

# 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 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.

Starting in FY2012/13, the **City Clerk** manages the administrative and fiscal operations of the Offices of the Mayor and City Council, including the City Auditor.

### APPROVED BUDGET/STAFFING CHANGES

The City Clerk's budget was amended, resulting in the following service level impacts:

#### Elections

Reduction: The elections budget of \$171,845 was moved out of the City Clerk's Office budget to Citywide and Community Support.

Impact: This change has no impact on the service provided.

#### City Clerk

Augmentation: 1.0 FTE (Deputy City Clerk) in the amount of \$62,423 was added, offset by an equal reduction from the services and supply budget.

Impact: This position oversees the passport program.

Augmentation: 1.0 FTE (Deputy City Clerk) in the amount of \$62,423 was added.

Impact: This change will positively affect the City’s ability to meet its statutory obligation to comply with the California Public Records Act by creating citywide efficiencies relating to public record request processing, expediting the digitization and availability of thousands of additional City records to the public via the City’s website, increasing transparency, and reducing requestors’ wait times.

**Department Budget Summary**

**City Clerk**

**Budget Summary**

	FY2011/12	FY2012/13		FY2013/14	Change
	Actuals	Approved	Amended	Approved	More/(Less)
					Approved/Amended
<b>Budgeted Expenditures</b>					
Employee Services	1,007,511	1,245,675	1,245,677	1,407,353	161,676
Labor/Supply Offset	1,151	4,000	4,000	3,500	(500)
Other Services and Supplies	437,103	502,727	502,727	281,373	(221,354)
Property	8,759	11,000	11,000	6,000	(5,000)
<b>Total:</b>	<b>1,454,524</b>	<b>1,763,402</b>	<b>1,763,404</b>	<b>1,698,226</b>	<b>(65,178)</b>
<b>Funding Summary by Fund/Special District</b>					
General Fund	1,128,982	1,346,144	1,346,146	1,212,069	(134,077)
Other	325,542	417,258	417,258	486,157	68,899
<b>Total:</b>	<b>1,454,524</b>	<b>1,763,402</b>	<b>1,763,404</b>	<b>1,698,226</b>	<b>(65,178)</b>

**Division Budget Summary**

**City Clerk**

**Division Budgets**

	FY2011/12	FY2012/13		FY2013/14	Change
	Actuals	Approved	Amended	Approved	More/(Less)
					Approved/Amended
City Clerk	1,207,489	1,262,390	1,262,391	1,361,365	98,974
Elections	247,035	171,845	171,845	-	(171,845)
Mayor/Council Operations		329,166	329,168	336,861	7,693
<b>Total:</b>	<b>1,454,524</b>	<b>1,763,402</b>	<b>1,763,404</b>	<b>1,698,226</b>	<b>(65,178)</b>

**Staffing Levels**

**City Clerk**

**Division FTEs**

	FY2011/12	FY2012/13		FY2013/14	Change
	Actuals	Approved	Amended	Approved	More/(Less)
					Approved/Amended
City Clerk	10.00	10.00	10.00	12.00	2.00
Mayor/Council Operations	-	3.00	3.00	3.00	-
<b>Total:</b>	<b>10.00</b>	<b>13.00</b>	<b>13.00</b>	<b>15.00</b>	<b>2.00</b>