

# 7

## **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 increased by \$329,168 and 3.0 FTE, resulting in the following service level impacts:

**Increase:** Mayor and City Council operational responsibilities transferred to City Clerk, including appointing authority for the Council Operations Manager, Staff Assistant and Staff Aide. This is a transfer of 3.0 FTE and associated labor and services/supply budgets in the amount of \$329,168.

**Impact:** This reorganization will result in efficiency savings and implementation of best practices as operational functions are pooled.

The City reached an agreement with SCXEA, representing management and confidential employees, on June 12, 2012. As a result the employees covered by this agreement pay 100% of the employee's share of PERS.

**Department Budget Summary**

City Clerk Budget Summary	FY2010/11	FY2011/12		FY2012/13		Change More/(Less) FY12 Amended/ FY13 Amended
	Actuals	Approved	Amended	Approved	Amended	
<b>Budgeted Expenditures</b>						
Employee Services	982,561	989,435	989,434	1,042,292	1,245,675	256,241
Labor/Supply Offset	928	3,000	3,000	3,000	4,000	1,000
Other Services and Supplies	486,727	418,698	418,698	392,698	502,727	84,029
Property	20,309	16,000	16,000	11,000	11,000	(5,000)
<b>Total:</b>	<b>\$1,490,524</b>	<b>\$1,427,133</b>	<b>\$1,427,132</b>	<b>\$1,448,990</b>	<b>\$1,763,402</b>	<b>\$336,270</b>
<b>Funding Summary by Fund/Special District</b>						
General Fund	1,160,877	1,101,591	1,101,590	1,111,136	1,346,144	244,554
Other	329,647	325,542	325,542	337,854	417,258	91,716
<b>Total:</b>	<b>\$1,490,524</b>	<b>\$1,427,133</b>	<b>\$1,427,132</b>	<b>\$1,448,990</b>	<b>\$1,763,402</b>	<b>\$336,270</b>

**Division Budget Summary**

City Clerk Division Budgets	FY2010/11	FY2011/12		FY2012/13		Change More/(Less) FY12 Amended/ FY13 Amended
	Actuals	Approved	Amended	Approved	Amended	
City Clerk	1,153,679	1,255,288	1,255,287	1,277,145	1,262,390	7,103
Elections	336,845	171,845	171,845	171,845	171,845	-
Mayor/Council Operations	-	-	-	-	329,166	329,166
<b>Total:</b>	<b>\$1,490,524</b>	<b>\$1,427,133</b>	<b>\$1,427,132</b>	<b>\$1,448,990</b>	<b>\$1,763,402</b>	<b>\$336,270</b>

**Staffing Levels**

City Clerk Division FTEs	FY2010/11	FY2011/12		FY2012/13		Change More/(Less) FY12 Amended/ FY13 Amended
	Actuals	Approved	Amended	Approved	Amended	
City Clerk	10.00	10.00	10.00	10.00	10.00	-
Mayor/Council Operations	-	-	-	-	3.00	3.00
<b>Total:</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>13.00</b>	<b>3.00</b>