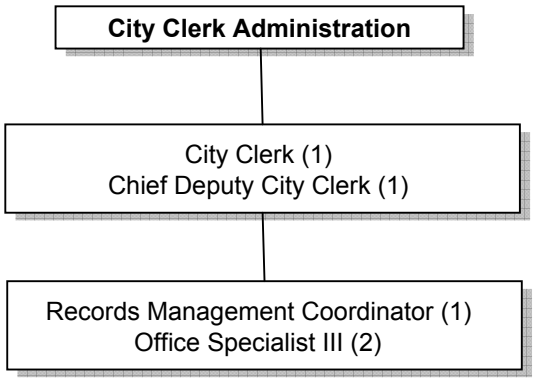
CITY CLERK

Mission Statement: *The City Clerk's Department, in partnership with the Community, City Council, and City Departments, is expanding the democratic process to increase accessibility to public records, and strengthen the community's faith in local government by preserving history while preparing for the future. Our vision is to create an environment that enables and inspires others to exceed their own expectations and to act with integrity, fairness and courage.*

Please note that the FY 2008-09 internal service fund allocations are currently being re-worked into a format and methodology consistent with that of the prior year. The revisions will be implemented with the midyear budget modifications.

CITY CLERK
Adopted Budget - FY 08-09



SUMMARY OF PERSONNEL
2008-2009

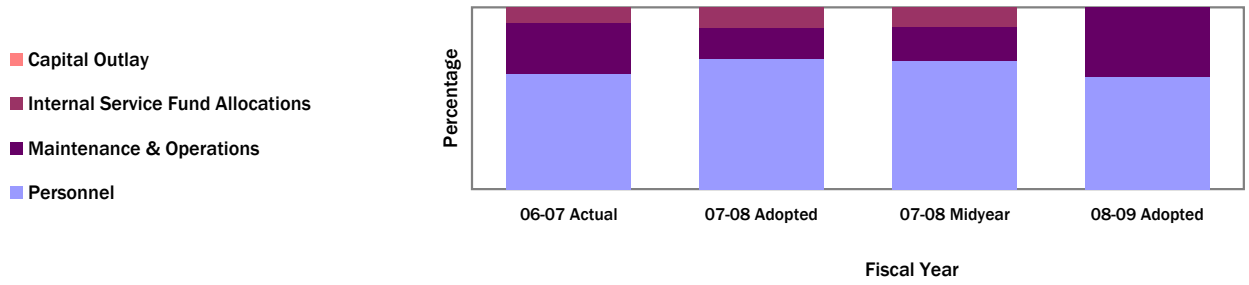
CITY CLERK

1.00	City Clerk
1.00	Chief Deputy City Clerk
1.00	Records Management Coordinator
2.00	Office Specialist III
5.00	

TOTAL PERSONNEL: 5.00

CITY CLERK

Operating Expenses	06-07 Actual	07-08 Adopted	07-08 Midyear	08-09 Adopted	% Inc/Dec
Personnel	582,196	509,628	529,438	582,924	**10%**
Maintenance & Operations	257,516	122,520	141,725	361,782	**155%**
Internal Service Fund Allocations	79,654	79,654	79,654	-	**-100%**
Capital Outlay	-	-	-	-	**0%**
TOTAL	**919,366**	**711,802**	**750,817**	**944,706**	**26%**



Funding Sources	06-07 Actual	07-08 Adopted	07-08 Midyear	08-09 Adopted	% Inc/Dec
General Fund	919,366	711,802	750,817	944,706	**26%**
TOTAL	**919,366**	**711,802**	**750,817**	**944,706**	**26%**

CITY CLERK

ADMINISTRATION

Purpose: To administer City Council, City's Agencies and Commissions agendas and minutes. Attend City Council, Commission and Task Force meetings. Administer the commission appointment process. Maintain the legislative history of the City, including the Charter and Municipal Code. Administer City staff's conflict of interest filings and oaths, and provide support to departments. Provide general information and services to the public, assist citizens in reviewing public records, and assist with vendor bids. Maintain the City's Records Retention Schedule and manage and operate an off-site records center where inactive City records are stored. Oversee and arrange for the destruction of confidential records.

Operating Expenses	06-07 Actual	07-08 Adopted	07-08 Midyear	08-09 Adopted	% Inc/Dec
Personnel	582,196	509,628	529,438	559,204	**6%**
Maintenance & Operations	257,516	122,520	141,725	101,472	**-28%**
Internal Service Fund Allocations	79,654	79,654	79,654	-	**-100%**
Capital Outlay	-	-	-	-	**0%**
TOTAL	**919,366**	**711,802**	**750,817**	**660,676**	**-12%**

Funding Sources	06-07 Actual	07-08 Adopted	07-08 Midyear	08-09 Adopted	% Inc/Dec
General Fund	919,366	711,802	750,817	660,676	**-12%**
TOTAL	**919,366**	**711,802**	**750,817**	**660,676**	**-12%**

CITY CLERK
ELECTIONS

Purpose: To administer the City's elections including: the nomination process for candidates; processing of initiative/referendum petitions; and Council-sponsored ballot measures; Election Day voting; and conduct of special and run off elections. Maintain regulations and forms under the State's Political Reform Act; campaign statement filings and, elected official and appointed commissioner conflict of interest statement filings.

Operating Expenses	06-07 Actual	07-08 Adopted	07-08 Midyear	08-09 Adopted	% Inc/Dec
Personnel	-	-	-	23,720	**n/a**
Maintenance & Operations	-	-	-	260,310	**n/a**
Internal Service Fund Allocations	-	-	-	-	**0%**
Capital Outlay	-	-	-	-	**0%**
TOTAL	**-**	**-**	**-**	**284,030**	**n/a**

Funding Sources	06-07 Actual	07-08 Adopted	07-08 Midyear	08-09 Adopted	% Inc/Dec
General Fund	-	-	-	284,030	**n/a**
TOTAL	**-**	**-**	**-**	**284,030**	**n/a**

CITY CLERK

Total Staff Hours: 2,943[1]

Core Service Activities (41%) Total Staff Hours: 2,980[2]

- Link and post to the City web site five days prior to meetings over 200 agendas.
- Prepare and post over 200 Council/Commission minutes within two weeks or by the subsequent meeting date.
- Print and deliver approximately 1100 agenda packets at least five days prior to meetings.
- Track, file, and report over 125 Annual Conflict of Interest Form 700, and 50 Semi-Annual Campaign Statement Form 460, by the Fair Political Practices Commission deadline.
- Process approximately 800 United States passport applications generating $20,000 in General Fund revenue.
- Maintain a legislative history of over 500,000 documents through document imaging.
- Process 20 boxes of documents and 65 DVDs for short term and permanent storage off site.
- Prepare and process approximately 130 resolutions and 5 ordinances. Provide contract management and insurance tracking for over 300 contracts.
- Review and prepare 45 Action Memos for City Attorney's signature for destruction of more than 11,000 pounds of documents.
- Reproduce over 100 DVD's/CD's and video tapes per staff and public requests.
- Respond to over 300 public requests and Council referrals as routine core service activities.
- Accept, review and process over 35 City Commission/Board applications.
- Publish 200 legal ads and review proofs from publisher.
- Prepare and print 70 Mayor's proclamations/commendations and 25 adjournments.
- Update 280 Municipal Code supplements for departments and outside agencies.
- Require full-time staff to attend professional association seminars and conferences for continuing education to maintain and/or attain certification/re-certification of Certified Municipal Clerk designation, and/or Master Municipal Clerk designation.
- Part-time staffing of approximately 300 hours allows the department to link and post to the City web site five days prior to meetings over 200 agendas in a timely manner.
- Part-time staffing of approximately 300 hours allows the department to post minutes of 200 City Council and Commission meetings.

ELECTIONS (Every two years in odd numbered years)

- Review, update and assemble Candidate Orientation Election Books and administer orientation to prospective candidates.
- Secure 12 polling locations; schedule and train 82 poll workers to work at various locations.
- Verify application signatures for 3,259 vote-by-mail applications and ballots.
- Manage Municipal elections by coordinating departments, poll workers and outside agencies for efficient operations. Prepare, review and research election materials and required supplies.
- Part-time staffing of approximately 1,000 hours allows the department to process vote-by-mail ballots in a timely manner.
- Part-time staffing of approximately 175 hours allows the department to recruit over 92 poll workers.

CITY CLERK

Total Staff Hours: 5,207[1]

Key Projects and Assignments (26%) Total Staff Hours: 3,480[2]

	Hours
• Continue to work with the City Manager's office to streamline the agenda packet process. Complete by June 2009.	100
• Develop an annual orientation class for all City Boards and Commissions, Committees and Task Force members. Complete by September 2009.	600
• Two out of five staff members will attend customer service training. Complete by June 2009.	80
• Continue Citywide education of the City's records retention program, along with systematic destruction of records as authorized by the adopted Citywide records retention schedule. Complete by June 2009.	800
• Scan and archive 2 years of claims, summons and subpoenas. Complete by June 2009.	200
• Partner with Printing and Graphics department to scan in historical photos to a DVD to have available for public purchase and review. Complete by June 2009.	600
• Scan and quality check over 5,000 building plans. Complete by June 2009.	600
• Participate in 3 Citywide events on promoting public outreach regarding passports, voter information, etc. Complete by June 2009.	400
• Department Minutes Secretary/Liaison from a Commission/Board to attend a "Nuts and Bolts" conference on the basics for meeting administration, agendas and minute preparation. Complete by October 2008.	100
• Part-time staffing of approximately 700 hours allows the department to provide scanning services to other departments. Complete by June 2009.	

Total Staff Hours: 2,250[1]

Customer Service (33%) Total Staff Hours: 4,450[2]

- Respond to approximately 100 calls for assistance regarding County and State elections from voters by phone calls, emails, and in-person.
- Respond to approximately 1300 internal/external customer requests for records/queries within two days.
- Provide guidance to departments on the preparation of administrative reports, resolutions, ordinances, contract procedures, public hearing requirements, and meeting cancellation and posting requirements for meetings.
- Assist departmental personnel with publication and public hearing needs and requests.
- Respond to approximately 1,200 phone calls, emails, and in-person requests for passport information, and process over 800 passports.
- Notarize 60 official City business documents assisting other departments.
- Review, accept and process 43 claims, subpoenas, and summons and complaints.
- Respond to County's request for polling and training locations.

[1] ***Adopted 07-08 Budget***
[2] ***Adopted 08-09 Budget***