TOTAL	1,537,569	2,115,628	1,617,523	1,983,200

CITY CLERK'S OFFICE

2008-09 KEY ACCOMPLISHMENTS

- ✓ Completion of the March 17, 2009 Special Election in the Fourth Ward. It was the City's first mail ballot election.
- ✓ Completed update of the Records Retention Schedule for the City Clerk's Office.
- ✓ Utilized intern to help identify and register over 1,000 rental properties resulting in over \$175,000 in new business registration revenue.
- ✓ Provided 25 extended hours of service for passports, thereby generating additional revenue and enhancing service to the public.

2009-10 KEY GOALS

- Conduct the nomination process for the November 3, 2009 election.
- Continue to identify unregistered businesses to increase the City's revenue stream.
- Continue with business registration audits.
- Complete destruction of records as approved in the updated Records Retention Schedule.
- Submit semi-annual records destruction proposal.

DID YOU KNOW?

- That the City Clerk's Passport Acceptance Facility has processed 26,650 applications and realized over \$750,000, plus \$160,000 in revenue from photos since its inception. Passport application forms may be downloaded 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 Registration under "Featured Links."

EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2009-2010

FUND 001 GENERAL FUND

DIVISION 031 CITY CLERK-ADMINISTRATION

ACCOUNT OBJECT & TITLE	ACTUAL 2006-07	ACTUAL 2007-08	PROJECTED 2008-09	ADOPTED 2009-10
5011 SALARIES PERM/FULLTIME	392,097	427,578	378,932	319,500
5013 AUTOMOBILE ALLOWANCE	4,500	5,700	6,000	6,300
5014 SALARIES TEMP/PARTTIME	0	0	23,244	31,200
5015 OVERTIME	0	0	61	0
5026 PERS RETIREMENT	62,644	84,309	74,097	65,600
5027 HEALTH & LIFE INSURANCE	57,414	62,995	55,931	54,000
5028 UNEMPLOYMENT INSURANCE	991	1,083	1,021	800
5029 MEDICARE	5,294	5,565	5,213	4,700
TOTAL PERSONNEL SERVICES	522,941	587,230	544,498	482,100
5111 MATERIALS & SUPPLIES	5,876	4,880	3,733	4,900
5112 SMALL TOOLS & EQUIPMENT	57	0	0	0
5121 ADVERTISING	1,773	1,997	4,480	2,300
5122 DUES & SUBSCRIPTIONS	706	1,742	415	1,400
5132 MEETINGS & CONFERENCES	728	648	0	200
5133 EDUCATION & TRAINING	0	125	0	200
5171 RENTALS	0	12	0	0
5172 EQUIPMENT MAINTENANCE	115	0	30	500
5174 PRINTING CHARGES	19,867	16,320	15,076	15,500
5175 POSTAGE	5,102	4,196	2,050	4,000
5176 COPY MACHINE CHARGES	2,515	6,568	6,574	9,000
5183 MANAGEMENT ALLOWANCE	339	437	178	300
TOTAL MAINTENANCE & OPERATION	37,078	36,924	32,536	38,300
5604 IT CHARGES IN-HOUSE	61,208	38,800	47,600	35,500
5605 TELEPHONE SUPPORT	4,451	3,807	1,597	1,800
TOTAL INTERNAL SERVICE CHARGES	65,659	42,607	49,197	37,300
5704 MISCELLANEOUS EQUIPMENT	1,113	0	0	1,200
TOTAL CAPITAL OUTLAY	1,113	0	0	1,200
TOTAL	626,791	666,761	626,231	558,900

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
- 5122 SUBSCRIPTION TO NEWSPAPER, GOVERNMENT CODE, AND DUES FOR CA CITY CLERKS ASSOCIATION
- 5132 ATTENDANCE TO SOUTHERN CA CITY CLERK'S DIVISION MEETINGS.
- 5133 EDUCATION AND TRAINING SESSIONS AS NEEDED.
- 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).

EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2009-2010

FUND 001 GENERAL FUND

DIVISION 032 CLERK ELECTIONS

ACCOUNT OBJECT & TITLE	ACTUAL 2006-07	ACTUAL 2007-08	PROJECTED 2008-09	ADOPTED 2009-10
5111 MATERIALS & SUPPLIES	697	0	194	200
5121 ADVERTISING	253	173	251	300
5122 DUES & SUBSCRIPTIONS	761	154	924	400
5132 MEETINGS & CONFERENCES	1,311	2,702	1,457	1,300
TOTAL MAINTENANCE & OPERATION	3,022	3,029	2,826	2,200
5502 PROFESSIONAL/CONTRACTUAL SVCS	81,859	538,688	53,256	500,000
TOTAL CONTRACTUAL SERVICES	81,859	538,688	53,256	500,000
TOTAL	84,881	541,717	56,081	502,200

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 2009 ELECTION COSTS.

**EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2009-2010**

FUND 001 GENERAL FUND

DIVISION 033 BUSINESS REGISTRATION

ACCOUNT OBJECT & TITLE	ACTUAL 2006-07	ACTUAL 2007-08	PROJECTED 2008-09	ADOPTED 2009-10
5011 SALARIES PERM/FULLTIME	417,533	455,638	450,416	449,600
5014 SALARIES TEMP/PARTTIME	4,466	4,050	3,636	4,600
5015 OVERTIME	148	0	0	0
5026 PERS RETIREMENT	56,595	89,576	96,721	92,400
5027 HEALTH & LIFE INSURANCE	90,767	107,647	116,143	108,000
5028 UNEMPLOYMENT INSURANCE	1,056	1,149	1,135	1,100
5029 MEDICARE	4,902	5,533	5,495	6,500
TOTAL PERSONNEL SERVICES	575,467	663,594	673,547	662,200
5111 MATERIALS & SUPPLIES	3,983	2,557	1,869	3,400
5122 DUES & SUBSCRIPTIONS	109	109	109	300
5132 MEETINGS & CONFERENCES	493	1,743	450	500
5133 EDUCATION & TRAINING	468	90	0	100
5171 RENTALS	0	0	0	800
5172 EQUIPMENT MAINTENANCE	77	0	0	0
5174 PRINTING CHARGES	9,000	8,624	11,821	11,000
5175 POSTAGE	32,247	40,187	43,959	45,000
5176 COPY MACHINE CHARGES	0	0	4	0
5181 OTHER OPERATING EXPENSES	505	1,467	1,214	1,500
TOTAL MAINTENANCE & OPERATION	46,883	54,777	59,426	62,600
5505 OTHER PROFESSIONAL SERVICES	40,073	44,505	47,677	62,000
TOTAL CONTRACTUAL SERVICES	40,073	44,505	47,677	62,000
5601 GARAGE CHARGES	194	525	700	1,000
5604 IT CHARGES IN-HOUSE	51,792	38,800	46,600	35,500
5605 TELEPHONE SUPPORT	3,350	2,766	1,800	1,800
5612 FLEET CHGS - FUEL	718	911	400	1,000
TOTAL INTERNAL SERVICE CHARGES	56,054	43,002	49,500	39,300
5702 COMPUTER EQUIPMENT	0	1,888	132	3,400
TOTAL CAPITAL OUTLAY	0	1,888	132	3,400
TOTAL	718,477	807,766	830,282	829,500

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
- 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; CREDIT CARD TERMINAL COSTS.
- 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 2009-2010**

FUND 001 GENERAL FUND

DIVISION 035 RECORDS MANAGEMENT (RIM)

ACCOUNT OBJECT & TITLE	ACTUAL 2006-07	ACTUAL 2007-08	PROJECTED 2008-09	ADOPTED 2009-10
5011 SALARIES PERM/FULLTIME	51,173	56,141	54,685	52,300
5026 PERS RETIREMENT	8,161	11,060	11,717	10,700
5027 HEALTH & LIFE INSURANCE	11,254	11,454	12,040	10,800
5028 UNEMPLOYMENT INSURANCE	128	140	137	100
5029 MEDICARE	742	815	796	800
TOTAL PERSONNEL SERVICES	71,457	79,611	79,375	74,700
5111 MATERIALS & SUPPLIES	465	373	199	200
5135 TRANSPORTATION-GRANTS	125	0	0	0
TOTAL MAINTENANCE & OPERATION	590	373	199	200
5502 PROFESSIONAL/CONTRACTUAL SVCS	4,675	0	0	0
5505 OTHER PROFESSIONAL SERVICES	0	0	1,454	0
TOTAL CONTRACTUAL SERVICES	4,675	0	1,454	0
5604 IT CHARGES IN-HOUSE	28,500	19,400	23,900	17,700
TOTAL INTERNAL SERVICE CHARGES	28,500	19,400	23,900	17,700
5704 MISCELLANEOUS EQUIPMENT	2,198	0	0	0
TOTAL CAPITAL OUTLAY	2,198	0	0	0
TOTAL	107,420	99,384	104,928	92,600

BUDGET - JUSTIFICATION

035 RECORDS MANAGEMENT (RIM)

001 GENERAL FUND

OBJ JUSTIFICATION

5111 MISCELLANEOUS OFFICE SUPPLIES FOR THE RIM PROGRAM

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.