

GENERAL GOVERNMENT DIVISIONS  
CITY CLERK

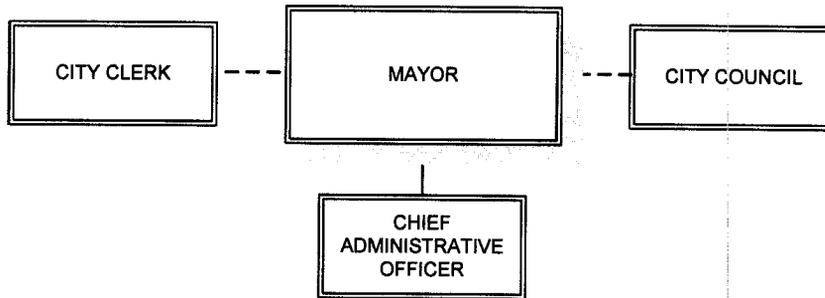
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MISSION STATEMENT

To provide clerical staff and support to the City Council and their standing and special committees; to provide accurate records of actions and proceedings of the City Council to all Council members, municipal departments, and interested citizens under the requirements of the State of Connecticut's Freedom of Information Act. To act as guardian of the City seal, affixing only to proper and valid municipal documents and to accept and record all services, summonses and writs against the City.

Under the City Hall Committee division, the staff provides clerical assistance to the City Hall Committee (a three-member board) consisting of the City Clerk, the City Council President, and the Director of Finance. This committee is charged by Charter with the upkeep of the City Hall building, the assignment of office space, the sale of various City owned properties, and the assignment, questions, and complaints relating to the City Hall parking facilities.

We value: responsiveness to the needs of all customers; neutrality and professionalism; fostering honest, open communication between the public, Council and staff; personal and professional commitment to quality customer service; and consistency, fairness, mutual respect and courtesy in our work environment.



GENERAL FUND BUDGET

CITY CLERK

BUDGET DETAIL

Fleeta Hudson  
City Clerk

REVENUE SUMMARY

Not Applicable

APPROPRIATION SUMMARY

ORG Des APPR Desc	FY2010	FY2011	MAYOR	FY2012	VARIANCE TO
	ACTUAL	BUDGET	PROPOSED	ADOPTED	FY2011 BUDGET
<b>01055000 CITY CLERK</b>	<b>354,628</b>	<b>399,567</b>	<b>336,028</b>	<b>300,071</b>	<b>-99,497</b>
1055PS CITY CLERK PERSONAL SVCS	252,390	262,919	242,226	185,172	-77,747
2055TPS CITY CLERK OTHER PERS SVCS	2,555	6,525	3,750	3,750	-2,775
3055FB CITY CLERK FRINGE BENEFITS	62,058	73,682	53,499	53,499	-20,183
4055EX CITY CLERK OPER EXP	16,568	27,010	21,660	30,785	3,775
6055SS CITY CLERK SPEC SVCS	21,057	29,432	14,893	26,865	-2,567

PERSONNEL SUMMARY

Org Code	Fill	Vac	Job Class Description	FY 2011 CURRENT	FY 2012 ADOPTED	2012 vs 2011
	1.0		CITY CLERK	32,117	32,961	844
	1.0		ASSISTANT CITY CLERK	72,219	68,158	-4,061
	1.0		TYPIST I (35 HOURS)	36,194	36,194	
	1.0		ASSISTANT CITY CLERK	41,882		-41,882
	1.0		TYPIST III (35 HRS)	47,859	47,859	
	1.0		ASSISTANT SPECIAL PROJECT MANA	32,648		-32,648
<b>01055000 Total</b>	<b>6.0</b>			<b>262,919</b>	<b>185,172</b>	<b>-77,747</b>

**GENERAL FUND BUDGET**

**CITY CLERK**

**PROGRAM HIGHLIGHTS**

<b>SERVICE INDICATORS</b>	<b>ACTUAL 2005-2006</b>	<b>ACTUAL 2006-2007</b>	<b>ACTUAL 2007-2008</b>	<b>ACTUAL 2008-2009</b>	<b>ACTUAL 2009-2010</b>	<b>ESTIMATED 2010-2011</b>
<b>CITY CLERK</b>						
Incoming files processed	320	315	214	N/A	245	270
Finalized/Outgoing files Processed	290	272	185	N/A	175	185
Council/Committee Agendas Processed	123	205	159	N/A	173	191
Council/Committee Minutes Processed	123	205	132	N/A	114	126
<b>INTERDEPARTMENTAL SERVICES</b>						
Requests for records research fulfilled	500	1,000	1080	N/A	973	1070
Requests for certifications fulfilled	300	624	600	N/A	500	550
<b>CONSTITUENT SERVICES</b>						
Records research requests pursuant to FOIA	150	670	540	N/A	600	660
Certified record requests	50	55	50	N/A	75	82
Filings/Postings pursuant to FOIA	650	674	665	N/A	1,119	1230
Claims/Summonses/Writs Processed	567	512	521	N/A	560	616

**FY 2011-2012 GOALS**

- 1) Continue to maintain the City Clerk's website with full packages of minutes and agendas of all City Council meetings to better serve the public, departments and council members allowing them to obtain information directly through the website.
- 2) Continue to be efficient despite budgetary cuts and staff shortage.

**FY 2010-2011 GOAL STATUS**

- 1) Conduct intense training for new staff members throughout the next fiscal year.  
**6 MONTH STATUS:** This process was started but due to limited staffing all new staff members have not been trained completely.
- 2) Begin researching methods and possibilities concerning paperless agenda/packet distribution for city council meetings and other meetings.  
**6 MONTH STATUS:** No Progress has been made towards this goal.

GENERAL FUND BUDGET  
CITY CLERK APPROPRIATION SUPPLEMENT

ORG	OBJ Desc	FY2010 ACTUAL	FY2011 BUDGET	MAYOR PROPOSED	VARIANCE TO	
					FY2012 ADOPTED	FY2011 BUDGET
<b>01055000</b>	<b>CITY CLERK</b>	<b>354,628</b>	<b>399,567</b>	<b>336,028</b>	<b>300,071</b>	<b>-99,497</b>
	51000 FULL TIME EARNED PAY	252,390	262,919	242,226	185,172	-77,747
	51140 LONGEVITY PAY	1,225	6,525	3,750	3,750	-2,775
	51156 UNUSED VACATION TIME PAYOUT	1,330	0	0	0	0
	52360 MEDICARE	1,535	2,829	4,532	4,532	1,703
	52504 MERF PENSION EMPLOYER CONT	19,644	25,597	21,110	21,110	-4,487
	52917 HEALTH INSURANCE CITY SHARE	40,880	45,256	27,857	27,857	-17,399
	52920 HEALTH BENEFITS BUYOUT	0	0	0	0	0
	53605 MEMBERSHIP/REGISTRATION FEES	40	587	275	550	-37
	53705 ADVERTISING SERVICES	4,692	8,815	4,500	9,000	185
	53750 TRAVEL EXPENSES	1,016	3,629	2,250	4,500	871
	53905 EMP TUITION AND/OR TRAVEL REIM	1,056	0	0	0	0
	54675 OFFICE SUPPLIES	2,542	3,774	2,100	4,200	426
	54700 PUBLICATIONS	0	47	24	24	-23
	54720 PAPER AND PLASTIC SUPPLIES	0	17	17	17	0
	55055 COMPUTER EQUIPMENT	2,308	1,914	2,200	2,200	287
	55150 OFFICE EQUIPMENT	0	2,360	2,360	2,360	0
	55155 OFFICE EQUIPMENT RENTAL/LEAS	4,914	5,868	2,934	2,934	-2,934
	55530 OFFICE FURNITURE	0	0	5,000	5,000	5,000
	56055 COMPUTER SERVICES	1,007	4,846	2,500	2,500	-2,346
	56085 FOOD SERVICES	368	442	221	221	-221
	56175 OFFICE EQUIPMENT MAINT SRVCS	1,194	2,000	1,100	2,000	0
	56180 OTHER SERVICES	18,488	22,144	11,072	22,144	0