

GENERAL GOVERNMENT DIVISIONS

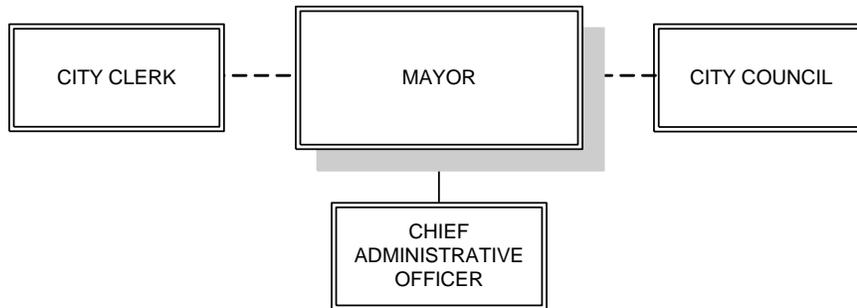
CITY CLERK

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 DESC	APPR DESC	FY2009 ACTUAL	FY2010 BUDGET	FY2011 MAYOR PROPOSED	FY2011 ADOPTED	VARIANCE TO FY2010 BUDGET
'01055000 CITY CLERK		281,574	362,350	397,167	399,567	37,217
	1055PS CITY CLERK PERS SVCS	220,477	227,615	262,919	262,919	35,304
	2055TPS CITY CLERK OTH PERS SVCS	24,838	21,809	6,525	6,525	-15,284
	3055FB CITY CLERK FRINGE BENEFITS		54,814	73,682	73,682	18,868
	4055EX CITY CLERK OPER EXP	14,951	27,401	24,610	27,010	-391
	6055SS CITY CLERK SPEC SVCS	21,309	30,711	29,432	29,432	-1,280

PERSONNEL SUMMARY

Job Description	FTE FY 2010	FTE FY 2011	VAC	NEW	UNF	FY 2010 CURRENT	FY 2011 ADOPTED	VARIANCE
CITY CLERK	1.0	1.0				30,876	32,117	1,241
ASSISTANT CITY CLERK	1.0	1.0				44,611	72,219	27,608
TYPIST I (35 HOURS)	1.0	1.0				36,332	36,194	-138
CLERICAL ASSISTANT	1.0	1.0				32,774	32,648	-126
MINI COMPUTER OPERATOR (35 HOU	1.0	1.0				39,208	41,882	2,674
TYPIST III (35 HRS)	1.0	1.0				43,814	47,859	4,045
	6.0	6.0				227,615	262,919	35,303
					TOTALS			

GENERAL FUND BUDGET

CITY CLERK

PROGRAM HIGHLIGHTS

SERVICE INDICATORS	ACTUAL 2005-2006	ACTUAL 2006-2007	ACTUAL 2007-2008	ACTUAL 2008-2009	ESTIMATED 2009-2010
CITY CLERK					
Incoming files processed	320	315	214	N/A	272
Finalized/Outgoing files Processed	290	272	185	N/A	182
Council/Committee Agendas Processed	123	205	159	N/A	179
Council/Committee Minutes Processed	123	205	132	N/A	132
INTERDEPARTMENTAL SERVICES					
Requests for records research fulfilled	500	1,000	1080	N/A	872
Requests for certifications fulfilled	300	624	600	N/A	620
CONSTITUENT SERVICES					
Records research requests pursuant to FOIA	150	670	540	N/A	520
Certified record requests	50	55	50	N/A	100
Filings/Postings pursuant to FOIA	650	674	665	N/A	1055
Claims/Summonses/Writs Processed	567	512	521	N/A	696

FY 2010-2011 GOALS

- 1) Conduct intense training for new staff members throughout the next fiscal year.
- 2) Begin researching methods and possibilities concerning paperless agenda/packet distribution for city council meetings and other meetings.

FY 2009-2010 GOAL STATUS

- 1) Microfilm conversion of records that have been digitized as required by State mandates.
6 MONTH STATUS: This project is stalled due to funding.
- 2) Begin discovery discussions and research methods for internal access to all departments of the city council records database.
6 MONTH STATUS: This project is stalled due to funding issues.

GENERAL FUND BUDGET

CITY CLERK

APPROPRIATION SUPPLEMENT

ORG	OBJECT DESC	FY2009	FY2010	FY2011	FY2011	VARIANCE TO
		ACTUAL	BUDGET	MAYOR PROPOSED	COUNCIL ADOPTED	FY2010 BUDGET
'01055000 CITY CLERK		281,574	362,350	397,167	399,567	37,217
'51000 FULL TIME EARNED PAY		183,693	227,615	262,919	262,919	35,304
51004 FULL TIME VACATION PAY		14,141	0	0	0	0
51006 FULL TIME SICK PAY		11,685	0	0	0	0
51008 FULL TIME PERSONAL PAY		2,699	0	0	0	0
51014 FULL TIME BEREAVEMENT PAY		434	0	0	0	0
51016 FULL TIME JURY DUTY PAY		312	0	0	0	0
51028 FT RETROACTIVE PAY		7,513	0	0	0	0
'51102 LONG TERM ACTING PAY		24,838	21,809	0	0	-21,809
'51140 LONGEVITY PAY		0	0	6,525	6,525	6,525
'52360 MEDICARE		0	3,141	2,829	2,829	-312
'52504 MERF PENSION EMPLOYER CONT		0	16,249	25,597	25,597	9,348
'52917 HEALTH INSURANCE CITY SHARE		0	35,424	45,256	45,256	9,832
'53605 MEMBERSHIP/REGISTRATION FEES		420	769	587	587	-182
'53705 ADVERTISING SERVICES		6,674	8,815	8,815	8,815	0
'53750 TRAVEL EXPENSES		0	4,500	3,629	3,629	-871
'54675 OFFICE SUPPLIES		2,855	3,774	3,774	3,774	0
'54700 PUBLICATIONS		0	63	47	47	-16
'54720 PAPER AND PLASTIC SUPPLIES		0	22	17	17	-6
'55055 COMPUTER EQUIPMENT		118	2,458	1,874	1,874	-585
'55150 OFFICE EQUIPMENT		0	0	0	2,400	2,400
'55155 OFFICE EQUIPMENT RENTAL/LEAS		4,884	7,000	5,868	5,868	-1,132
'56055 COMPUTER SERVICES		970	6,125	4,846	4,846	-1,280
'56085 FOOD SERVICES		0	442	442	442	0
'56175 OFFICE EQUIPMENT MAINT SRVCS		330	2,000	2,000	2,000	0
'56180 OTHER SERVICES		20,009	22,144	22,144	22,144	0