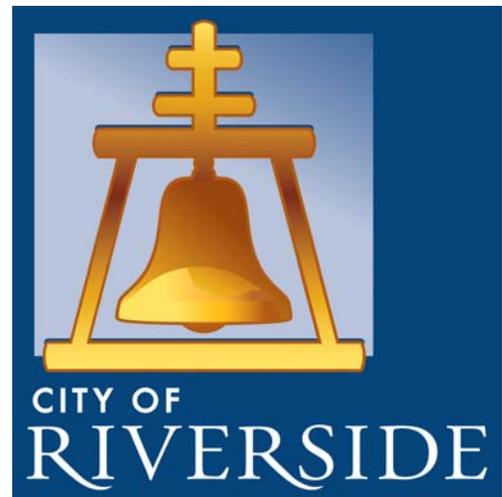


## OFFICE OF THE CITY CLERK

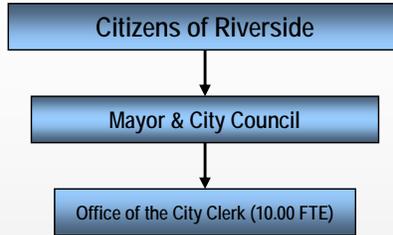
### MISSION STATEMENT

The mission of the Office of the City Clerk is to provide municipal election services, maintain the official record of all City Council proceedings, and perform other State and municipal statutory duties for elected officials, voters, City departments, and the public in order that they by guaranteed fair and impartial elections and open access to information and the legislative process.

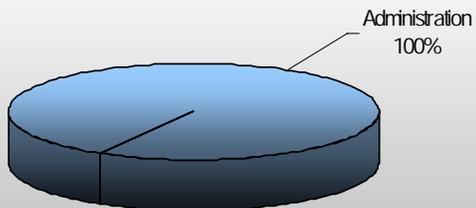


# OFFICE OF THE CITY CLERK

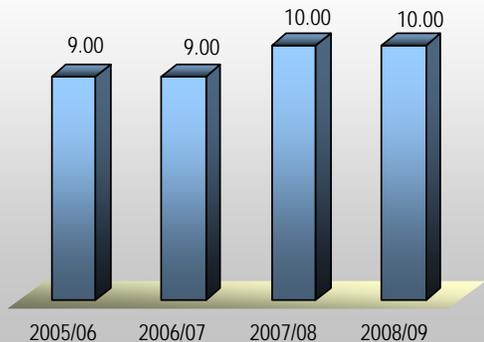
## DEPARTMENT ORGANIZATIONAL CHART



## PERSONNEL BY DIVISION



## HISTORICAL PERSONNEL



## OFFICE OF THE CITY CLERK

### SERVICES PROVIDED BY DEPARTMENT

The Office of the City Clerk is organized around Administration, Election Services, and Records Management with ten full-time employees. The Legislative Services Program provides administrative and technical support to the City Council and public in order to maintain accurate and timely documentation and access to the official actions of the City Council in compliance with State and municipal requirements. The Elections Program administers the City's municipal elections and related activities for candidates and voters so that they may be guaranteed fair and impartial elections in compliance with State and municipal requirements. The Records Management Program preserves and protects the official records of the City for administrative departments and the public so that they may be guaranteed timely access to information and the legislative process in compliance with State and municipal requirements.

### PERSONNEL SUMMARY BY DIVISION

	Budgeted 2005/06	Budgeted 2006/07	Budgeted 2007/08	Budgeted 2008/09	Change
Administration	9.00	9.00	10.00	10.00	-
<b>Total Personnel</b>	<b>9.00</b>	<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>-</b>

# OFFICE OF THE CITY CLERK

## DEPARTMENT GOALS

1. To support City Council/Redevelopment Agency and City Council Standing Committee meetings.
2. To efficiently manage and conduct elections.
3. To assist departments in records management to ensure compliance with adopted records retention schedules.
4. To conduct annual board and commission recruitment, appointment, and recognitions.

## FISCAL YEAR 2007/08 DEPARTMENT ACCOMPLISHMENTS

	<b>Accomplishment</b>	<b>Related Goal</b>	<b>Related City Council Goal</b>
1	Extended implementation of electronic agenda management system to all City Council Standing Committees and eleven boards and commissions.	Goal #1	N/A
2	Accepted over 500 Political Reform Act filings.	Goal #2	N/A
3	Conducted November 6, 2007, run-off election for Wards 1, 3, 5, and 7, and February 5, 2008, election for Measure A.	Goal #2	N/A
4	Revised retention schedules and identified over 500 boxes ready for destruction for six departments and multiple divisions.	Goal #3	N/A
5	Attended community meetings and published advertisements in newspapers and utility bill stuffers in an effort to increase the candidate pool for boards and commissions.	Goal #4	N/A

# OFFICE OF THE CITY CLERK

## FISCAL YEAR 2008/09 DEPARTMENT OBJECTIVES

	<b>Objective</b>	<b>Related Goal</b>	<b>Related City Council Goal</b>
1	To prepare agendas for, attend, and record minutes of all City Council and Standing Committee meetings.	Goal #1	N/A
2	To implement a Code of Ethics outreach program.	Goal #1	N/A
3	To issue and receive nomination documents and coordinate materials for printing in sample and official ballots for the June 2, 2009, election for Wards 2, 4, and 6, and any special elections.	Goal #2	N/A
4	To meet with departments, review retention schedules, and identify documents eligible for microfilming.	Goal #3	N/A
5	To conduct outreach to maximize the candidate pool for boards and commissions.	Goal #4	N/A

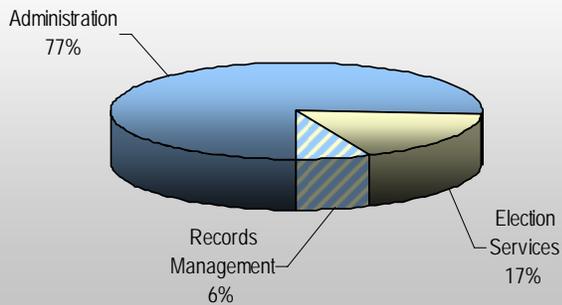
# OFFICE OF THE CITY CLERK

## BUDGET SUMMARY BY DIVISION

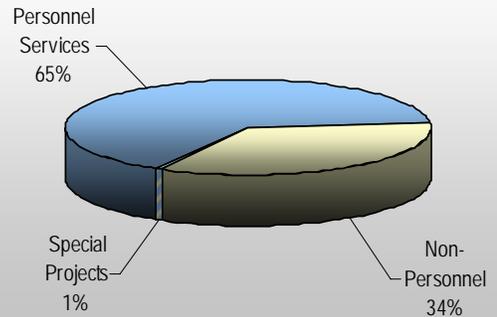
	Actual 2005/06	Actual 2006/07	Budgeted 2007/08	Budgeted 2008/09	Change
Administration	812,240	816,738	892,145	877,072	-1.69%
Election Services	283,257	34,320	185,710	200,110	7.75%
Records Management	80,798	92,735	73,250	73,250	0.00%
<b>Current Operations Budget</b>	<b>\$ 1,176,296</b>	<b>\$ 943,792</b>	<b>\$ 1,151,105</b>	<b>\$ 1,150,432</b>	<b>-0.06%</b>

**NOTE:** The cyclical nature of the budget in the Election Services Division is attributable to the cycle of elections occurring every two years.

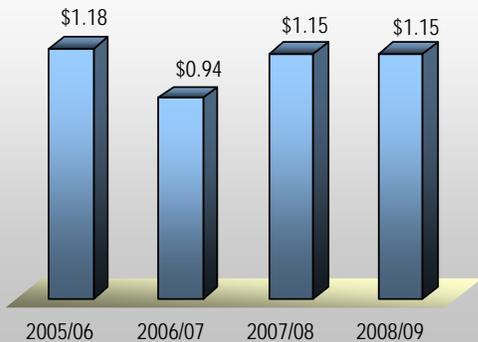
### BUDGET BY DIVISION



### BUDGET BY CATEGORY



### HISTORICAL BUDGET (MILLIONS)



### HISTORICAL BUDGET INCREASE (OVER PRIOR FISCAL YEAR)



## OFFICE OF THE CITY CLERK

### BUDGET SUMMARY BY BUDGET CATEGORY

	Actual 2005/06	Actual 2006/07	Budgeted 2007/08	Budgeted 2008/09	Change
Personnel Services	632,185	651,727	761,496	749,915	-1.52%
Non-Personnel	537,327	282,756	382,509	393,417	2.85%
Special Projects	6,784	9,309	7,100	7,100	0.00%
<b>Current Operations Budget</b>	<b>\$ 1,176,296</b>	<b>\$ 943,792</b>	<b>\$ 1,151,105</b>	<b>\$ 1,150,432</b>	<b>-0.06%</b>
Equipment Outlay	7,562	1,761	-	-	---
Debt Service	-	-	-	-	---
Operating Grants	-	-	-	-	---
Capital Outlay & Grants	-	-	-	-	---
Charges From Others	262,686	239,276	241,073	244,787	1.54%
Charges To Others	(994,662)	(1,005,753)	(1,004,648)	(999,242)	-0.54%
<b>Total Budget</b>	<b>\$ 451,882</b>	<b>\$ 179,076</b>	<b>\$ 387,530</b>	<b>\$ 395,977</b>	<b>2.18%</b>

**NOTE:** The cyclical nature of the budget in the Election Services Division is attributable to the cycle of elections occurring every two years.

### SUMMARY OF SIGNIFICANT BUDGET ADJUSTMENTS – PRIOR YEAR TO CURRENT YEAR

#### Personnel Adjustments

1. Various vacant positions were unfunded as part of the strategy to balance the General Fund budget.

#### Other Adjustments

1. Debt service budgeted in the Debt Administration Section of the Office of the City Manager is now charged to the Department to which it can be attributed.

## Departmental Budget Detail

Department / Section: City Clerk / City Clerk Administration  
101 - 120000

Object	GL Key	Description	Actual 2006/07	Budgeted 2007/08	Amended 2007/08	Approved 2008/09	% Budget Change
411100	1200000	Salaries-Regular	453,806	513,475	513,475	508,351	( ) %
411410	1200000	Vacation Payoff	4,323	0	0	0	---
411420	1200000	Sick Leave Payoff	168	0	0	0	---
411430	1200000	Compensatory Time Payoff	234	0	0	0	---
412000	1200000	Emp Pension & Benefits	192,651	247,521	247,521	241,064	(2) %
413120	1200000	OT at 1.5 Rate	543	500	500	500	%
<b>Personnel Services Total</b>			<b>651,727</b>	<b>761,496</b>	<b>761,496</b>	<b>749,915</b>	<b>(1) %</b>
421000	1200000	Professional Services	10,163	5,400	5,400	5,400	%
422000	1200000	Utility Services	9,281	7,876	7,876	3,520	(55) %
423000	1200000	Rentals & Transport	70	180	180	180	%
424000	1200000	Maint & Repairs	2,698	2,154	2,154	2,154	%
425000	1200000	Office Exp & Supplies	115,288	92,040	92,917	92,040	%
425200	1200000	Periodicals/Dues	2,590	2,456	2,456	2,456	%
427100	1200000	Travel & Meeting	7,707	5,820	8,140	6,540	12 %
427200	1200000	Training	3,851	6,060	6,060	4,970	(17) %
428400	1200000	Insurance/All Other	4,050	1,563	1,563	2,797	78 %
<b>Non-personnel Expenses Total</b>			<b>155,701</b>	<b>123,549</b>	<b>126,746</b>	<b>120,057</b>	<b>(2) %</b>
450327	1200000	Board/Commision Recognition	5,098	7,100	7,980	7,100	%
450328	1200000	Board/Commission Recept Awards	4,211	0	0	0	---
<b>Special Projects Total</b>			<b>9,309</b>	<b>7,100</b>	<b>7,980</b>	<b>7,100</b>	<b>---</b>
440210	9321300	CA Historical Records	0	0	9,664	0	---
<b>Operating Grants Total</b>			<b>0</b>	<b>0</b>	<b>9,664</b>	<b>0</b>	<b>---</b>
462308	1200000	Office Furn & Eq-Computer Acqu	1,761	0	0	0	---
<b>Equipment Outlay Total</b>			<b>1,761</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>
881100	1200000	General Fund Allocation Chgs	100,146	223,484	223,484	221,307	( ) %
881200	1200000	Central Svc Allocation Chgs	132,344	0	0	0	---
<b>Charges From Others Total</b>			<b>232,491</b>	<b>223,484</b>	<b>223,484</b>	<b>221,307</b>	<b>( ) %</b>
891100	1200000	General Fund Allocation Chrges	(898,382)	(884,521)	(884,521)	(872,937)	(1) %
892101	1200000	Annual Utiliztn Chgs to 101 Fd	(28,335)	(32,951)	(32,951)	(33,970)	3 %
<b>Charges to Others Total</b>			<b>(926,718)</b>	<b>(917,472)</b>	<b>(917,472)</b>	<b>(906,907)</b>	<b>(1) %</b>
<b>Total Budget Requirements</b>			<b>124,272</b>	<b>198,157</b>	<b>211,898</b>	<b>191,472</b>	<b>(3) %</b>

## Departmental Budget Detail

Department / Section: City Clerk / City Clerk-Election Services  
101 - 120500

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Object	GL Key	Description	Actual 2006/07	Budgeted 2007/08	Amended 2007/08	Approved 2008/09	% Budget Change
421000	1205000	Professional Services	34,215	185,600	341,100	200,000	7 %
425200	1205000	Periodicals/Dues	105	110	110	110	%
<b>Non-personnel Expenses Total</b>			<b>34,320</b>	<b>185,710</b>	<b>341,210</b>	<b>200,110</b>	<b>7 %</b>
<b>Total Budget Requirements</b>			<b>34,320</b>	<b>185,710</b>	<b>341,210</b>	<b>200,110</b>	<b>7 %</b>

## Departmental Budget Detail

Department / Section: City Clerk / City Clerk-Records Management  
101 - 121000

Object	GL Key	Description	Actual 2006/07	Budgeted 2007/08	Amended 2007/08	Approved 2008/09	% Budget Change
421000	1210000	Professional Services	84,917	73,000	104,872	73,000	%
425000	1210000	Office Exp & Supplies	7,817	250	250	250	%
<b>Non-personnel Expenses Total</b>			<b>92,735</b>	<b>73,250</b>	<b>105,122</b>	<b>73,250</b>	<b>---</b>
881100	1210000	General Fund Allocation Chgs	774	17,589	17,589	4,208	(76) %
881200	1210000	Central Svc Allocation Chgs	6,011	0	0	0	---
<b>Charges From Others Total</b>			<b>6,785</b>	<b>17,589</b>	<b>17,589</b>	<b>4,208</b>	<b>(76) %</b>
891100	1210000	General Fund Allocation Chrges	(79,035)	(87,176)	(87,176)	(73,063)	(16) %
<b>Charges to Others Total</b>			<b>(79,035)</b>	<b>(87,176)</b>	<b>(87,176)</b>	<b>(73,063)</b>	<b>(16) %</b>
<b>Total Budget Requirements</b>			<b>20,485</b>	<b>3,663</b>	<b>35,535</b>	<b>4,395</b>	<b>19 %</b>

## Departmental Budget Detail

Department / Section: City Clerk / City Clerk-Debt  
101 - 129000

Object	GL Key	Description	Actual 2006/07	Budgeted 2007/08	Amended 2007/08	Approved 2008/09	% Budget Change
882101	1290000	Annual Utilization Chgs 101 Fd	0	0	0	19,272	---
		<b>Charges From Others Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,272</b>	---
891100	1290000	General Fund Allocation Chrges	0	0	0	(19,272)	---
		<b>Charges to Others Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(19,272)</b>	---
<b>Total Budget Requirements</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	---

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