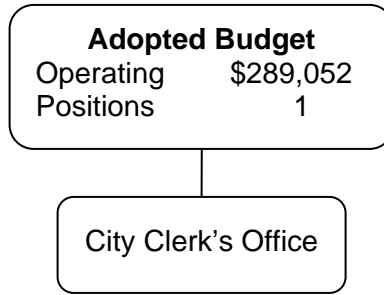
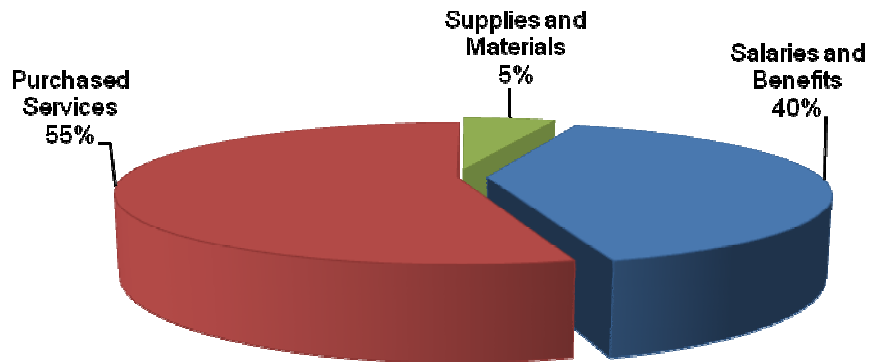


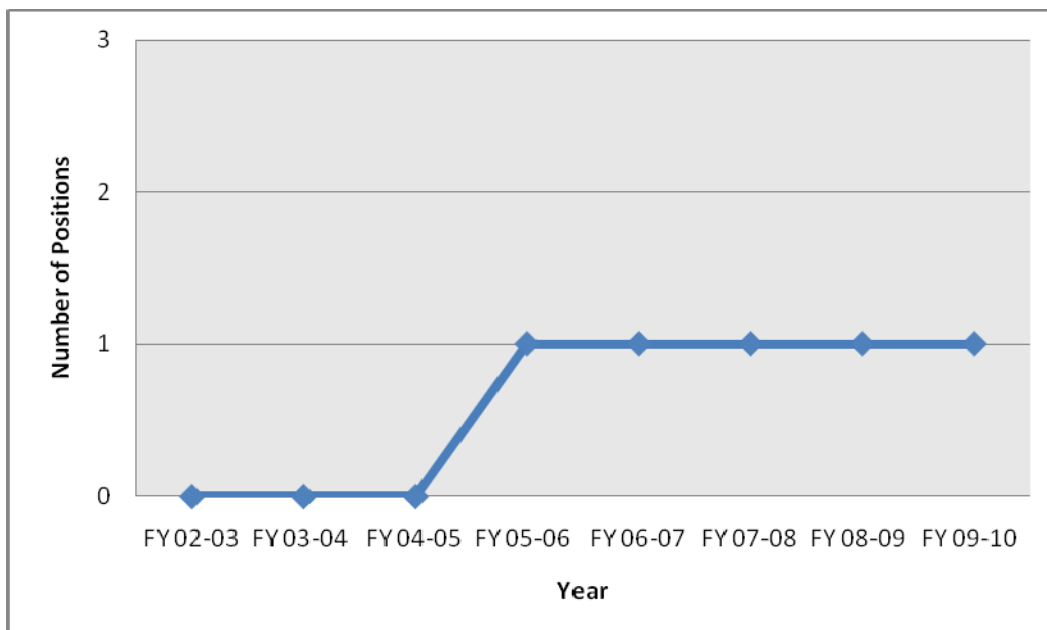
CITY CLERK'S OFFICE



CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY CLERK'S OFFICE

Department Summary

SOURCE	FY 2006-07	FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10
	ACTUAL	ACTUAL	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
Redevelopment Funds	0	0	24,000	0	24,000
*Overhead Allocation	44,568	45,014	84,061	62,953	91,621
TOTAL	44,568	45,014	108,061	62,953	115,621

EXPENDITURES BY DEPARTMENT	FY 2006-07	FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10
	ACTUAL	ACTUAL	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
City Clerk's Office	111,286	116,162	270,153	157,383	289,052
TOTAL	111,286	116,162	270,153	157,383	289,052

CHARACTER OF EXPENDITURES	FY 2006-07	FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10
	ACTUAL	ACTUAL	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	81,383	87,879	99,253	117,483	117,902
Subtotal	81,383	87,879	99,253	117,483	117,902
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	20,006	14,913	159,900	24,400	155,650
Supplies and Materials	9,897	13,370	11,000	15,500	15,500
Other Expenditures	0	0	0	0	0
Capital Expenditures	0	0	0	0	0
Subtotal	29,903	28,283	170,900	39,900	171,150
TOTAL	111,286	116,162	270,153	157,383	289,052
NET GENERAL FUND CONTRIBUTION	66,718	71,148	162,092	94,430	173,431

* OVERHEAD ALLOCATION	FY 2006-07	FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10
	ACTUAL	ACTUAL	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
Redevelopment Funds	44,568	45,014	84,061	62,953	91,621
TOTAL OVERHEAD ALLOCATION	44,568	45,014	84,061	62,953	91,621

CITY CLERK'S OFFICE

Department Summary cont.

AUTHORIZED STRENGTH

FY 2006-07 ADOPTED BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET
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Position Summary

City Clerk's Office

TOTAL	1	1	1	1	1
	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

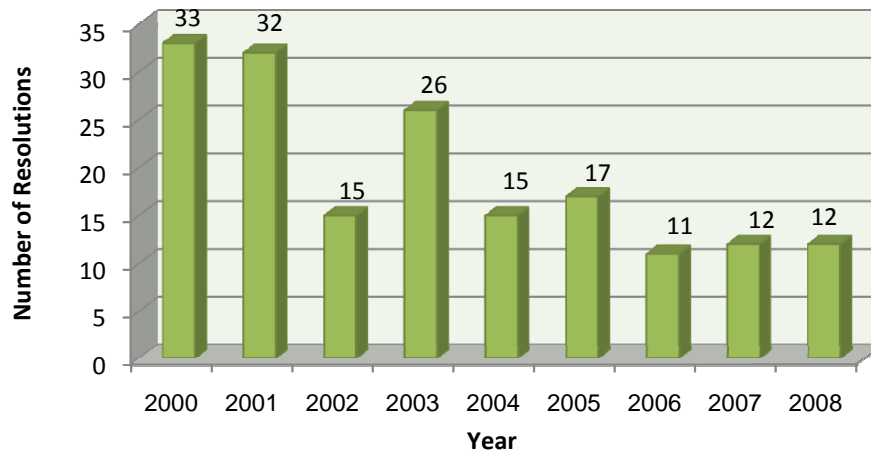
FY 2006-07 ADOPTED BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET
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Position Detail

Deputy City Clerk

TOTAL	1	1	1	1	1
	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

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



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 Manager, who also serves as the Executive Director of the Redevelopment Agency (RDA) is also designated as the City Clerk. The City Clerk's Office has a support staff level of 1 Deputy City Clerk 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/Clerk/RDA Executive Director, 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 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 2009-2010 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 the joint 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 FFPC Form 700;
- Prepare, distribute and monitor Election Campaign Expenditures/Reporting;
- Prepare and submit all necessary information to the County pertaining to all FY 2009-2010 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.

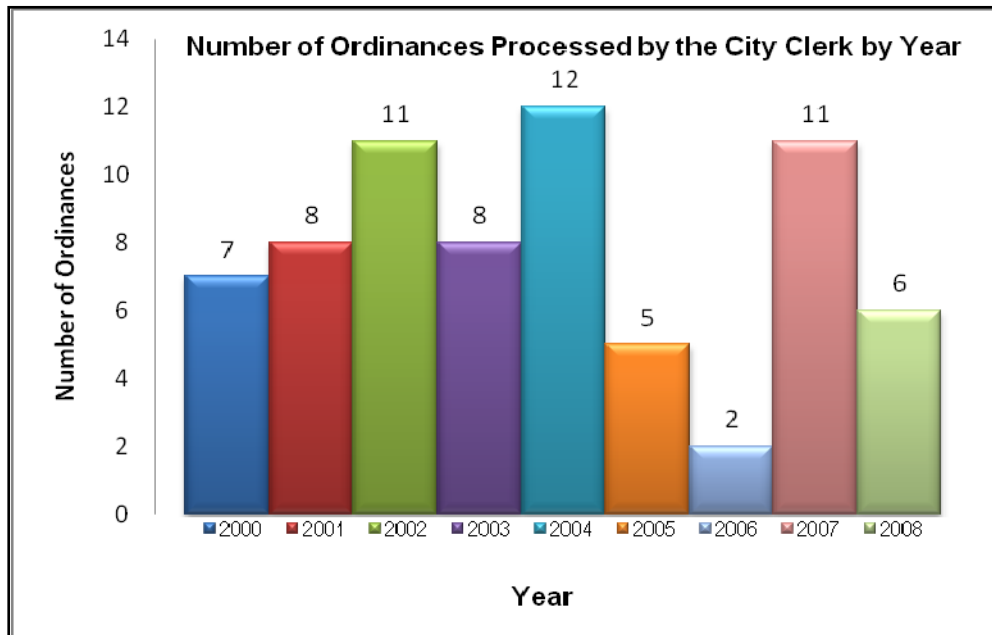
SIGNIFICANT CHANGES

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

The Fiscal Year 2008-2009 Amended Budget Net General Fund Contribution of \$94,430 is a decrease of -\$67,662 from the Fiscal Year 2008-2009 Adopted Budget net General Fund Contribution of \$162,092. This -41.7% decrease is mainly due to a reduction in the anticipated costs associated with the November 2008 County election. Additionally, the Records Management System (RMS) originally budgeted in the current year will not be implemented until next fiscal year, thereby reducing the FY08-09 fiscal year and increasing the FY09-10 adopted budget.

FY 2008-2009 Amended to FY 2009-2010 Adopted:

The Fiscal Year 2009-2010 Adopted Budget Net General Fund Contribution of \$173,431 is an increase of \$79,001 from the Fiscal Year 2008-2009 Amended Budget Net General Fund Contribution of \$94,430. As indicated in the FY 08-09 Adopted to Projected Significant Change, a portion of this 45.6% increase results from a proposed re-appropriation of the Records Management System (RMS); as well as, appropriating an allocation for the November 2009 County election. In addition, proposed revenues in overhead allocation and redevelopment fund sources increased as a direct result of the proposed increase in expenditures. The Fiscal Year 2009-2010 adopted budget also reflects the implementation of a 3 day mandatory furlough program for non-sworn City staff to occur in the fourth quarter of the fiscal year if necessary and approved.



CITY CLERK'S DEPARTMENT

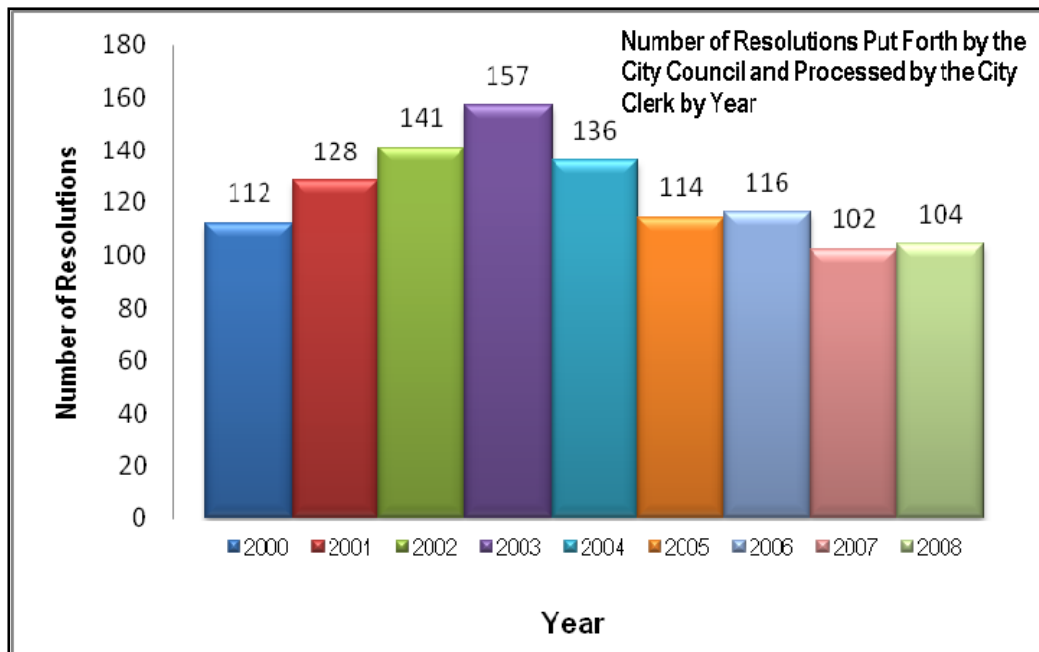
FY 2008-2009 ACCOMPLISHMENTS

OBJECTIVE	RESULTS
1. To prepare and notice at least 24 agendas for Regular City Council and Redevelopment Agency meetings.	Accomplished
2. To maintain at least 24 official sets of minutes of Regular City Council and Redevelopment Agency meetings.	Accomplished
3. To coordinate at least 24 filming and televising Regular City Council and Redevelopment Agency meetings via the Media Center Public Access Network.	Accomplished
4. To recruit for, and assist departments with orientation and training of City Council appointed advisory bodies by September 2008.	In-Progress
5. To complete the final version of an advisory body policy and procedure manual by August 2008.	Partially Accomplished
6. To provide 95% of public records to the public upon request, within 14 days of request.	Accomplished
7. To attend the following mandated local and state trainings for continued enhancement and efficiency of the City Clerk's Office: <ul data-bbox="261 1276 730 1554" style="list-style-type: none">• 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	Accomplished

CITY CLERK'S OFFICE

FY 2009-2010 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 2009.
5. To complete the final version of an advisory body policy and procedure manual by August 2009.
6. To provide 95% of public records to the public upon request, within 14 days of request.
7. To present to City Council, for action, an Request for Proposal (RFP) to be disseminated to establish an automated record management system by September 30, 2009.
8. To update the City's website with current information at least quarterly.
9. To present to the City Manager a plan for developing, monitoring and updating the City website, including a timeline to create a new website



CITY CLERK'S OFFICE

(Existing Organization)

