CITY CLERK DEPARTMENT
SUMMARY

DEPARTMENTAL FUNCTION

The City Clerk's Department assists and supports the public and City departments by making available the records necessary for the City to advance its administrative, legal, and legislative functions. The City Clerk prepares agenda packets, publishes legal notices, prepares and certifies the minutes for the City Council, Redevelopment Agency, Housing Authority, Financing Authority, Appeals Board, and Mobilehome Park Rent Arbitration Board. This department also indexes the legislative history. The City Clerk serves as Records Manager for the Citywide Records-Information Program and serves as a depository for all official documents and records. As the custodian of the official records, the City Clerk ensures that the ordinances, resolutions, and minutes are processed and maintained in accordance with State law and keeps the Municipal Code codified. The City Clerk maintains the City seal, processes claims against the City as well as damage to City property, administers oaths, and conducts bid openings. The City Clerk is the Elections Administrator and Deputy Registrar of Voters for the City, conducting municipal and special elections and is the filing officer for Fair Political Practices Commission regulations.

ACCOMPLISHMENTS FY 2004-2005

1. Prepared 23 agenda packets for the City Council and Redevelopment Agency, which includes: 80 staff reports for the Agency and 835 staff reports for the City Council.

2. Processed 874 items for information and records – an average of 73 requests per month.

3. Processed/cataloged 420 plans into the records retention system.

4. Processed 112 claims and 16 subpoenas of records.

5. Maintained the indexing of resolutions, ordinances and minutes.

6. Updated the campaign contribution and conflict of interest indexes.


8. Effectively serviced the public and staff.

9. Destroyed over 223 boxes of inactive records (446,000 documents).

10. Used new procedures developed for City property damage.
As the City grows, the demand for excellence in service grows as well. Each department within City Hall is required to retain specific records. Having a “state of the art” document imaging system will allow departments to scan and store vital records and decrease storage area of said records at the same time.

The City Clerk plans to have all of the City Clerk Department staff attend development and educational courses throughout the year. Learning as much as possible and bringing that knowledge to the forefront (our citizens) will allow all of us and our citizens to benefit from the highest quality customer service externally as well as internally.

The hours of the Administrative Clerk will be changed to full time in the 2005-2006 budget. This change will (1) increase our customer service at the Clerk’s counter; (2) assist the Records Clerk with timely record retrievals as boxes and plans are continually added to the existing Records Center; (3) assist with the destruction process, which is a detailed and laborious procedure that is better managed when an additional person is available to assist in the destruction of an average of 200-400 boxes per destruction; (4) additional time devoted to the needs of the risk management team; (5) full attention to data entry of early Council / Agency minutes in the Legislative Index program which then speeds research ability and accuracy; (6) assist with the duties of the receptionist coverage which will benefit the public with having a constant familiar face and voice that will represent our City in the highest regard.

The City Clerk will provide the most accurate election coverage of the General Municipal Election. With the purchase of up-to-date election processing equipment, as always, the City Clerk will provide the citizens with the highest quality election service around.

With the addition of a paperless agenda process (use of computers during Council meetings) the City will save approximately $2,000 per year in paper; 100 hours of staff time in processing the agenda, giving staff more time to devote quality time to records management and provide valuable customer service.
**DEPARTMENT:** CITY CLERK

### FISCAL SUMMARY

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<td><strong>TOTALS</strong></td>
<td>3.8</td>
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### EXPENDITURES

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<td>Salary &amp; Benefits</td>
<td>$236,913</td>
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### PROGRAM DESCRIPTION

The City Clerk's Department records, prepares, certifies and maintains the official minutes of all meetings of the City Council, Redevelopment Agency, Finance Authority, Housing Authority, Appeals Board and Mobilehome Park Rent Arbitration Board and prepares agendas and compiles agenda packets for those meetings. The City Clerk publishes and mails legal notices as required by State law and City statutes, and processes follow-up documentation for action taken at those meetings.

The City Clerk serves as the Records Manager for the City, archiving and indexing documents for vault storage and provides for development of and adherence to official records retention. As the custodian for official records, the Department acts as the official depository for all City records, seals and maintains all City documents, ensures that ordinances are codified into the Municipal Code, and processes and maintains resolutions, ordinances, contracts, claims, fidelity bonds, deeds and other documents as required under applicable provisions of State law and City statutes. The Department also publishes legal notices pertaining to ordinances, public hearings, and bids, receives sealed bids, and coordinates the bid opening process.
The City Clerk is the Elections Administrator, coordinating and supervising the conduct of regular and special municipal elections and serves as the City's Deputy Registrar of Voters. The City Clerk is the filing officer for Fair Political Practices Commission campaign statements and Statements of Economic Interest. The Clerk's Department maintains custody of the official City Seal.

In conjunction with all of the above functions, the City Clerk's Department responds to information requests from City Council, Agency Members, staff, other governmental agencies, attorneys, and the general public.

**PERFORMANCE OBJECTIVES**

1. Agenda preparation - distributed on required date.
2. Agenda item document processing.
3. Indexing of legislative actions, resolutions, and ordinances in accordance with statutory requirements.
5. Ensure legal notice requirements are met.
8. Administer the Municipal Election each even numbered year and any special elections.
10. Act as receiving agent for claims, lawsuits and subpoenas according to statutory requirements.
The City Clerk's Department is involved in a myriad of duties and, in the 2004-2005 fiscal year, operated with a staff of 3.625 permanent employees who provided high quality and timely service to the public and staff. The staff will be increased to 4 in the 2005-2006 fiscal year. The Department functions are to assist and support the public and staff by making available the records necessary for the City to advance its administrative, legal, and legislative functions. This is demonstrated through staff's dedication and effectiveness in providing quick access of records and legislative history. Staff continually provides quick retrieval time for records requests and the use of electronic resources for quick retrieval of legislative actions. The legislative index was developed to save many hours of research time, thus saving money.

The Department looks forward to preparing for the April 2006 Municipal Election beginning October 2005. Two temporary part-time employees will be hired and trained to ensure the efficiency and integrity of the election.

The City Clerk and staff also look forward to the next fiscal year with excitement and energy and to provide outstanding customer service and improvement to the department’s various programs effectiveness.