

City Clerk

To serve the City Council, City staff and the public by documenting the actions and preserving the records of the City Council, and administering open and impartial elections in accordance with statutory requirements.

Expenditures	FY 07-08 Actual	FY 08-09 Projected	FY 09-10 Budget	FY 10-11 Forecast
Personnel Services			\$ 317,400	\$ 320,570
Contractual Services			5,120	\$ 131,330
Materials & Supplies			700	\$ 710
Capital Outlay			-	\$ -
Fixed Charges			45,310	\$ 45,310
Debt Service			-	\$ -
Total			\$ 368,530	\$ 497,920

Revenues	FY 07-08 Actual	FY 08-09 Projected	FY 09-10 Budget	FY 10-11 Forecast
Property Tax				
Other Local Taxes				
Licenses & Permits				
Fines & Forfeitures				
Use of Money & Property				
Revenue from Other Agencies				
Fees for Service				
Total				

Net General Fund Cost (NGFC)

Authorized Positions

4

4

Department Overview

The Office of the City Clerk prepares City Council meeting agendas; records the proceedings of City Council meetings; certifies and retains City Council legislation; maintains official City Council records; and responds to record requests. Additionally, the Office of the Clerk manages campaign disclosure and economic interest filings; coordinates the boards and commissions appointment process; administers general and special municipal elections in compliance with the City Charter and State of California laws; and is responsible for certifying any voter ratified Charter amendments.

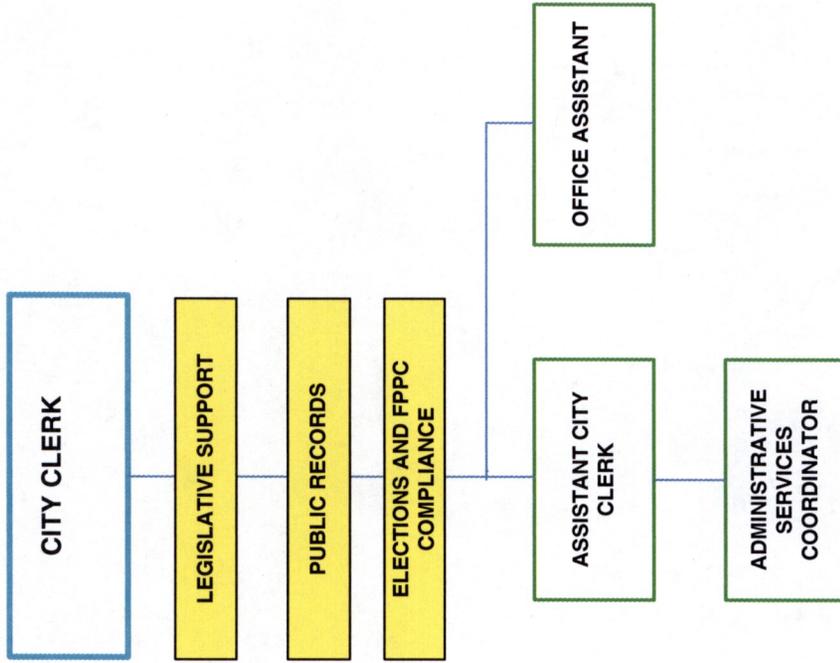
Goals

- Ensure compliance with the Brown Act, Elections Code, Fair Political Practices Commission regulations and the Public Records Act.
- Improve the availability of records and information on the City's website and in electronic format to achieve greater public accessibility.
- Promote the highest level of customer service.
- Provide accurate and impartial election information to candidates and the public.
- Ensure ongoing staff review and education of existing and updated legal requirements.

Workplan Highlights

- The November 4, 2008 election was administered in compliance with statutory requirements.
- All initiative petitions proposing Charter amendment changes will be managed in accordance with all statutory regulations.
- Resources will continue to be used in an efficient and effective manner and supplies and services expenditures will be reduced further.
- The staffing level, which was reduced in FY99-00, will be increased by 1.0 FTE due to the Alameda Reuse and Redevelopment Authority (ARRA) Secretary being transferred into the City Clerk's
- Centralization and standardization of agendas, minutes and records of all legislative entities will continue in FY09-10 with the transfer of the ARRA agenda preparation process, minutes and notices to the City Clerk's Office.

City Clerk



CITY CLERK - Administration

Program Description The City Clerk is appointed by the City Council and serves as the liaison between the Council and the public. This program prepares the City Council meeting agendas, records the proceedings of the City Council meetings, and certifies and retains City Council legislation. The City Clerk's office maintains official Council records and responds to public record requests as required by law. The Administration program also manages economic interest filings and coordinates the Boards and Commissions appointment process.

EXPENDITURE SUMMARY

	FY 07-08 <u>Actual</u>	FY 08-09 <u>Projected</u>	FY 09-10 <u>Budget</u>	FY 10-11 <u>Forecast</u>
<i>Expenditure Category</i>				
Personnel Services			\$ 317,400	\$ 320,570
Contractual Services			5,120	5,120
Materials & Supplies			700	710
Capital Outlay			-	-
Fixed Charges			45,310	45,310
Debt Service			-	-
Total			\$ 368,530	\$ 371,710

PERSONNEL SUMMARY

	FY 07-08 <u>Actual</u>	FY 08-09 <u>Projected</u>	FY 09-10 <u>Budget</u>	FY 10-11 <u>Forecast</u>
<i>Position</i>				
City Clerk			1.00	1.00
Assistant City Clerk			1.00	1.00
Administrative Services Coordinator*			1.00	1.00
Office Assistant			1.00	1.00
Total			4.00	4.00

*Position is assigned to City Clerk's Office but funded by Economic Development.

KEY OBJECTIVES

- Ensure compliance with relevant statutes including the Brown Act, Public Records Act and Fair Political Practices Commission regulations.
- Improve the availability of records and information on the City's website and electronic format.
- Integrate Alameda Reuse and Redevelopment Authority records with the City Clerk records
- Ensure 85% of record requests are handled within 24 hours.
- Ensure 98% of record requests are handled within 10 days.

PERFORMANCE INDICATORS

	FY 07-08	FY 08-09	FY 09-10	FY 10-11
• Council meetings supported			22	22
• Documents scanned			500	700
• Public records requests completed			300	300

CITY CLERK - Elections

Program Description The Elections program administers general and special municipal elections in compliance with the City Charter and State of California laws and is responsible for certifying any voter ratified Charter amendments. The Elections program is also responsible for managing campaign disclosure filings.

EXPENDITURE SUMMARY

	FY 07-08 <u>Actual</u>	FY 08-09 <u>Projected</u>	FY 09-10 <u>Budget</u>	FY 10-11 <u>Forecast</u>
<i>Expenditure Category</i>				
Personnel Services		\$	- \$	-
Contractual Services			-	126,210
Materials & Supplies			-	-
Capital Outlay			-	-
Fixed Charges			-	-
Debt Service			-	-
Total		\$	- \$	126,210

PERSONNEL SUMMARY

	FY 07-08 <u>Actual</u>	FY 08-09 <u>Projected</u>	FY 09-10 <u>Budget</u>	FY 10-11 <u>Forecast</u>
<i>Position</i>				
Total				

KEY OBJECTIVES

- Ensure compliance with all relevant statutes, including the Elections Code and Fair Political Practice Commission regulations.
- Provide accurate and impartial election information to candidates and the public.

PERFORMANCE INDICATORS

	FY 07-08	FY 08-09	FY 09-10	FY 10-11
• Candidates processed			0	15
• Ballot measures administered			2	2