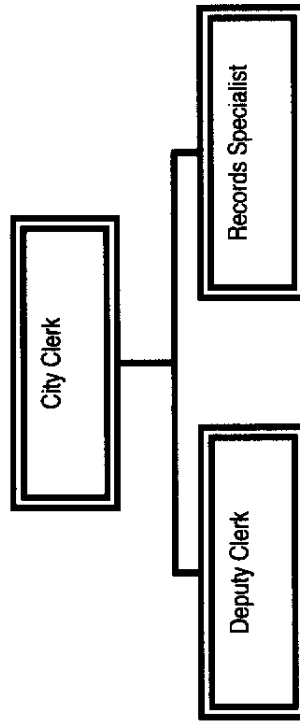


City Clerk

**CITY OF DANIA BEACH
OFFICE OF THE CITY CLERK
2008-2009**



Office of the City Clerk

Services, Functions and Activities:

The Office of the City Clerk is dedicated to providing quality service to the citizens of Dania Beach, the City Commission and the City Manager. Our office is responsible for maintaining City records, including but not limited to, ordinances, resolutions, minutes, bids, contracts and agreements. We respond to all public records requests in a timely, courteous and professional manner.

The City Clerk's Office is responsible for the preparation and distribution of the City Commission and Community Redevelopment Area (CRA) agenda packets, as well as the transcription of minutes from these meetings. The City Clerk attends all City Commission and CRA Board meetings.

Our office maintains an updated list of the City's 15 committee and advisory boards, acting as the liaison between the boards and the City Commission. We advertise vacancies and accept applications, monitor all terms, keep the Commission abreast of all term expirations and prepare all required paperwork for the appointments. Our office is responsible for the preparation and distribution of the agenda packets for the Airport Advisory Board and Marine Advisory Board, as well as the transcription of minutes from these meetings.

The City Clerk acts as the Supervisor of Elections for the City's Primary and General Elections coordinating all functions through the Broward County Supervisor of Elections Office to insure compliance with State Laws. City Elections are held biennially, with Commissioners serving four year terms. The next Primary Election is scheduled for February, 2009 and the General Election is scheduled for March, 2009.

The City Clerk's Office advertises administrative public hearings, special assessments, Requests for Proposals/Requests for Qualifications (RFP/RFQ) and Bid Announcements. We attend all Bid openings and are responsible for Bid Tabulations and distribution of the packets to the Bid Review Committee.

Our Office is responsible for updates to the Dania Beach Code of Ordinances and providing code supplements to City staff.

FY 2008 Accomplishments:

- Updated City Clerk Website
- Established new file system
- Converted all microfilm and microfiche documents into Optiview
- Scanned all existing agreements/contracts into Optiview
- Scanned all historical Ft. Lauderdale/Hollywood International Airport documents into Optiview

FY 2009 Key Objectives:

- Objective 1: Conduct City Election
- Objective 2: Implement Paperless Agendas for City Commission and CRA Board meetings
- Objective 3: Obtain Recertification of Certified Municipal Clerk Certification
- Objective 4: Assist other departments with conversion of documents into Optiview

Performance Measures:

	FY 2007 Actual	FY 2008 Projection	FY 2009 Goals
City-wide compliance to State of Florida General Records Schedule for Local Government Agencies	85%	100%	100%
Transcribe minutes of Commission meeting within 7 days	98%	100%	100%
Scan current records into document imaging program	N/A	50%	100%
Implement Paperless Agenda	N/A	N/A	67%

Personnel Summary

Position	Full Time	Part Time	Salaries
City Clerk	1		\$ 80,374
Deputy City Clerk	1		\$ 49,599
Records Technician	$\frac{1}{2}$		\$ 27,624
Total	3		

Salaries include COLA and merit for FY 2009 where applicable

Office of the City Clerk

Acct. Number	Account Description	FY 2006 Actual	FY 2007 Actual	FY 2008 Budget	FY 2009 Adopted	\$ Var.	% Chg.
001-1600-512.12-10	Regular	98,501	138,902	147,927	157,597	9,670	7%
001-1600-512.14-10	Overtime	120	390	500	350	-150	-30%
001-1600-512.21-10	FICA Taxes	7,243	9,344	10,040	10,660	620	6%
001-1600-512.21-20	Medicare Taxes	1,694	2,185	2,348	2,493	145	6%
001-1600-512.22-10	Retirement Contributions	30,703	26,999	30,814	33,291	2,477	8%
001-1600-512.23-10	Life & Health Insurance	46,192	39,740	38,969	41,748	2,779	7%
001-1600-512.24-10	Workers' Compensation	490	357	587	832	245	42%
PERSONAL SERVICES		184,943	217,917	231,185	246,971	15,786	7%
001-1600-512.31-10	Professional Services	7,833	8,517	13,400	10,000	-3,400	-25%
001-1600-512.34-10	Contractual Services	1,852	26,157	19,200	29,746	10,546	55%
001-1600-512.40-10	Training & Per Diem	558	622	450	100	-350	-78%
001-1600-512.40-20	Edu Reim/Re-Certification	633	915	1,830	2,190	360	20%
001-1600-512.40-30	Expense Account	6,016	6,016	6,000	6,000	0	0%
001-1600-512.41-10	Telephone	307	273	276	276	0	0%
001-1600-512.44-30	Misc. Rentals	3,640	5,829	3,000	5,675	2,675	89%
001-1600-512.46-10	Equipment Maintenance	3,110	2,863	3,670	3,320	-350	-10%
001-1600-512.49-10	County Recording Fee	36	88	300	100	-200	-67%
001-1600-512.49-20	Legal & Display Advertise	9,056	22,946	10,000	10,000	0	0%
001-1600-512.49-40	Election Expenses	0	83,223	0	110,000	110,000	100%
001-1600-512.51-10	Office Supplies	760	1,413	1,200	1,000	-200	-17%
001-1600-512.52-20	Misc. Supplies	6,515	453	0	0	0	0%
001-1600-512.54-20	Memberships	553	544	625	480	-145	-23%
OPERATING EXPENSES		40,869	159,859	59,951	178,887	118,936	198%
001-1600-512.64-30	Machines & Equipment	3,500	4,362	0	0	0	0%
CAPITAL OUTLAY		3,500	4,362	0	0	0	0%
TOTALS		229,312	382,138	291,136	425,858	134,722	46%

Major Variance or Highlights of the Department		
Category/Line Item	Amount	Explanation
.34-10 Contract Svc.	10,546	Start up and monthly cost for electronic Agenda Maker
.44-30 Mis. Rentals	2,675	Require an additional rental unit for City's records
.49-40 Election Exp	110,000	Election expenses