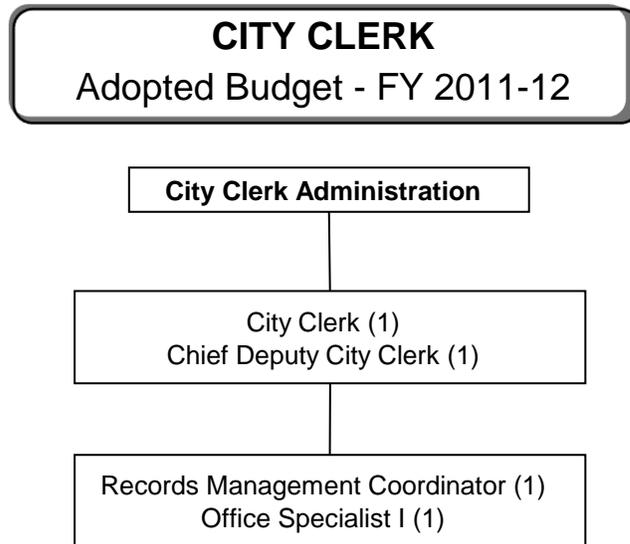


## CITY CLERK

**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.*



**SUMMARY OF PERSONNEL**  
**Adopted Budget - FY 2011-12**

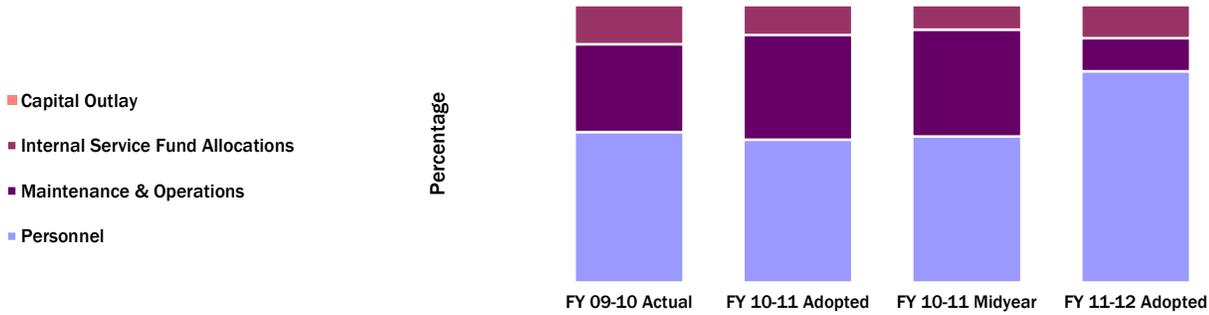
**CITY CLERK**

1.00	City Clerk
1.00	Chief Deputy City Clerk
1.00	Records Management Coordinator
<u>1.00</u>	Office Specialist I
4.00	

**TOTAL PERSONNEL: 4.00**

## CITY CLERK

<i>Operating Expenses</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease	
Personnel	448,362	557,986	559,998	606,047	46,049	8%
Maintenance & Operations	262,178	407,933	409,798	95,353	(314,445)	(77%)
Internal Service Fund Allocations	116,437	116,437	94,399	94,399	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>826,977</b>	<b>1,082,356</b>	<b>1,064,195</b>	<b>795,799</b>	<b>(268,396)</b>	<b>(25%)</b>



<i>Funding Sources</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease	
General Fund	826,977	1,082,356	1,064,195	795,799	(268,396)	(25%)
<b>TOTAL</b>	<b>826,977</b>	<b>1,082,356</b>	<b>1,064,195</b>	<b>795,799</b>	<b>(268,396)</b>	<b>(25%)</b>

## 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.

<i>Operating Expenses</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease	
Personnel	445,537	475,546	477,558	606,047	128,489	27%
Maintenance & Operations	53,936	78,033	79,898	92,323	12,425	16%
Internal Service Fund Allocations	112,698	112,698	91,630	91,630	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>612,171</b>	<b>666,277</b>	<b>649,086</b>	<b>790,000</b>	<b>140,914</b>	<b>22%</b>

<i>Funding Sources</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease	
General Fund	612,171	666,277	649,086	790,000	140,914	22%
<b>TOTAL</b>	<b>612,171</b>	<b>666,277</b>	<b>649,086</b>	<b>790,000</b>	<b>140,914</b>	<b>22%</b>

## 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.

<i>Operating Expenses</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease
Personnel	2,825	82,440	82,440	-	(82,440) (100%)
Maintenance & Operations	208,242	329,900	329,900	3,030	(326,870) (99%)
Internal Service Fund Allocations	3,739	3,739	2,769	2,769	- 0%
Capital Outlay	-	-	-	-	- 0%
<b>TOTAL</b>	<b>214,806</b>	<b>416,079</b>	<b>415,109</b>	<b>5,799</b>	<b>(409,310) (99%)</b>

<i>Funding Sources</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease
General Fund	214,806	416,079	415,109	5,799	(409,310) (99%)
<b>TOTAL</b>	<b>214,806</b>	<b>416,079</b>	<b>415,109</b>	<b>5,799</b>	<b>(409,310) (99%)</b>

## CITY CLERK

### Core Service Activities

<b>Adopted</b>	<b>FY 2010-11</b>	<b>(52%)</b>	<b>Total Staff Hours:</b>	<b>5,463</b>
<b>Adopted</b>	<b>FY 2011-12</b>	<b>(53%)</b>	<b>Total Staff Hours:</b>	<b>4,423</b>

- Link and post to the City website, 5 days prior to meetings, over 294 agendas.
- Prepare and post over 294 Council/commission minutes within 2 weeks or by the subsequent meeting date.
- Print and deliver approximately 1,498 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 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 40 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 50 legal ads and review proofs from publisher.
- Prepare and print 80 Mayor's proclamations/commendations and 30 adjournments.
- Advertise, receive, and publicly open 40 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.

### Key Projects and Assignments

<b>Adopted</b>	<b>FY 2010-11</b>	<b>(4%)</b>	<b>Total Staff Hours:</b>	<b>400</b>
<b>Adopted</b>	<b>FY 2011-12</b>	<b>(5%)</b>	<b>Total Staff Hours:</b>	<b>400</b>

- |   | <b>Hours</b> |
|---|--------------|
| ▪ Continue to work with Human Resources for Succession Planning for retiring employees by January 2012.                                 | 100          |
| ▪ Present classes on agenda and administrative report preparation for employees involved in agenda and report preparation by June 2012. | 100          |
| ▪ Develop plans for Phase II of Council Chambers improvements, including automation of the agenda process by August 2011.               | 100          |
| ▪ Facilitate laser fiche training for departments and records retention and destruction policies by June 2012.                          | 100          |

## CITY CLERK

### Customer Service and Referrals

Adopted	FY 2010-11 (44%)	Total Staff Hours:	4,537
Adopted	FY 2011-12 (42%)	Total Staff Hours:	3,497

- 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 4,000 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 3,000 calls, providing direction and assistance to the general public.
- Provide guidance for records retention and destruction.