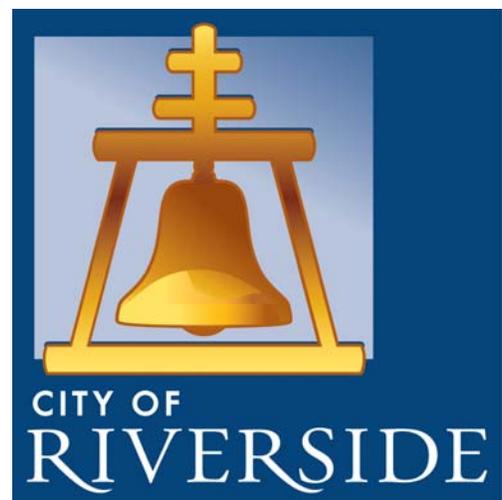


OFFICE OF THE CITY CLERK

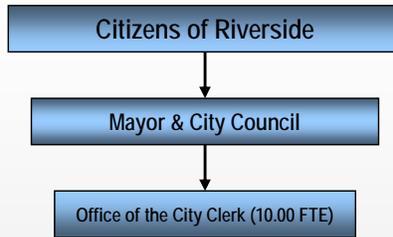
MISSION STATEMENT

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.

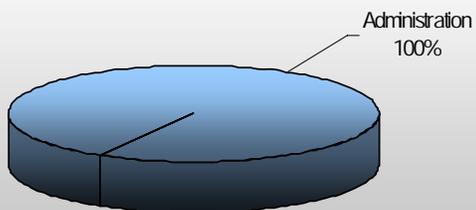


OFFICE OF THE CITY CLERK

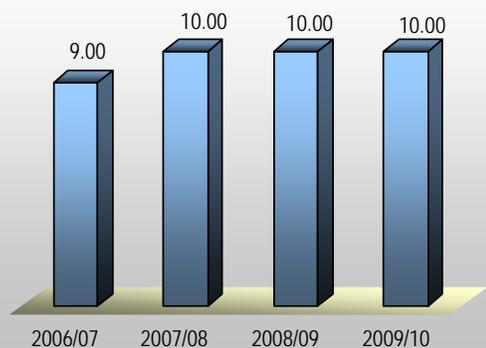
DEPARTMENT ORGANIZATIONAL CHART



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 2006/07	Budgeted 2007/08	Budgeted 2008/09	Budgeted 2009/10	Change
Administration	9.00	10.00	10.00	10.00	-
Total Personnel	9.00	10.00	10.00	10.00	-

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 2008/09 DEPARTMENT ACCOMPLISHMENTS

	Accomplishment	Related Goal	Related City Council Goal
1	Completed electronic agenda management system implementation to all City Council Standing Committees and eleven boards and commissions and provided ongoing training and support to Departments.	Goal #1	N/A
2	Attended community meetings to increase awareness of the City's Code of Ethics and began joint project with Riverside Youth Council.	Goal #1	N/A
3	Accepted over 500 Political Reform Act filings.	Goal #2	N/A
4	Conducted June 2, 2009, election for Wards 2, 4, and 6.	Goal #2	N/A
5	Revised retention schedules for all Departments and identified and coordinated the destruction of 1,310 boxes.	Goal #3	N/A
6	Attended community meetings and published advertisements in newspapers and utility bill stuffers in an effort to increase candidate pool for boards and commissions.	Goal #4	N/A

OFFICE OF THE CITY CLERK

FISCAL YEAR 2009/10 DEPARTMENT OBJECTIVES

	Objective	Related Goal	Related City Council Goal
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 November 3, 2009, election for Mayor and any special elections.	Goal #2	N/A
4	To meet with departments, review retention schedules, and identify documents eligible for destruction or microfilming.	Goal #3	N/A
5	To conduct outreach to maximize the candidate pool for boards and commissions.	Goal #4	N/A

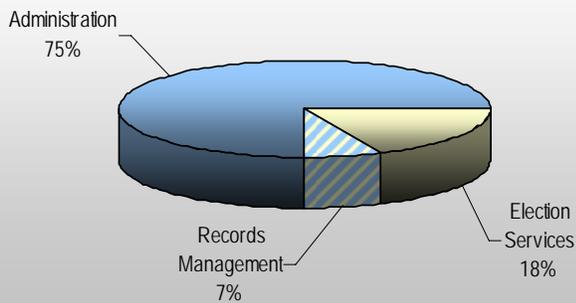
OFFICE OF THE CITY CLERK

BUDGET SUMMARY BY DIVISION

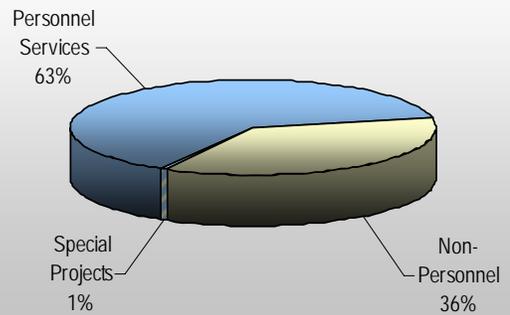
	Actual 2006/07	Actual 2007/08	Budgeted 2008/09	Budgeted 2009/10	Change
Administration	816,738	849,522	877,072	768,573	-12.37%
Election Services	34,320	331,874	200,110	190,110	-5.00%
Records Management	92,735	98,294	73,250	69,850	-4.64%
Current Operations Budget	\$ 943,792	\$ 1,279,690	\$ 1,150,432	\$ 1,028,533	-10.60%

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



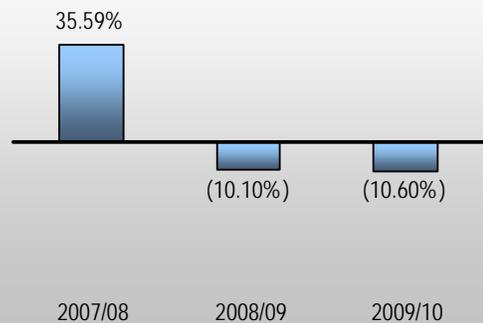
BUDGET BY CATEGORY



HISTORICAL BUDGET (MILLIONS)



HISTORICAL BUDGET INCREASE (OVER PRIOR FISCAL YEAR)



OFFICE OF THE CITY CLERK

BUDGET SUMMARY BY BUDGET CATEGORY

	Actual 2006/07	Actual 2007/08	Budgeted 2008/09	Budgeted 2009/10	Change
Personnel Services	651,727	704,622	749,915	653,063	-12.92%
Non-Personnel	282,756	567,151	393,417	368,370	-6.37%
Special Projects	9,309	7,917	7,100	7,100	0.00%
Current Operations Budget	\$ 943,792	\$ 1,279,690	\$ 1,150,432	\$ 1,028,533	-10.60%
Equipment Outlay	1,761	-	-	-	---
Debt Service	-	-	-	-	---
Operating Grants	-	9,664	-	-	---
Capital Outlay & Grants	-	-	-	-	---
Charges From Others	239,276	241,072	244,787	202,888	-17.12%
Charges To Others	(1,005,753)	(1,004,647)	(999,242)	(1,107,686)	10.85%
Total Budget	\$ 179,076	\$ 525,779	\$ 395,977	\$ 123,735	-68.75%

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

None.

Departmental Budget Detail

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

Object	GL Key	Description	Actual 2007/08	Budgeted 2008/09	Amended 2008/09	Requested 2009/10	% Budget Change
411100	1200000	Salaries-Regular	498,716	508,351	508,351	450,391	(11) %
411110	1200000	Salaries-Temp & Part Time	3,760	0	0	0	---
412000	1200000	Emp Pension & Benefits	201,277	241,064	241,064	202,172	(16) %
413110	1200000	OT at Straight Time	59	0	0	0	---
413120	1200000	OT at 1.5 Rate	807	500	500	500	%
Personnel Services Total			704,622	749,915	749,915	653,063	(12) %
421000	1200000	Professional Services	4,598	5,400	5,615	5,400	%
422000	1200000	Utility Services	9,180	3,520	3,520	3,520	%
423000	1200000	Rentals & Transport	178	180	180	180	%
424000	1200000	Maint & Repairs	391	2,154	2,154	2,154	%
425000	1200000	Office Exp & Supplies	104,564	92,040	92,514	83,974	(8) %
425200	1200000	Periodicals/Dues	2,308	2,456	2,456	2,266	(7) %
427100	1200000	Travel & Meeting	8,174	6,540	6,540	5,540	(15) %
427200	1200000	Training	6,023	4,970	4,970	2,700	(45) %
428400	1200000	Insurance/All Other	1,563	2,797	2,797	2,676	(4) %
Non-personnel Expenses Total			136,982	120,057	120,747	108,410	(9) %
450327	1200000	Board/Commision Recognition	7,917	7,100	7,100	7,100	%
Special Projects Total			7,917	7,100	7,100	7,100	---
440210	9321300	CA Historical Records	9,664	0	0	0	---
Operating Grants Total			9,664	0	0	0	---
881100	1200000	General Fund Allocation Chgs	223,483	221,307	221,307	135,687	(38) %
882101	1200000	Annual Utilization Chgs 101 Fd	0	0	0	6,358	---
882510	1200000	Annual Utilization Chgs 510 Fd	0	0	0	15,000	---
Charges From Others Total			223,483	221,307	221,307	157,045	(29) %
891100	1200000	General Fund Allocation Chrges	(884,520)	(872,937)	(872,937)	(767,132)	(12) %
892101	1200000	Annual Utiliztn Chgs to 101 Fd	(32,950)	(33,970)	(33,970)	(34,751)	2 %
Charges to Others Total			(917,471)	(906,907)	(906,907)	(801,883)	(11) %
Total Budget Requirements			165,198	191,472	192,162	123,735	(35) %

Departmental Budget Detail

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

Object	GL Key	Description	Actual 2007/08	Budgeted 2008/09	Amended 2008/09	Requested 2009/10	% Budget Change
421000	1205000	Professional Services	331,683	200,000	190,221	190,000	(5) %
425200	1205000	Periodicals/Dues	190	110	110	110	%
Non-personnel Expenses Total			331,874	200,110	190,331	190,110	(4) %
881100	1205000	General Fund Allocation Chgs	0	0	0	8,481	---
Charges From Others Total			0	0	0	8,481	---
891100	1205000	General Fund Allocation Chrges	0	0	0	(198,591)	---
Charges to Others Total			0	0	0	(198,591)	---
Total Budget Requirements			331,874	200,110	190,331	0	---

Departmental Budget Detail

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

Object	GL Key	Description	Actual 2007/08	Budgeted 2008/09	Amended 2008/09	Requested 2009/10	% Budget Change
421000	1210000	Professional Services	98,272	73,000	73,000	69,600	(4) %
425000	1210000	Office Exp & Supplies	21	250	250	250	%
Non-personnel Expenses Total			98,294	73,250	73,250	69,850	(4) %
881100	1210000	General Fund Allocation Chgs	17,589	4,208	4,208	18,925	349 %
Charges From Others Total			17,589	4,208	4,208	18,925	349 %
891100	1210000	General Fund Allocation Chrges	(87,175)	(73,063)	(73,063)	(88,775)	21 %
Charges to Others Total			(87,175)	(73,063)	(73,063)	(88,775)	21 %
Total Budget Requirements			28,707	4,395	4,395	0	---

Departmental Budget Detail

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

Object	GL Key	Description	Actual 2007/08	Budgeted 2008/09	Amended 2008/09	Requested 2009/10	% Budget Change
882101	1290000	Annual Utilization Chgs 101 Fd	0	19,272	19,272	18,437	(4) %
		Charges From Others Total	0	19,272	19,272	18,437	(4) %
891100	1290000	General Fund Allocation Chrges	0	(19,272)	(19,272)	(18,437)	(4) %
		Charges to Others Total	0	(19,272)	(19,272)	(18,437)	(4) %
Total Budget Requirements			0	0	0	0	---

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