# 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.*

# CITY CLERK
## Adopted Budget - FY 2010-11

**City Clerk Administration**

City Clerk (1)
Chief Deputy City Clerk (1)

Records Management Coordinator (1)
Office Specialist III (1)
Switchboard Operator (1)

# SUMMARY OF PERSONNEL
## Adopted Budget - FY 2010-11

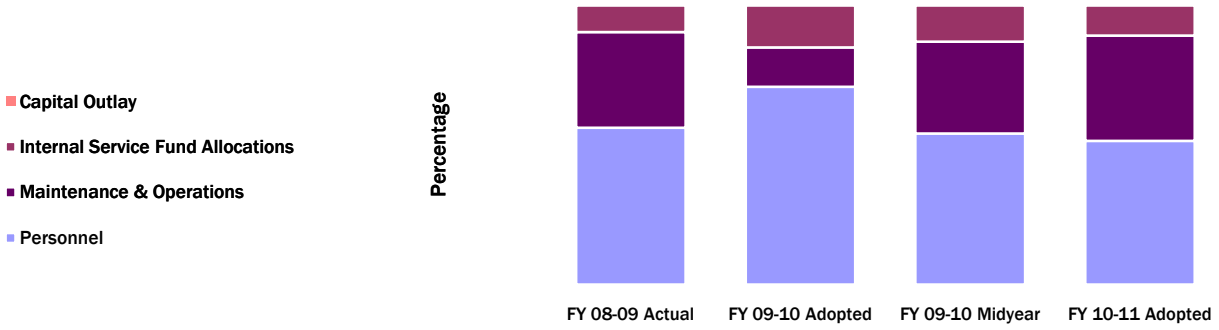
## CITY CLERK

| | |
|---|---|
| 1.00 | City Clerk |
| 1.00 | Chief Deputy City Clerk |
| 1.00 | Records Management Coordinator |
| 1.00 | Office Specialist III |
| 1.00 | Switchboard Operator |
| 5.00 | |

## TOTAL PERSONNEL: 5.00

# CITY CLERK

| *Operating Expenses* | FY 08-09 Actual | FY 09-10 Adopted | FY 09-10 Midyear | FY 10-11 Adopted | Increase/ Decrease | |
|---|---|---|---|---|---|---|
| Personnel | 520,009 | 481,468 | 485,142 | 557,986 | **72,844** | **15%** |
| Maintenance & Operations | 317,059 | 96,502 | 293,662 | 407,933 | **114,271** | **39%** |
| Internal Service Fund Allocations | 87,590 | 101,700 | 116,437 | 116,437 | **-** | **0%** |
| Capital Outlay | - | - | - | - | **-** | **0%** |
| **TOTAL** | **924,658** | **679,670** | **895,241** | **1,082,356** | **187,115** | **21%** |




| *Funding Sources* | FY 08-09 Actual | FY 09-10 Adopted | FY 09-10 Midyear | FY 10-11 Adopted | Increase/ Decrease | |
|---|---|---|---|---|---|---|
| General Fund | 923,658 | 679,670 | 895,241 | 1,082,356 | **187,115** | **21%** |
| Intergovernmental Grants | 1,000 | - | - | - | **-** | **0%** |
| **TOTAL** | **924,658** | **679,670** | **895,241** | **1,082,356** | **187,115** | **21%** |

# 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* | FY 08-09 Actual | FY 09-10 Adopted | FY 09-10 Midyear | FY 10-11 Adopted | Increase/ Decrease | |
|---|---|---|---|---|---|---|
| Personnel | 510,879 | 481,468 | 482,302 | 475,546 | **(6,756)** | **(1%)** |
| Maintenance & Operations | 68,134 | 93,472 | 85,472 | 78,033 | **(7,439)** | **(9%)** |
| Internal Service Fund Allocations | 87,590 | 101,700 | 112,698 | 112,698 | **-** | **0%** |
| Capital Outlay | - | - | - | - | **-** | **0%** |
| **TOTAL** | **666,603** | **676,640** | **680,472** | **666,277** | **(14,195)** | **(2%)** |

| *Funding Sources* | FY 08-09 Actual | FY 09-10 Adopted | FY 09-10 Midyear | FY 10-11 Adopted | Increase/ Decrease | |
|---|---|---|---|---|---|---|
| General Fund | 665,603 | 676,640 | 680,472 | 666,277 | **(14,195)** | **(2%)** |
| Intergovernmental Grants | 1,000 | - | - | - | **-** | **0%** |
| **TOTAL** | **666,603** | **676,640** | **680,472** | **666,277** | **(14,195)** | **(2%)** |

# 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 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* | FY 08-09 Actual | FY 09-10 Adopted | FY 09-10 Midyear | FY 10-11 Adopted | Increase/ Decrease | |
|---|---|---|---|---|---|---|
| Personnel | 9,130 | - | 2,840 | 82,440 | **79,600** | **2803%** |
| Maintenance & Operations | 248,925 | 3,030 | 208,190 | 329,900 | **121,710** | **58%** |
| Internal Service Fund Allocations | - | - | 3,739 | 3,739 | **-** | **0%** |
| Capital Outlay | - | - | - | - | **-** | **0%** |
| **TOTAL** | **258,055** | **3,030** | **214,769** | **416,079** | **201,310** | **94%** |

| *Funding Sources* | FY 08-09 Actual | FY 09-10 Adopted | FY 09-10 Midyear | FY 10-11 Adopted | Increase/ Decrease | |
|---|---|---|---|---|---|---|
| General Fund | 258,055 | 3,030 | 214,769 | 416,079 | **201,310** | **94%** |
| **TOTAL** | **258,055** | **3,030** | **214,769** | **416,079** | **201,310** | **94%** |

# CITY CLERK

## Core Service Activities

**Adopted FY 2009-10 (24%) Total Staff Hours: 2,410**
**Adopted FY 2010-11 (52%) Total Staff Hours: 5,463**

- Link and post to the City website, 5 days prior to meetings, over 220 agendas.
- Prepare and post over 220 Council/commission minutes within 2 weeks or by the subsequent meeting date.
- Print and deliver approximately 1,100 agenda packets at least 5 days prior to meetings.
- Track, file, and report over 150 Annual Conflict of Interest Form 700 and 50 Semi-Annual Campaign Statement 460 in compliance with the Fair Political Practices Commission deadline.
- Maintain a legislative history of over 500,000 documents through document imaging.
- Process 75 boxes of documents and 60 DVDs for short term and permanent storage off site.
- Prepare and process approximately 110 resolutions and 12 ordinances.
- Provide contract management and insurance tracking for over 300 contracts. Notify departments of insurance certificate expiration dates in a timely manner.
- Review and prepare 60 action memos for City Attorney's response.
- Process destruction of over 4 tons of documents per year.
- Respond to over 300 public requests and Council referrals.
- Accept, review and process over 40 City commission/board applications.
- Publish 144 legal ads and review proofs from publisher.
- Prepare and print 80 Mayor's proclamations/commendations and 30 adjournments.
- Advertise, receive, and publicly open 70 bids for departments.
- Review over 7,000 warrants with invoices before payment, per Charter requirement.
- 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.
- Assist the County in obtaining polling locations, voter registration and election information for Federal, State and County Elections.
- Facilitate the City's General Municipal elections.

# CITY CLERK

## Key Projects and Assignments

**Adopted FY 2009-10 (36%) Total Staff Hours: 3,540**
**Adopted FY 2010-11 (4%) Total Staff Hours: 400**

| | Hours |
|---|---|
| ▪ Continue to work with the City Manager's Office to streamline the agenda packet process by June 2011. | 100 |
| ▪ Present annual classes on agenda and administrative report preparation for employees involved in agenda and report preparation by June 2011. | 100 |
| ▪ Participate in community events, such as Public Safety Fair, Earth Day, and City Clerk's Week, promoting public outreach regarding passports, voter information, document destruction, etc. by March 2011. | 100 |
| ▪ Facilitate a Minutes Secretary/Liaison of a commission/board attending a "Nuts and Bolts" conference on the basics for meeting administration, agendas and minute preparation by October 2010. | 100 |

## Customer Service and Referrals

**Adopted FY 2009-10 (40%) Total Staff Hours: 3,950**
**Adopted FY 2010-11 (44%) Total Staff Hours: 4,537**

- Respond to approximately 200 calls for assistance regarding County and State elections.
- Respond to approximately 3,000 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, cancellation and posting requirements for meetings.
- Assist departmental personnel with publication and public hearing needs and requests.
- Respond to approximately 2,000 phone calls, emails, and in-person requests for passport information and processing.
- Notarize 50 official City business documents assisting other departments.
- Review, accept and process 110 claims, subpoenas, summons and complaints.
- Respond to over 2,000 calls, providing direction and assistance to the general public.