

CITY CLERK

Mission Statement

To provide service to the Mayor and City Council, City Manager, City Departments and the public in a courteous, timely and efficient manner while remaining neutral and impartial. To improve the administration of the affairs of the City Clerk's Office consistent with the applicable laws and through sound management practices to provide easier access to local government and fulfill our responsibilities to the residents of Newport Beach.

Overview

The City Clerk's Office provides service and support to the Mayor, City Council, City Manager and administrative departments as well as to the public. As the office of record, the City Clerk has responsibility for maintaining the official records of City Council actions in accordance with the legal requirements for public meetings and execution of all minutes, ordinances, resolutions and contracts. Services to the public include assistance with understanding and participating in the decision and policy making process and assistance with day to day inquiries.

Report: AUTHORIZED POSITIONS BY ORG
 Year: JUL To JUN 2020
 Division: 01010005 - CITY CLERK ADMIN



Position	Type of Employee	FTE	Base Wages	Special Pays	Retirement Contrib (City)	Other Benefits	Total Salaries and Benefits
ASSISTANT - ADMIN	Full Time	1.00	\$86,782	\$540	\$3,802	\$28,935	\$120,059
ASSISTANT - DEPT	Full Time	1.00	\$69,678	\$1,500	\$3,087	\$28,449	\$102,714
ASSISTANT - DEPT PT	Part Time	1.00	\$45,219		\$838	\$656	\$46,713
ASSISTANT CITY CLERK	Full Time	1.00	\$100,499	\$960	\$3,754	\$27,777	\$132,989
CITY CLERK	Full Time	1.00	\$149,685	\$5,760	\$6,517	\$32,411	\$194,373
RECORDS SPECIALIST	Full Time	1.00	\$73,873		\$1,369	\$26,459	\$101,701
Total		6.00	\$525,736	\$8,760	\$19,368	\$144,686	\$698,550

06/21/2019 12:13
WHarding

City of Newport Beach
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20201 FY 20 EXPENDITURE - ANNUAL FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

CITY CLERK ADMIN		2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 ADOPTED	PCT CHANGE
70	REGULAR SALARIES							
01010005	711001 SALRY MISC	433,182.41	459,469.28	462,867.19	436,005.27	459,469.28	480,517.06	3.8%
01010005	711003 SALRY P/T	36,310.58	47,503.56	47,503.56	20,412.49	47,503.56	45,219.20	-4.8%
	TOTAL REGULAR SALARIES	469,492.99	506,972.84	510,370.75	456,417.76	506,972.84	525,736.26	3.0%
71	SPECIAL PAYS							
01010005	712004 CERT PAY	937.63	1,080.00	1,080.00	1,014.76	1,080.00	1,080.00	.0%
	TOTAL SPECIAL PAYS	937.63	1,080.00	1,080.00	1,014.76	1,080.00	1,080.00	.0%
72	BENEFITS							
01010005	721001 CAF ALW FT	104,371.84	111,480.00	111,480.00	104,824.70	111,480.00	111,760.00	.3%
01010005	722001 PERS MBR M	40,223.99	44,091.06	44,407.08	41,335.97	44,091.06	45,597.80	2.7%
01010005	723002 PERS ER M	30,439.98	35,961.64	36,216.67	32,067.42	35,961.64	41,843.32	15.5%
01010005	724001 EE CNTRB M	-59,316.66	-66,046.88	-66,488.61	-59,466.07	-66,046.88	-68,073.59	2.4%
01010005	725001 UNFND LB M	83,276.52	108,381.00	107,755.53	107,755.56	107,755.53	112,128.00	4.1%
01010005	725003 DISC UAL M	34,284.12	36,971.00	37,596.47	37,596.48	37,596.47	36,082.00	-4.0%
01010005	727001 CAR ALLOW	2,406.66	2,400.00	3,000.00	2,624.24	2,400.00	4,800.00	60.0%
01010005	727003 CELLPHONE	2,888.46	2,880.00	2,880.00	2,706.45	2,880.00	2,880.00	.0%
01010005	727004 RHS \$2.50	5,719.08	5,969.76	5,969.76	5,522.80	5,969.76	6,149.75	3.0%
01010005	727012 LIFE INS	490.00	525.00	525.00	481.25	525.00	525.20	.0%
01010005	727013 EAP	96.88	103.80	103.80	94.25	103.80	103.80	.0%
01010005	727015 UNEMPLOY	2,582.00	.00	.00	1,722.00	.00	.00	.0%
01010005	727016 MEDICARE	6,979.68	9,468.98	9,696.16	7,024.85	9,468.98	9,329.47	-3.8%
01010005	727019 SURV BEN	779.95	.00	.00	-373.87	.00	.00	.0%
01010005	728001 WC MISC	10,647.00	19,538.00	19,538.00	17,909.87	19,538.00	18,576.00	-4.9%
01010005	728003 COMP ABS	13,687.68	16,081.52	16,081.52	14,741.43	16,081.52	16,818.40	4.6%
	TOTAL BENEFITS	279,557.18	327,804.88	328,761.38	316,567.33	327,804.88	338,520.15	3.0%
73	LUMP SUM PAYS							
01010005	714001 LUMP SUM	.00	.00	14,369.21	14,403.20	.00	.00	-100.0%
	TOTAL LUMP SUM PAYS	.00	.00	14,369.21	14,403.20	.00	.00	-100.0%
74	OTHER PAYS							
01010005	713001 OT MISC	.00	500.00	500.00	.00	500.00	500.00	.0%
	TOTAL OTHER PAYS	.00	500.00	500.00	.00	500.00	500.00	.0%
81	CONTRACT SERVICES							
01010005	811008 SVCS PROF	8,125.20	23,000.00	20,000.00	13,845.51	23,000.00	22,000.00	10.0%

06/21/2019 12:13
 WHarding

 City of Newport Beach
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

 P 2
 bgnyrpts

PROJECTION: 20201 FY 20 EXPENDITURE - ANNUAL FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

CITY CLERK ADMIN	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 ADOPTED	PCT CHANGE
01010005 811027 PRNT CONT	1,121.65	2,000.00	2,000.00	679.65	2,000.00	2,000.00	.0%
TOTAL CONTRACT SERVICES	9,246.85	25,000.00	22,000.00	14,525.16	25,000.00	24,000.00	9.1%
84 SUPPLIES & MATERIALS							
01010005 841007 OFC SUPPLS	6,627.05	6,000.00	8,726.13	9,008.48	7,743.43	6,000.00	-31.2%
TOTAL SUPPLIES & MATERIALS	6,627.05	6,000.00	8,726.13	9,008.48	7,743.43	6,000.00	-31.2%
85 MAINTENANCE & REPAIR							
01010005 851010 EQP MNT&RP	481.74	500.00	52.91	-481.74	500.00	500.00	845.0%
01010005 851013 PRNTR MNT	453.17	500.00	500.00	.00	500.00	500.00	.0%
01010005 851037 MAINT&REP	321.16	600.00	301.94	217.45	600.00	600.00	98.7%
TOTAL MAINTENANCE & REPAIR	1,256.07	1,600.00	854.85	-264.29	1,600.00	1,600.00	87.2%
86 TRAVEL & TRAINING							
01010005 861001 TRVL&MTGS	2,110.23	2,500.00	2,500.00	3,027.46	2,500.00	4,000.00	60.0%
01010005 861003 TRAINING	4,400.04	2,000.00	2,000.00	2,422.29	2,000.00	3,500.00	75.0%
TOTAL TRAVEL & TRAINING	6,510.27	4,500.00	4,500.00	5,449.75	4,500.00	7,500.00	66.7%
87 GENERAL EXPENSES							
01010005 871002 ADVERT&PR	13,830.81	17,000.00	17,000.00	13,315.90	17,000.00	17,000.00	.0%
01010005 871003 POSTAGE	824.00	4,000.00	4,000.00	1,367.05	4,000.00	2,000.00	-50.0%
01010005 871004 PUBS&DUES	1,088.42	1,100.00	1,100.00	1,223.09	1,100.00	1,100.00	.0%
01010005 871018 MONTR/PRNT	3,092.04	800.00	800.00	630.91	800.00	800.00	.0%
TOTAL GENERAL EXPENSES	18,835.27	22,900.00	22,900.00	16,536.95	22,900.00	20,900.00	-8.7%
88 INTERNAL SVC PREMIUM							
01010005 726002 ANUAL OPEB	21,672.00	20,935.00	20,935.00	19,190.38	20,935.00	24,318.00	16.2%
01010005 881004 IT OP ISF	113,703.00	68,284.00	68,284.00	62,593.63	68,284.00	67,893.00	-.6%
01010005 881005 IT REPLC I	10,463.04	9,203.00	9,203.00	8,436.12	9,203.00	11,325.00	23.1%
TOTAL INTERNAL SVC PREMIUM	145,838.04	98,422.00	98,422.00	90,220.13	98,422.00	103,536.00	5.2%
89 INSURANCE RESERVE							
01010005 891001 GL INS ISF	16,778.04	36,559.00	36,559.00	33,512.38	36,559.00	24,022.00	-34.3%
01010005 891048 UC CHARGE	.00	.00	.00	.00	.00	7,045.00	.0%
TOTAL INSURANCE RESERVE	16,778.04	36,559.00	36,559.00	33,512.38	36,559.00	31,067.00	-15.0%
TOTAL CITY CLERK ADMIN	955,079.39	1,031,338.72	1,049,043.32	957,391.61	1,033,082.15	1,060,439.41	1.1%



06/21/2019 12:13
WHarding

City of Newport Beach
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3
bgnyrpts

PROJECTION: 20201 FY 20 EXPENDITURE - ANNUAL FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

ELECTIONS	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 ADOPTED	PCT CHANGE
81 CONTRACT SERVICES							
01010101 811008 SVCS PROF	41,072.55	100,000.00	100,000.00	93,578.96	100,000.00	5,000.00	-95.0%
TOTAL CONTRACT SERVICES	41,072.55	100,000.00	100,000.00	93,578.96	100,000.00	5,000.00	-95.0%
TOTAL ELECTIONS	41,072.55	100,000.00	100,000.00	93,578.96	100,000.00	5,000.00	-95.0%
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE	996,151.94	1,131,338.72	1,149,043.32	1,050,970.57	1,133,082.15	1,065,439.41	-7.3%
GRAND TOTAL	996,151.94	1,131,338.72	1,149,043.32	1,050,970.57	1,133,082.15	1,065,439.41	-7.3%

** END OF REPORT - Generated by Harding, Walid **

FISCAL YEAR 2019-20 DIVISION EXPENDITURES
CITY CLERK



CITY OF
NEWPORT BEACH

DIVISION	SALARIES & BENEFITS	MAINTENANCE & OPERATIONS	CAPITAL	TOTAL OPERATING BUDGET
City Clerk	890,154	170,285	-	1,060,439
Elections	-	5,000	-	5,000
TOTALS	890,154	175,285	-	1,065,439