

# 7

## **SECTION – 7**

### **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.*

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## DESCRIPTION

**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.

## MORE INFORMATION

Please see the following for more information about the City Clerk's Office:

**Web site** - <http://www.cityofsacramento.org/clerk/>

## PROGRAMS/SERVICE HIGHLIGHTS

### Agenda/Council Administration (Law and Legislation Committee (L&L) and Personnel and Public Employees Committee (P&PE))

- Prepares and distributes the City Council, L&L and P&PE agenda packets in accordance with internal procedure and the Brown Act.

### Agreements/Contracts/Legislative Documents

- Officially documents the legislative action taken by the City Council, processes and distributes meeting summaries, minutes, and executed agreements, contracts, resolutions, and ordinances.

### Elections

- Administratively manages the City's elections that include elective offices, charter amendments, measures and initiatives, and referendum and recall petitions.

### Boards and Commissions

- Administratively manages the filling of board/commission seats and oversees and supports city departments in the administration and management of the City's advisory boards.

Records Management and Citywide Content Management (C<sup>2</sup>M)

- Acts as the official records keeper for the City, develops and implements citywide records policies and procedures such as the records retention schedule, and serves on the steering committee to the CCM project.

Regulatory Financial Disclosure Filings

- Campaign Statements – Receives for filing and makes available the financial disclosure statements associated with political committees and City elective candidates.
- Statements of Economic Interests – Receives for filing and makes available the official personal financial disclosure statements associated with individuals running for City elective officials, City employees, consultants and board/commission members.
- Lobbyist Filings – Receives for filing and makes available lobbyist registration statements.

Domestic Partnerships

- Registers City residents as domestic partners.

Passports

- Provides a one-stop shop for all citizens looking to apply for United States Passports.

**OBJECTIVES FOR FY2009/10**

- Utilize the CCM system as a tool in the implementation of a citywide records management program that will move the City toward consistent administration and appropriate handling of the agency's records and provide increased access to agency records to both internal and external customers.
- Provide training opportunities to City staff on procedures and resources associated with the Clerk's Office as a means to maintain institutional knowledge that will be lost as employees leave City service and remaining employees take on new responsibilities.
- Refine and modify City board and commission administrative processes to include standardization of documents, inclusion of best practices, instruction on parliamentary procedure, and education on Brown Act compliance.
- Continue reviewing operations for implementation of "best practices" for a more productive work flow and accurate deliverables.
- Continue implementing the departmental "STAR performance success" program that sets standards and expectations for performance.

**APPROVED BUDGET/STAFFING CHANGES**

Service Level Impacts

The City Clerk's Department will be reduced by \$103,602, including the unfunding of 1.0 FTE Deputy City Clerk and expenses associated with the Passport program, a one-time salary savings in the Program Manager position, and a continuation of 16 days of work furlough in FY2009/10 for all remaining 11 employees. These reductions will result in the following service level impacts:

City Clerk's Office Services

- Services associated with the Passport program will be performed by remaining staff. This is made possible through aggressive efficiency measures that have created capacity despite reductions in FTE. Service hours will be reduced, if or when needed, to ensure that service standards in other delivery areas are not adversely affected. Any and all revenue associated with the program will be deposited to the City Clerk's Technology CIP (A04000100).

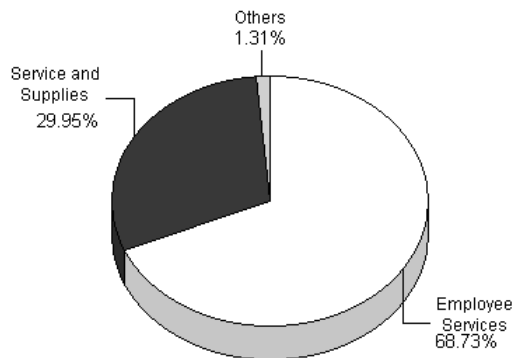
Department Budget Summary

| City Clerk<br>Budget Summary | FY<br>2007/08<br>Actual | FY<br>2008/09<br>Approved | FY<br>2008/09<br>Amended | FY<br>2009/10<br>Approved | Change<br>More/(Less)<br>Approved/Amended |
|------------------------------|-------------------------|---------------------------|--------------------------|---------------------------|---|
| Funded Positions (FTE)       | 13.00                   | 12.00                     | 12.00                    | 11.00                     | (1.00)                                    |
| <b>Budgeted Expenditures</b> |                         |                           |                          |                           |   |
| Employee Services            | 1,173,285               | 1,045,266                 | 1,091,137                | 994,468                   | (96,669)                                  |
| Interdepartmental Transfers  | 9,000                   | 8,000                     | 8,000                    | 4,000                     | (4,000)                                   |
| Property                     | 25,000                  | 15,000                    | 15,000                   | 15,000                    | 0   |
| Service and Supplies         | 408,591                 | 440,331                   | 436,331                  | 433,398                   | (2,933)                                   |
| <b>Total:</b>                | <b>1,615,876</b>        | <b>1,508,617</b>          | <b>1,550,468</b>         | <b>1,446,866</b>          | <b>(103,602)</b>                          |

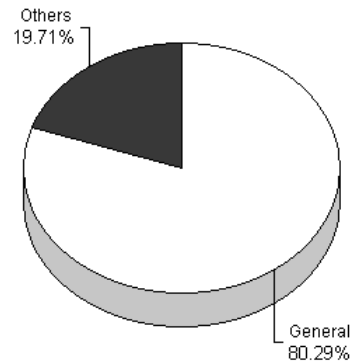
**Funding Summary by Fund/Special District**

|                                |                  |                  |                  |                  |                  |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| General Fund                   | 1,445,263        | 1,342,975        | 1,384,826        | 1,161,718        | (223,108)        |
| Interdepartmental Service Fund | 170,613          | 165,642          | 165,642          | 285,148          | 119,506          |
| <b>Total:</b>                  | <b>1,615,876</b> | <b>1,508,617</b> | <b>1,550,468</b> | <b>1,446,866</b> | <b>(103,602)</b> |

**Budgeted Expenditures - FY2009/10**



**Funding Summary - FY2009/10**



FY2009/10 Approved Budget

Division Budget Summary

| City Clerk<br>Division Budgets | FY                | FY                  |                    | FY                  | Change                          |
|--------------------------------|-------------------|---------------------|--------------------|---------------------|---------------------------------|
|                                | 2007/08<br>Actual | 2008/09<br>Approved | 2008/09<br>Amended | 2009/10<br>Approved | More/(Less)<br>Approved/Amended |
| City Clerk                     | 1,444,031         | 1,336,772           | 1,378,623          | 1,275,021           | (103,602)                       |
| Elections                      | 171,845           | 171,845             | 171,845            | 171,845             | 0                               |
| <b>Total:</b>                  | <b>1,615,876</b>  | <b>1,508,617</b>    | <b>1,550,468</b>   | <b>1,446,866</b>    | <b>(103,602)</b>                |

Staffing Levels

| City Clerk<br>Division FTEs | FY                | FY                  |                    | FY                  | Change                          |
|-----------------------------|-------------------|---------------------|--------------------|---------------------|---------------------------------|
|                             | 2007/08<br>Actual | 2008/09<br>Approved | 2008/09<br>Amended | 2009/10<br>Approved | More/(Less)<br>Approved/Amended |
| City Clerk                  | 13.00             | 12.00               | 12.00              | 11.00               | (1.00)                          |
| <b>Total:</b>               | <b>13.00</b>      | <b>12.00</b>        | <b>12.00</b>       | <b>11.00</b>        | <b>(1.00)</b>                   |