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SECTION – 7
City Clerk

City Clerk

To provide an efficient, supportive and professionally managed City Clerk's Office operation for other municipal departments, government agencies, and the general public while focusing on service levels of the highest quality, and public employees of the highest caliber.

The **City Clerk** serves as the Clerk of the City Council and is responsible for the preparation of agendas, the recording and maintenance of all Council actions, and the preparation and filing of public notices.

- The City Clerk's Office is a service agency and the office through which the Council, City departments, as well as the public look for general information regarding the City.
- As the official records keeper for the City, the Clerk is responsible for the coordination and administration of all City records, documents, and public files.
- The City Clerk also advertises and receives bids, conducts all bid openings, maintains the City's municipal code and charter, receives all claims filed against the City, researches issues related to Council and Committee actions, maintains contract and agreement files, registers domestic partners, processes passport applications, registers lobbyists, manages online campaign filings and campaign finance submissions, administers City board and commission files, administers oaths of office, and serves as the official custodian of the City Seal.
- The City Clerk is also the Elections Officer for the City and the Filing Officer/Official for Fair Political Practices Commission requirements.

APPROVED BUDGET/STAFFING CHANGES

The City Clerk's budget was reduced by \$30,000, resulting in the following service level impacts:

Reduction A one-time transfer from the City Clerk's Technology Capital Improvement Program (CIP) A04000100 to the operating budget in the amount of \$30,000. Over this fiscal year, the services provided by the City Clerk's Office will be reviewed to determine what could be eliminated or reduced to reach \$30,000 in permanent cuts.

Impact Service impacts could include reduction and/or elimination of vendor services such as video streaming components, electronic campaign disclosure filings, off-site records storage, technological maintenance of the council chamber, reduction in operating hours to a 4/9 schedule (32 hour workweek), or elimination of full-time FTE.

In addition, the City Clerk's Office will be closed every Friday, which will impact the public's access to services. However, the move to extend office hours Monday through Thursday will increase the availability of staff as well as the total number of concentrated services hours devoted to customers.

Department Budget Summary

City Clerk Budget Summary	FY2009/2010	FY2010/2011		FY2011/2012	Change
	Actuals	Approved	Amended	Approved	More/(Less) Approved/Amended
Funded Positions (FTE)	11.00	10.00	10.00	10.00	-
Budgeted Expenditures					
Employee Services	954,419	965,736	965,736	989,435	23,699
Labor/Supply Offset	9,677	3,000	3,000	3,000	-
Property	19,829	16,000	16,000	16,000	-
Service And Supplies	260,002	419,898	419,898	418,698	(1,200)
Total:	1,243,927	1,404,634	1,404,634	1,427,133	22,499
Funding Summary by Fund/Special District					
General Fund	958,779	1,083,373	1,083,373	1,101,591	18,218
Interdepartmental Service Fund	285,148	321,261	321,261	325,542	4,281
Total:	1,243,927	1,404,634	1,404,634	1,427,133	22,499

Division Budget Summary

City Clerk Division Budgets	FY2009/2010	FY2010/2011		FY2011/2012	Change
	Actuals	Approved	Amended	Approved	More/(Less) Approved/Amended
City Clerk	1,168,185	1,232,789	1,232,789	1,255,288	22,499
Elections	75,742	171,845	171,845	171,845	-
Total:	1,243,927	1,404,634	1,404,634	1,427,133	22,499

Staffing Levels

City Clerk Division FTEs	FY2009/2010	FY2010/2011		FY2011/2012	Change
	Actuals	Approved	Amended	Approved	More/(Less) Approved/Amended
City Clerk	11.00	10.00	10.00	10.00	-
Total:	11.00	10.00	10.00	10.00	-