

Department/Division: 201 City Clerk					General Fund Fund 100	
Account and Title:	2005/06 Actual Expended	2006/07 Actual Expended	2007/08 Actual Expended	2008/09 Approved Budget	2009/10 Recommended Budget	2010/11 Recommended Budget
<b>SALARIES</b>						
51101 Salaries	90,109	92,699	91,638	105,292	105,147	107,776
51201 Part-time Salaries	2,171	1,687	1,336	0	10,870	11,142
51301 Overtime	0	0	0	0	-	-
<b>Total Salaries</b>	<b>92,280</b>	<b>94,386</b>	<b>92,974</b>	<b>105,292</b>	<b>116,017</b>	<b>118,917</b>
<b>BENEFITS</b>						
51502 City Pers Contribution	11,193	8,950	8,962	14,213	16,266	16,889
51503 Employee Paid Pers Contribution	0	6,133	6,216	0	-	-
51506 Life Insurance	388	301	300	405	405	405
51507 Medicare Tax	1,424	1,430	1,409	1,527	1,682	1,724
51508 Social Security Tax	0	0	0	0	-	-
51509 Flexible Benefits	4,081	4,527	5,263	5,788	7,700	8,470
51510 Retiree Health	0	0	0	0	-	-
51511 Long-Term Disability	676	650	673	857	856	877
51602 Dental Insurance	1,097	1,145	1,150	1,140	1,140	1,140
51603 Vision Insurance	105	(105)	0	464	488	512
51605 Employee Assistance Program	0	78	43	118	122	125
51704 Auto Allowance	3,614	3,614	3,628	3,600	3,600	3,600
51705 Housing Allowance	2,031	0	0	0	-	-
51706 Phone Allowance	137	422	423	420	660	660
<b>Total Benefits</b>	<b>24,746</b>	<b>27,144</b>	<b>28,067</b>	<b>28,532</b>	<b>32,919</b>	<b>34,403</b>
<b>INSURANCE</b>						
51800 Liability Insurance	3,426	3,494	4,025	4,612	5,768	6,391
51810 Worker's Compensation	2,947	2,974	3,452	3,955	4,947	5,482
<b>Total Insurance</b>	<b>6,373</b>	<b>6,468</b>	<b>7,477</b>	<b>8,567</b>	<b>10,716</b>	<b>11,873</b>
<b>SERVICES AND SUPPLIES</b>						
52231 Equipment Maintenance	0	0	400	760	200	200
52233 Memberships	585	400	345	535	345	345
52234 Office Expense	6,740	8,579	7,535	6,500	6,500	8,100
52235 Professional Services	8,265	13,410	12,823	10,000	500	500
52236 Equipment Rental	0	0	0	0	-	-
52241 Special Department Expense	79,917	18,979	22,134	24,900	13,800	6,000
52243 Travel & Training	2,968	2,471	1,091	2,200	1,200	2,400
<b>Total Services &amp; Supplies</b>	<b>98,474</b>	<b>43,839</b>	<b>44,327</b>	<b>44,895</b>	<b>22,545</b>	<b>17,545</b>
<b>TOTAL BUDGET</b>	<b>221,873</b>	<b>171,836</b>	<b>172,845</b>	<b>187,286</b>	<b>182,196</b>	<b>182,738</b>

## City Clerk

### Accomplishments 2007-2009

- Accomplishment: Coordinated the move of all inactive records to a Public Storage Facility in Brisbane to allow for the space to remodel City Hall
- Community Value: Informed. Important permanent records are in a safe facility.
- Accomplishment: Participated in a Management Talent Exchange Program in Menlo Park to obtain skills and experience in another capacity
- Community Value: Informed & Interconnected. Ideas from other agencies and communities benefit our community as a whole with new ideas and programs
- Accomplishment: Deputy City Clerk acted as the City Clerk in the Fall of 2008 gaining day-to-day experience in the City Clerk's position
- Community Value: Informed and Interconnected. Staff is able to give consistent service to the community in the absence of other staff members who usually provide that service.
- Accomplishment: Conducted an election in November, 2007 filling two Council seats
- Community Value: Involved. Citizens campaign for and elect their representatives.
- Accomplishment: Conducted an election in November, 2008 relating to the Business License Tax
- Community Value: Involved. Citizens vote and decide on ballot question to provide more revenue to community.
- Accomplishment: Coordinated the Citizen's Academy in the Fall of 2007 for 25 participants
- Community Value: Informed, Interconnected, and Involved. Citizens learn about City government and hopefully are encouraged to become involved.
- Accomplishment: Organized original City records in new fire proof cabinets, cataloging Ordinances, Resolutions, Minutes, Deeds, and other vital records for safekeeping
- Community Value: Informed. Vital City records are preserved for future generations

## **Goals 2009-2011**

Goal: Develop an Intranet site for City Staff to obtain information, forms, and policies that relate to completing work on a day-to-day basis

Community Value: Informed and Caring. This will enable city staff to provide services more expeditiously

Goal: Conduct an election for three Council seats

Community Value: Involved. The community will campaign and elect three members of the City Council to represent their values

Goal: Coordinate and Conduct a Citizens Academy in the Spring of 2010

Community Value: Informed, Interconnected, and Involved. Community members will gain knowledge about City government and hopefully get involved as a result.

## **201 – CITY CLERK**

### **Mission Statement**

It is the mission of the City Clerk's Office to promote openness in government by processing and recording City Council actions and managing all official records of the Council promptly and efficiently.

### **Program Description**

The Office of the City Clerk is the central source of public records of the City government which must be readily available to the city officials, the public, and city staff. The City Clerk is responsible for the preparation of agendas, the recording and maintenance of all Council actions, filing of legal notices, 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; receives all claims filed against the City; and serves as the official custodian of the City Seal. The City Clerk is also the Filing Officer for all Fair Political Practices Commission Statements required of elected officials, department heads and other designated employees. Citizens frequently look to the City Clerk's Office for general information regarding the City organization.

The City Clerk is the Elections Officer for the City. In this capacity, the City Clerk administers all election tasks required for Municipal Elections, receives nomination papers and verifies signatures with the Registrar of Voters.