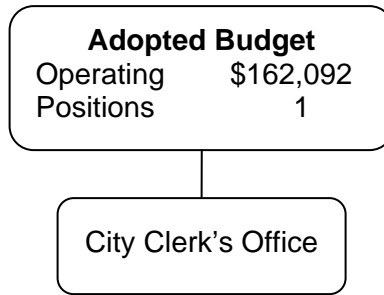
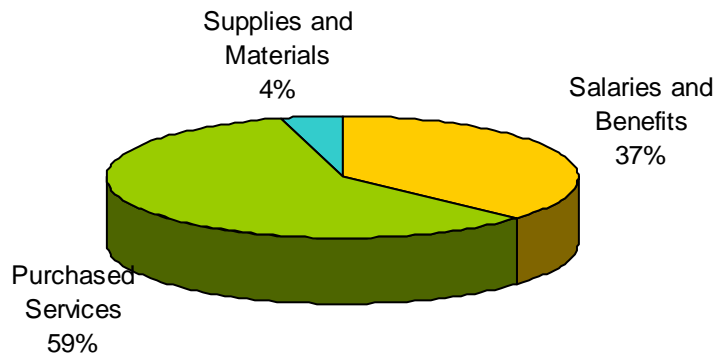


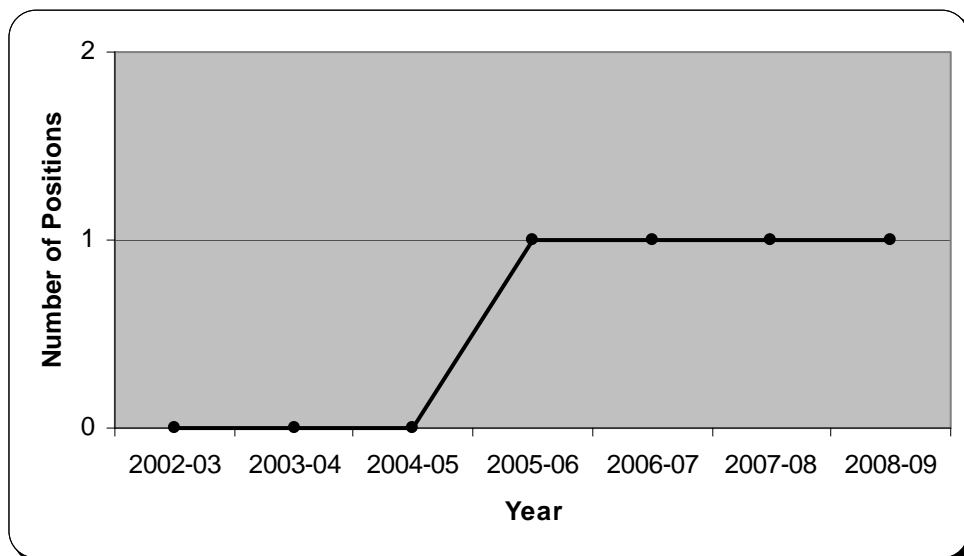
CITY CLERK'S OFFICE



CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY CLERK'S OFFICE

Department Summary

SOURCE

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
Special Revenue Fund	0	0	24,000	0	24,000
*Overhead Allocation	50,822	44,568	51,364	52,740	84,061
TOTAL	50,822	44,568	75,364	52,740	108,061

EXPENDITURES BY DEPARTMENT

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
City Clerk's Office	101,991	111,286	188,411	130,251	270,153
TOTAL	101,991	111,286	188,411	130,251	270,153

CHARACTER OF EXPENDITURES

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	86,767	81,383	98,911	97,351	99,253
Subtotal	86,767	81,383	98,911	97,351	99,253
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	13,717	20,006	78,500	21,900	159,900
Supplies and Materials	1,507	9,897	11,000	11,000	11,000
Other Expenditures	0	0	0	0	0
Capital Expenditures	0	0	0	0	0
Subtotal	15,224	29,903	89,500	32,900	170,900
TOTAL	101,991	111,286	188,411	130,251	270,153
NET GENERAL FUND CONTRIBUTION	51,169	66,718	113,047	77,511	162,092

* OVERHEAD ALLOCATION

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
RDA Fund	50,822	44,568	51,364	52,740	84,061
TOTAL OVERHEAD ALLOCATION	50,822	44,568	51,364	52,740	84,061

CITY CLERK'S OFFICE

Department Summary cont.

AUTHORIZED STRENGTH

Position Summary

City Clerk's Office

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
	1	1	1	1	1
TOTAL	1	1	1	1	1

Position Detail

Deputy City Clerk

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
	1	1	1	1	1
TOTAL	1	1	1	1	1

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 is the designated 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 2008-2009 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 2008-2009 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.

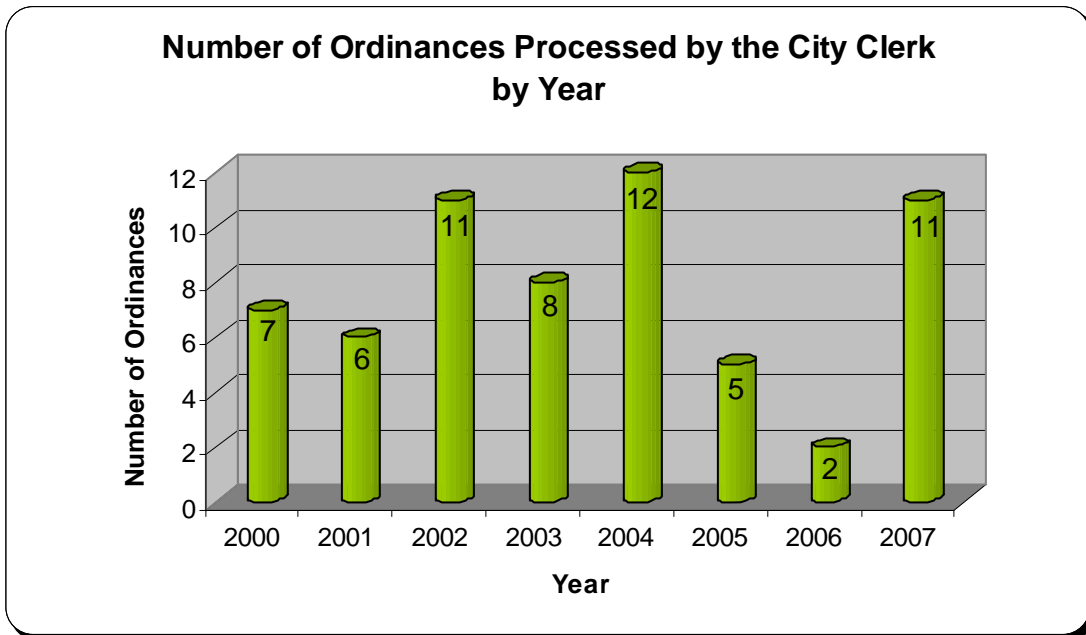
SIGNIFICANT CHANGES

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

The Fiscal Year 2007-2008 Amended Budget Net General Fund Contribution of \$77,511 is a decrease of -\$35,536 from the Fiscal Year 2007-2008 Adopted Budget net General Fund Contribution of \$113,047. The -31.4% decrease was caused by a reduction in appropriation for the Records Management System (RMS). This system will not be expensed this year; thereby creating a reduction in the Purchased Services Category.

FY 2007-2008 Amended to FY 2008-2009 Adopted:

The Fiscal Year 2008-2009 Adopted Budget Net General Fund Contribution of \$162,092 is an increase of \$84,581 from the Fiscal Year 2007-2008 Amended Budget Net General Fund Contribution of \$77,511. This 109.1% projected increase reflects an overall increase in projected expenditures of \$139,902 offset by an increase in projected revenue sources of \$55,321. The projected expenditure increase reflects the re-appropriation of the RMS and the appropriation for election services next year. Projected revenues in overhead allocation and special revenue sources increased as a direct result of the projected increase in expenditures.



CITY CLERK'S OFFICE

FY 2007-2008 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1 To prepare and notice at least 24 agendas for Regular City Council and Redevelopment Agency meetings.	Accomplished. Also prepared and noticed agendas for 12 special City Council meetings.
2 To maintain at least 24 official sets of minutes of Regular City Council and Redevelopment Agency Meetings.	Accomplished. Also prepared and maintained minutes for 12 special City Council meetings.
3 To coordinate at least 22 filmings and televising of Regular City Council and Redevelopment Agency meetings via the Media Center Public Access Network.	Accomplished.
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.	In progress: Retention/Archive draft for City Manager is approximately two-thirds of the way completed.
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.	In progress: Request for Proposal should be prepared for City Council consideration by June 30, 2008.
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.	No special election was called during the 07-08 Fiscal Year.
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.	No special election called during the 07-08 Fiscal Year.
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.	Accomplished. Ten appointments were made to various advisory boards, committees and commissions.
9 To provide public records to the public upon request in an efficient, expeditious and customer-friendly manner.	Accomplished and ongoing.

CITY CLERK'S OFFICE

FY 2007-2008 ACCOMPLISHMENTS

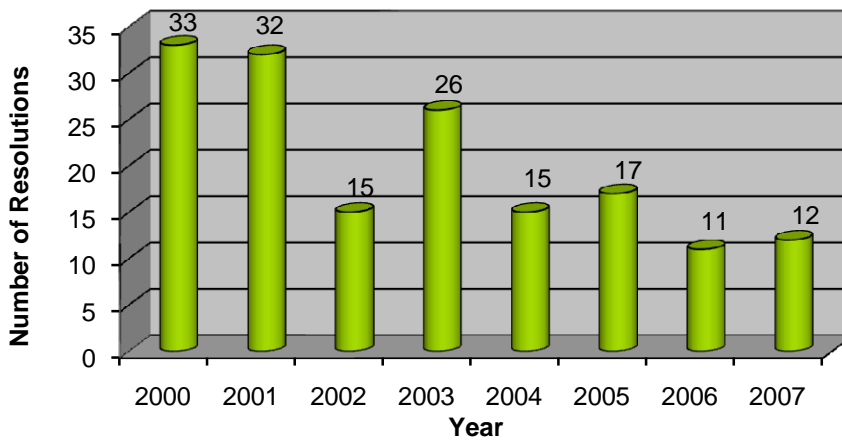
OBJECTIVE	RESULT
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- | | |
|---|--|
| 10 To attend mandated local and state training for continued enhancement and efficiency of the City Clerk's Office. | Accomplished. Deputy City Clerk attended a Notary Public Update Seminar, San Mateo County Elections Training and California Clerks New Law Conference. |
|---|--|

Additional Accomplishments

- 1 Made arrangements with the Palo Alto Media Center to film Planning Commission meetings through the end of the 2007-08 Fiscal Year.

Number of Resolutions Put Forth by the Redevelopment Agency and Processed by the City Clerk by Year

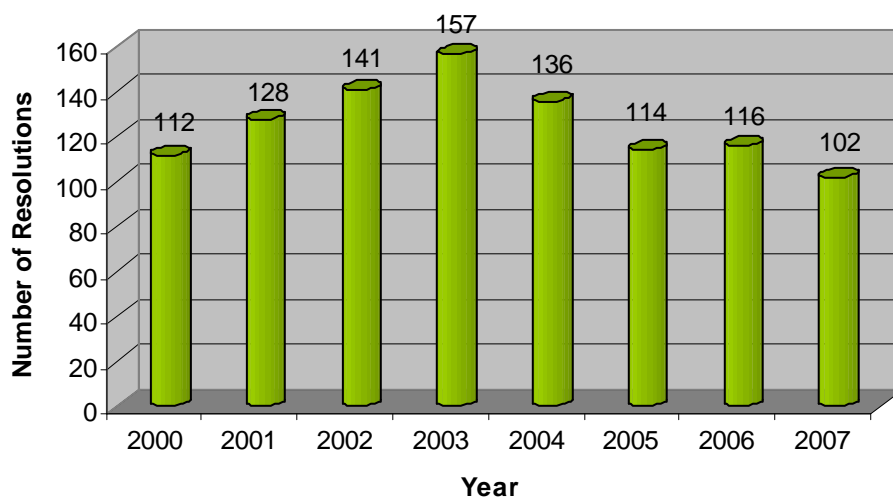


CITY CLERK'S OFFICE

FY 2008-2009 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 recruit for, and assist departments with orientation and training of City Council appointed advisory bodies by September 2008.
5. To complete the final version of an advisory body policy and procedure manual by August 2008.
6. To provide 95% of public records to the public upon request, within 14 days of request.
7. To attend the following mandated local and state trainings for continued enhancement and efficiency of the City Clerk's Office:
 - New Law (Elections) training in December 2008
 - Fair Political Practices training
 - Notary Public Annual Training in Spring 2009
 - International Institute of Clerks in Spring 2009
 - City Clerk's Association of California in Spring 2009

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



CITY CLERK'S OFFICE

(Existing Organization)

