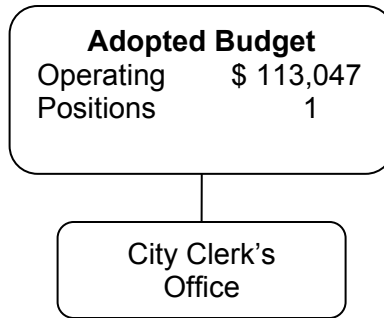
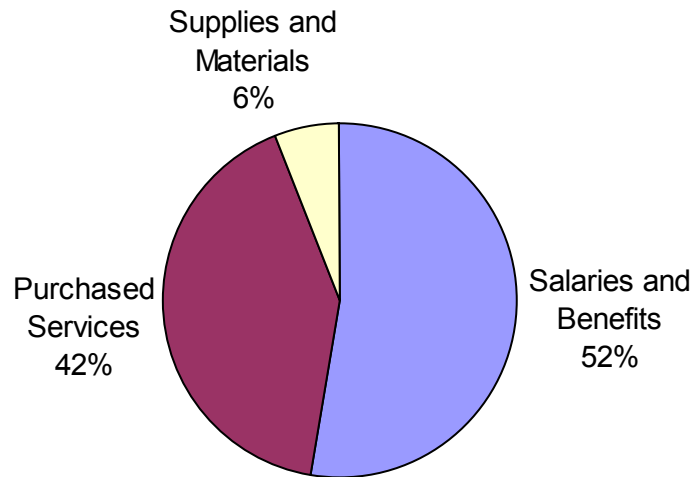


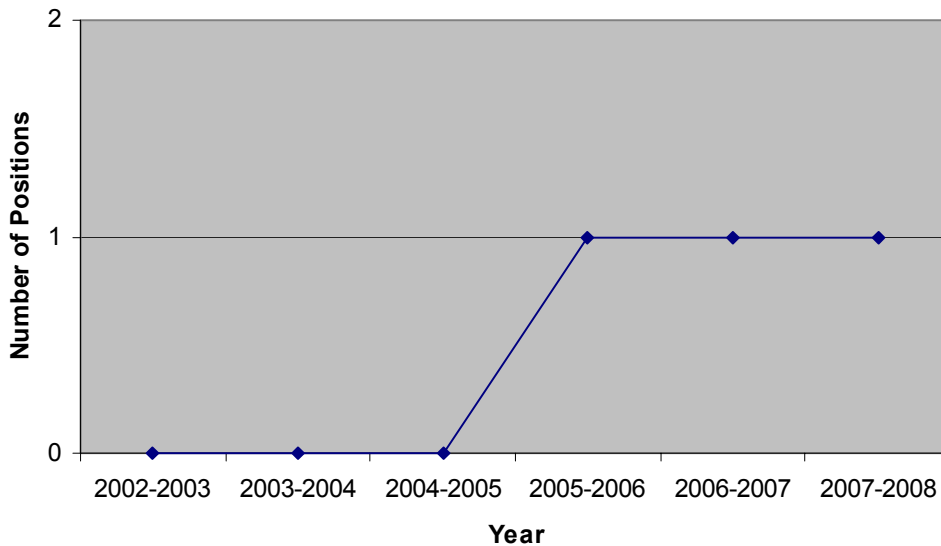
# CITY CLERK'S OFFICE



## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# CITY CLERK'S OFFICE

## Department Summary

### SOURCE

	FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
Special Revenue Fund	0	0	0	0	24,000
*Overhead Allocation	0	50,822	50,052	46,752	51,364
<b>TOTAL</b>	<b>0</b>	<b>50,822</b>	<b>50,052</b>	<b>46,752</b>	<b>75,364</b>

### EXPENDITURES BY DEPARTMENT

	FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
City Clerk's Office	0	101,991	153,563	117,131	188,411
<b>TOTAL</b>	<b>0</b>	<b>101,991</b>	<b>153,563</b>	<b>117,131</b>	<b>188,411</b>

### CHARACTER OF EXPENDITURES

	FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	0	86,767	80,963	85,581	98,911
<b>Subtotal</b>	<b>0</b>	<b>86,767</b>	<b>80,963</b>	<b>85,581</b>	<b>98,911</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	0	13,717	66,500	21,550	78,500
Supplies and Materials	0	1,507	6,100	10,000	11,000
Other Expenditures	0	0	0	0	0
Capital Expenditures	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>15,224</b>	<b>72,600</b>	<b>31,550</b>	<b>89,500</b>
<b>TOTAL</b>	<b>0</b>	<b>101,991</b>	<b>153,563</b>	<b>117,131</b>	<b>188,411</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>0</b>	<b>51,169</b>	<b>103,511</b>	<b>70,379</b>	<b>113,047</b>

### \* OVERHEAD ALLOCATION

	FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
RDA Fund	0	50,822	50,052	46,852	51,364
<b>TOTAL OVERHEAD ALLOCATION</b>	<b>0</b>	<b>50,822</b>	<b>50,052</b>	<b>46,852</b>	<b>51,364</b>

# CITY CLERK'S OFFICE

## Department Summary cont.

### AUTHORIZED STRENGTH

#### Position Summary

City Clerk's Office

	FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
	0	1	1	1	1
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

#### Position Detail

Deputy City Clerk

	FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
	0	1	1	1	1
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

# CITY CLERK'S OFFICE

## Department Summary

### MISSION STATEMENT

Maintain the City's official records and documents; ensure ease of access to public information and the availability of timely and accurate information required to support the City Council in making policy decisions.

### BUDGET ORGANIZATION AND THE STRATEGIC PRIORITIES

The City Clerk's Office resides within the Office of the City Manager who dually serves as the City Clerk. The City Clerk's Office has a support staff level of 1 position.

The City Clerk's priorities consist of taking, transcribing, and certifying minutes as well as maintaining the City's official records; monitoring compliance with California Fair Political Practices Commission requirements; preparing ordinances for codification, including updates to the East Palo Alto Municipal Code. The priorities are driven by the directions and actions of the City Council, the City Manager, and the public's request for information. The City Clerk's Office shall continue the delivery of basic services, focusing on the preparation and distribution of City Council and Council Committee agenda materials, the management of scheduling and performing legally required activities for matters such as annexations, bond issues, bids, regular and special elections and hearings, and administering the City's record management and retention program.

The emphasis of the Fiscal Year 2007-2008 budget is to maintain current levels of service to the public with a focus on timeliness and accuracy. In addition, the City Clerk's Office will:

- Plan, direct and coordinate functions and activities, as directed by the City Clerk and the laws related to public records;
- Prepare and distribute agendas and record minutes for City Council and Redevelopment Agency meetings;
- Assist in overseeing the televising of City Council/Redevelopment Agency meetings;
- Monitor, prepare and file public officials' Conflict of Interest Form 700;
- Prepare, distribute and monitor Election Campaign Expenditures/Reporting;
- Prepare and submit all necessary information to the County pertaining to all FY 2007-2008 elections;
- Prepare and ensure the update of the Municipal Code;
- Assist the City Clerk and other Department Heads with technical and administrative work related to City codes, resolutions, contracts, regulations and policies;
- Maintain Resolution/Ordinances: Assigning Sequential Numbering, Preparation and Maintenance of Directories (automated and manual), maintaining and distribution of All City/RDA Resolutions and Ordinances/Municipal Codes;
- Maintain both automated and manual City records;
- Ensure that citizens are treated in a customer friendly manner.

# CITY CLERK'S OFFICE

## Department Summary cont.

### SIGNIFICANT CHANGES

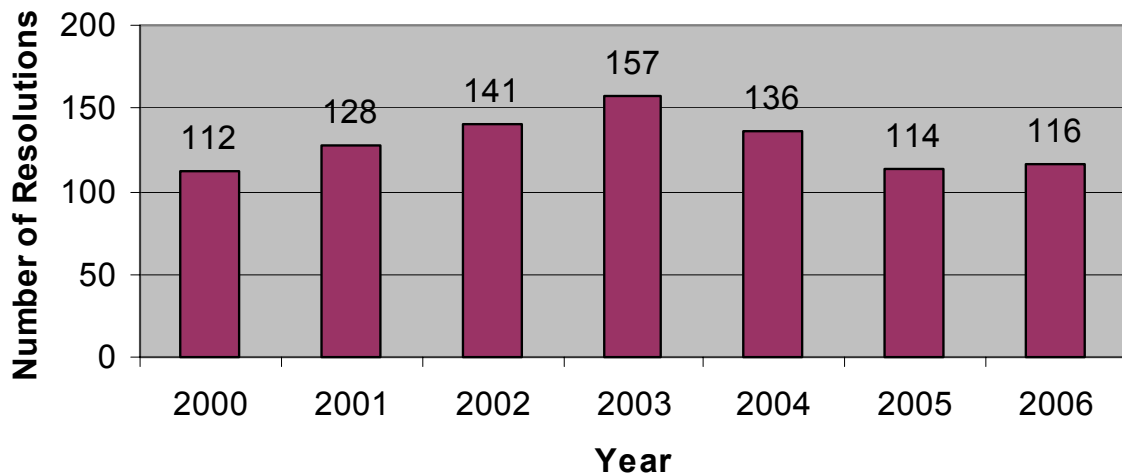
#### FY 2006-2007 Adopted to FY 2006-2007 Amended:

The Fiscal Year 2006-2007 Amended Budget Net General Fund Contribution of \$70,379 is a decrease of -\$33,132 from the FY 2006-2007 Adopted Budget Net General Fund Contribution of \$103,511. This -32.0% decrease is a result of a reduction in purchased services category, where the funds to implement the Records Management System (RMS) will not be expensed this year.

#### FY 2006-2007 Amended to FY 2007-2008 Adopted:

The Fiscal Year 2007-2008 Adopted Budget Net General Fund Contribution of \$113,047 is an increase of \$42,668 from the FY 2006-2007 Amended Budget Net General Fund Contribution of \$70,379. This 60.6% increase results from an increase in purchased services category to fully implement the Records Management System. The adopted budget also reflects the elimination of a 12 day mandatory furlough program.

**Resolutions Put Forth by the City Council and  
Processed by the City Clerk Each Year**



# CITY CLERK'S OFFICE

## FY 2006-2007 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1 To prepare and notice at least 24 agendas for Regular City Council and Redevelopment Agency meetings.	Achieved and ongoing. Prepared and noticed approximately 39 agendas, 24 of which were for regular meetings, and a variety of other special agendas for the fiscal year. Attended weekly Management meetings and bi-weekly City Council pre-agenda meetings to gather information for the upcoming Council agendas.
2 To maintain at least 24 official minutes of Regular City Council and Redevelopment Agency meetings.	Achieved and ongoing.
3 To prepare for official signatures; and keep current all City Council/Redevelopment Adopted Actions: Resolutions; Ordinances, Municipal Codes, Contracts, legal documents pertaining to developmental projects, etc.	Achieved and ongoing.
4 To continue work on development and full implementation of Phase II of the City's Records Retention Program (Automated and off-site storage/archival system and disaster recovery procedures) for vital/permanent records.	Ongoing.
5 To plan and prepare the appropriate actions for the November elections, and other special elections, as deemed necessary by the City Council.	Achieved and ongoing.
6 To work with City Council and candidates during and following any November election items on training regarding Brown Act, conduct of meetings, filing of forms, circulation of documents, placement of campaign signs, etc.; this includes continued interaction with the San Mateo County Elections Division and the California Secretary of State Fair Political Practices Commission.	Achieved and ongoing.
7 To recruit for and assist departments with orientation and training of City Council appointed advisory bodies; and to complete the final version of an advisory body policy and procedure book.	Achieved and ongoing. Draft handbook has been completed and distributed to departments for their review and edit.
8 To provide public records to the public upon request in an efficient, expeditious, and customer-friendly manner.	Achieved and ongoing.
9 To attend mandated local and state training for continued enhancement and efficiency of the City Clerk's Office.	Achieved and ongoing.

**Additional Accomplishments:**

- 1 Assisted the MediaCenter with the installation of City Council meeting live access/public media filming equipment, and televising of City Council/ Redevelopment Agency meetings.

# CITY CLERK'S OFFICE

## FY 2007-2008 OBJECTIVES

1. To prepare and notice at least 24 agendas for Regular City Council and Redevelopment Agency meetings.
2. To maintain at least 24 official sets of minutes of Regular City Council and Redevelopment Agency Meetings.
3. To coordinate at least 24 filming and televising Regular City Council and Redevelopment Agency meetings via the Media Center Public Access Network.
4. To continue work on development and full implementation of Phase II of the City's Records retention Program (automated and off-site storage/archival system and disaster recovery procedures) for permanent vital records.
5. To complete a Request for Proposal for a City-wide Records Management System and continued development and installation of an automated system that will (in phases) encompass all City Departments
6. To plan and prepare the appropriate actions for special election ballot measures, initiatives (if any), and other events as deemed necessary or as directed by the City Council.
7. To work with City Council during and following any special election items on training regarding Brown Act, conduct of meetings, filing of forms, circulations of documents, placement of campaign signs, etc., this includes continued interaction with the San Mateo County Elections Division and the California Secretary of State Fair Political Practices Commission
8. To recruit for; and assist departments with orientation and training of City Council appointed advisory bodies; and to complete the final version of an advisory body policy and procedure manual.
9. To provide public records to the public upon request in an efficient, expeditious and customer-friendly manner.
10. To attend mandated local and state training for continued enhancement and efficiency of the City Clerk's Office.

**Resolutions Put Forth by the Redevelopment Agency  
and Processed by the City Clerk Each Year**

