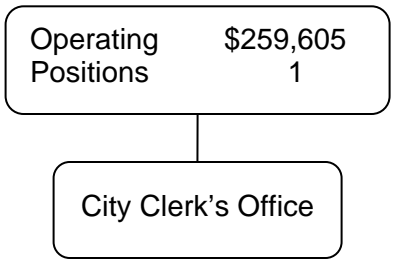
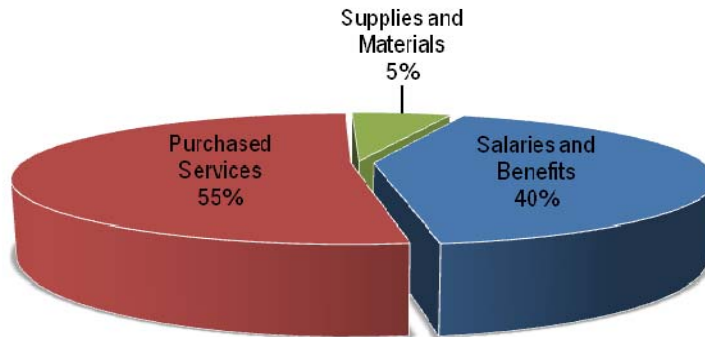


CITY CLERK'S OFFICE

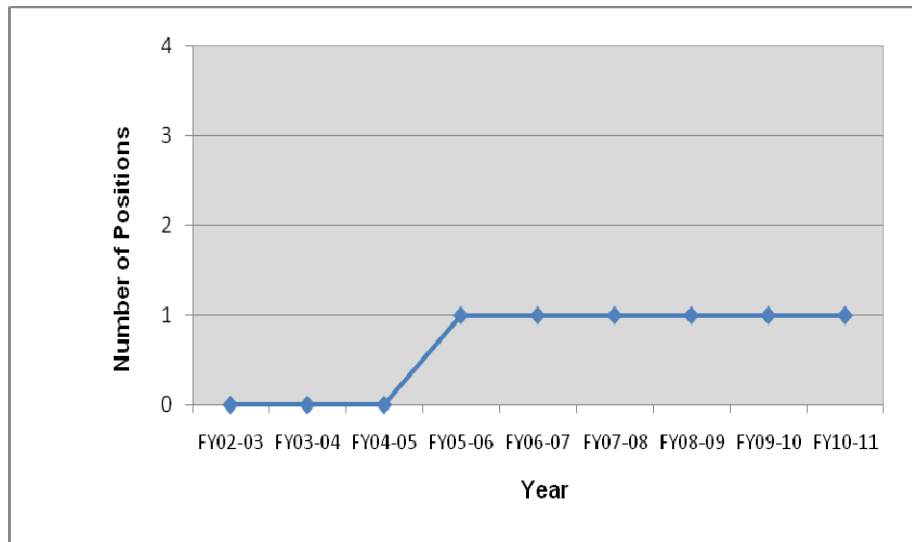
FY 2010-2011 Adopted Budget



CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY CLERK'S OFFICE

FY 2010-2011 Adopted Budget

Department Summary

SOURCE

	FY 2007-08 ACTUAL	FY 2008-09 ACTUAL	FY 2009-10 ADOPTED BUDGET	FY 2009-10 AMENDED BUDGET	FY 2010-11 ADOPTED BUDGET
Redevelopment Funds	-	-	24,000	-	24,000
*Overhead Allocation	45,014	51,010	91,621	71,592	79,042
TOTAL	45,014	51,010	115,621	71,592	103,042

EXPENDITURES BY DEPARTMENT

	FY 2007-08 ACTUAL	FY 2008-09 ACTUAL	FY 2009-10 ADOPTED BUDGET	FY 2009-10 AMENDED BUDGET	FY 2010-11 ADOPTED BUDGET
City Clerk's Office	116,162	127,420	289,052	178,981	259,605
TOTAL	116,162	127,420	289,052	178,981	259,605

CHARACTER OF EXPENDITURES

	FY 2007-08 ACTUAL	FY 2008-09 ACTUAL	FY 2009-10 ADOPTED BUDGET	FY 2009-10 AMENDED BUDGET	FY 2010-11 ADOPTED BUDGET
PERSONNEL					
Salaries and Benefits	87,879	102,619	117,902	109,881	110,655
Subtotal	87,879	102,619	117,902	109,881	110,655
SUPPLIES AND SERVICES					
Purchased Services	14,913	10,225	155,650	51,700	133,650
Supplies and Materials	13,370	14,576	15,500	17,400	15,300
Subtotal	28,283	24,801	171,150	69,100	148,950
TOTAL	116,162	127,420	289,052	178,981	259,605
NET GENERAL FUND CONTRIBUTION	71,148	76,410	173,431	107,389	156,563

* OVERHEAD ALLOCATION

	FY 2007-08 ACTUAL	FY 2008-09 ACTUAL	FY 2009-10 ADOPTED BUDGET	FY 2009-10 AMENDED BUDGET	FY 2010-11 ADOPTED BUDGET
Redevelopment Funds	45,014	51,010	91,621	71,592	79,042
TOTAL OVERHEAD ALLOCATION	45,014	51,010	91,621	71,592	79,042

CITY CLERK'S OFFICE

FY 2010-2011 Adopted Budget

Department Summary cont.

AUTHORIZED STRENGTH

FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET	FY 2010-11 ADOPTED BUDGET
---------------------------------	---------------------------------	---------------------------------	---------------------------------	---------------------------------

Position Summary

City Clerk's Office

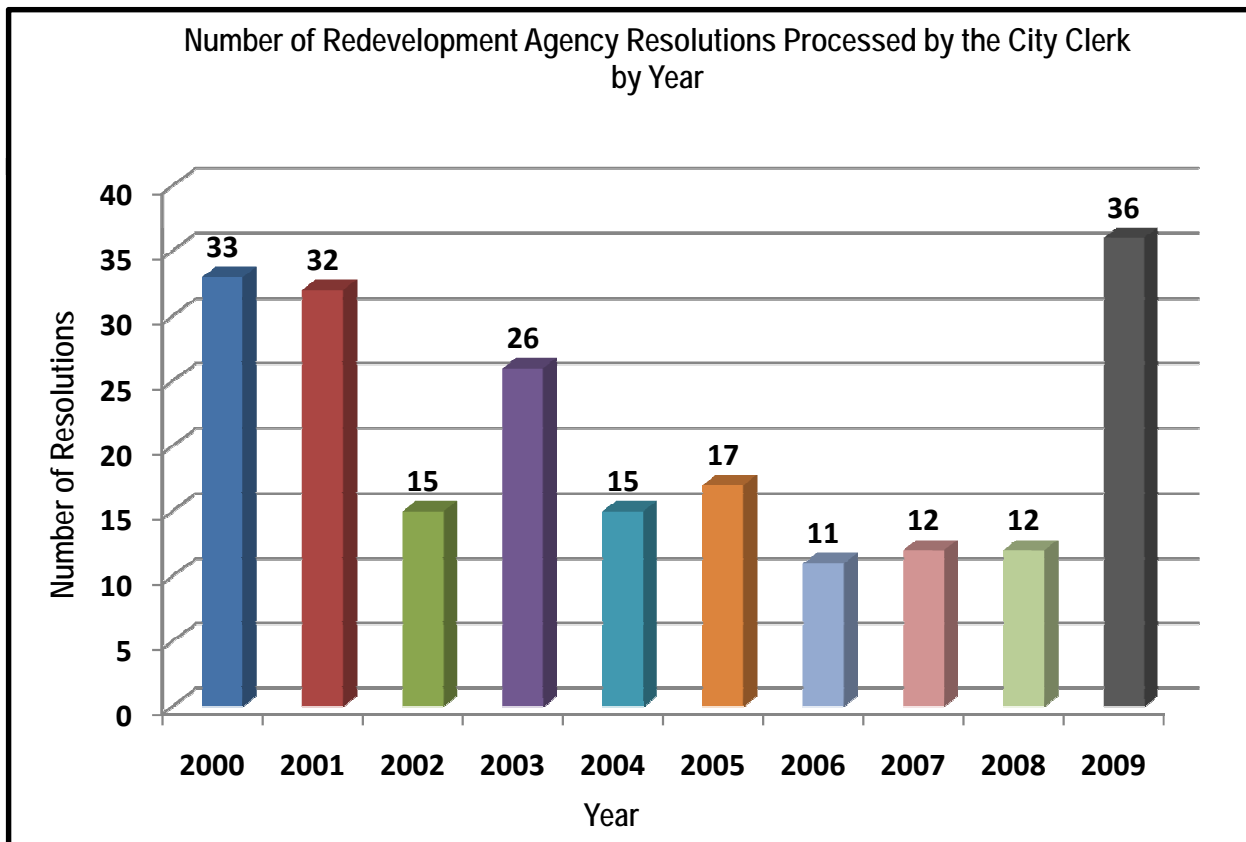
TOTAL	1	1	1	1	1
	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET	FY 2010-11 ADOPTED BUDGET
---------------------------------	---------------------------------	---------------------------------	---------------------------------	---------------------------------

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>



CITY CLERK'S OFFICE

FY 2010-2011 Adopted Budget

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 Redevelopment Agency (RDA) Board of Directors, 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 joint City Council/RDA 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 2010-2011 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 Manager/City Clerk's Office and the laws related to public records;
- Prepare and distribute agendas and record minutes for the joint City Council and Redevelopment Agency meetings;
- Continue to oversee the televising of City Council/Redevelopment Agency meetings and Planning Commission meetings;
- Monitor, prepare and file public officials' Conflict of Interest FFPC Form 700 for all designated employees, Council Members and appointed members of City Council appointed Boards and Commission
- Prepare, distribute and monitor Election Campaign Expenditures/Reporting;
- Prepare and submit all necessary information to the County pertaining to all FY 2010-2011 elections;
- Assist the City Attorney's Office with 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;

CITY CLERK'S OFFICE

FY 2010-2011 Adopted Budget

Department Summary cont.

- Present responses to the Request for Proposal (RFP) for a Records Management System for City records;

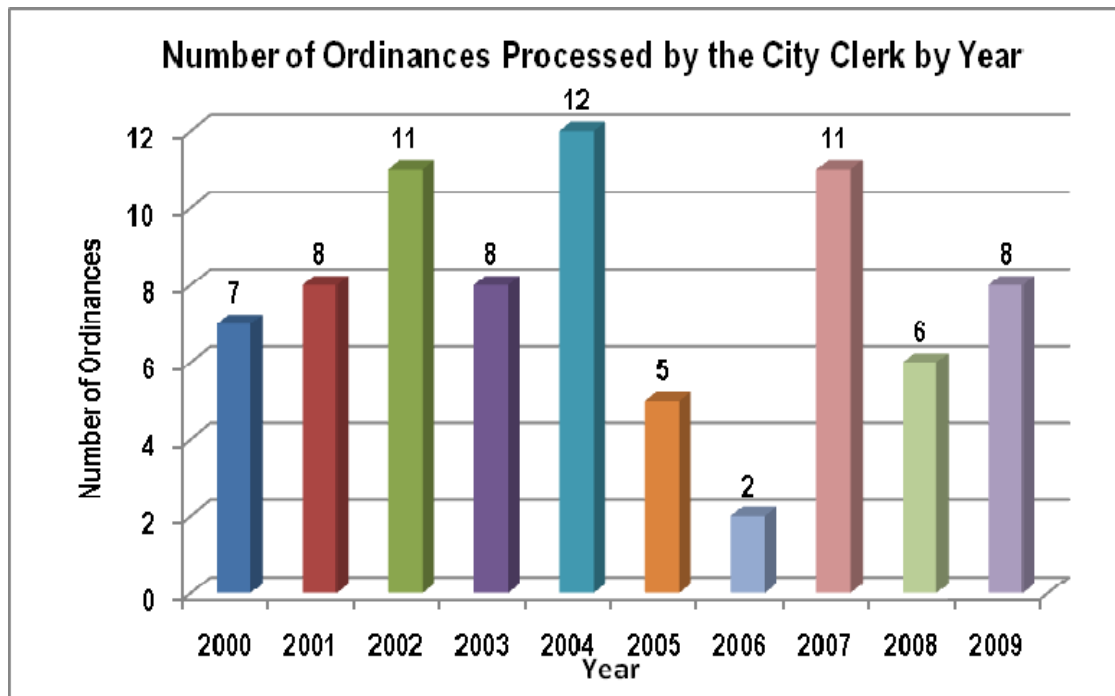
SIGNIFICANT CHANGES

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

The Fiscal Year 2009-2010 Amended Budget Net General Fund Contribution of \$107,389 is a decrease of -\$66,042 from the Fiscal Year 2009-2010 Adopted Budget net General Fund Contribution of \$173,431. This -38.1% decrease is mainly due to a reduction in the anticipated costs associated with County election services. Additionally, the Records Management System (RMS) originally budgeted in the current year will not occur until the next fiscal year; thereby reducing the FY2009-2010 Amended Budget. The Fiscal Year 2009-2010 Adopted Budget implementation of a 3 day mandatory furlough program for non-sworn City staff to occur in the fourth quarter of the fiscal year was not required and is not reflected in the FY2009-2010 Amended Budget.

FY 2009-2010 Amended to FY 2010-2011 Adopted:

The Fiscal Year 2010 - 2011 Adopted Budget Net General Fund Contribution of \$156,563 is an increase of \$49,174 from the Fiscal Year 2009-2010 Amended Budget Net General Fund Contribution of \$107,389. The 45.8% increase results from a proposed re-appropriation of the Records Management System (RMS); as well as, a projected increase for County election services. The Adopted Budget includes a cost of living adjustment.



CITY CLERK'S OFFICE

FY 2010-2011 Adopted Budget

FY 2009-2010 ACCOMPLISHMENTS

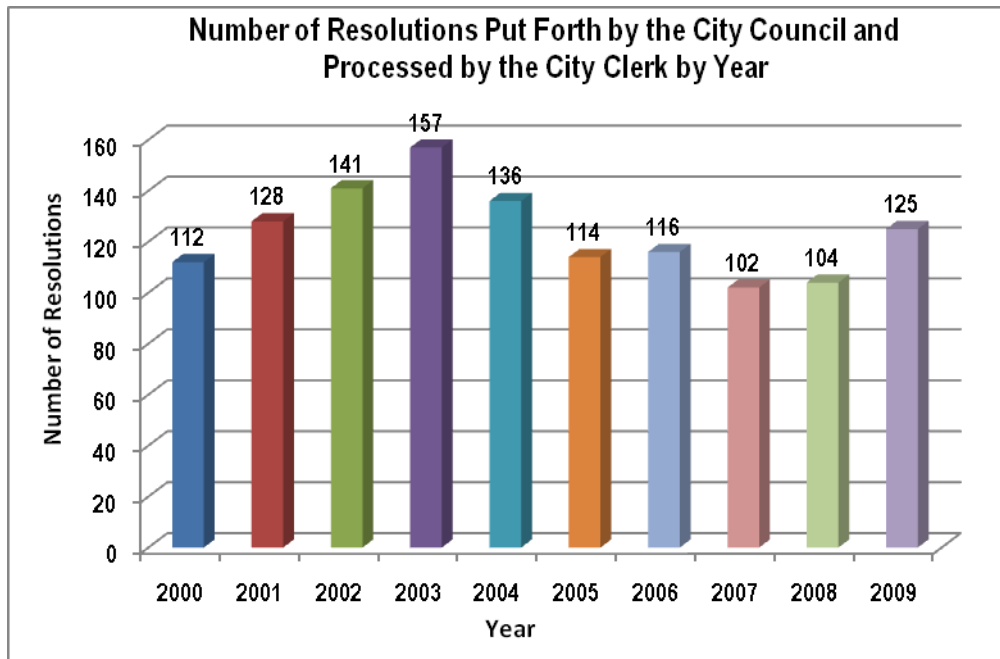
OBJECTIVE	RESULT
1. To prepare and notice at least 24 agendas for Regular City Council and Redevelopment Agency meetings.	Accomplished: From July 2009 through February 16, 2010 completion of 20 Regular CC-RDA meetings and approximately 8 Special meetings.
2. To maintain at least 24 official sets of minutes of Regular City Council and Redevelopment Agency meetings.	Accomplished: completed 20sets of Regular CC-RDA and 8 sets of Special CC meeting Minutes.
3. To coordinate at least 22 filmed and televised Regular City Council and Redevelopment Agency meeting; and 22 Planning Commission Meetings via the Media Center Public Access Network.	Completion of 20 Regular CC-RDA meetings and 8 Special CC meeting filming, and as of Tuesday February 16, 2010 have met with and made arrangements with the Mid-Peninsula Media Center to film the Council and Planning Commission meetings for the year-Ongoing Process.
4. To continue work on development and 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.	Retention/Archive draft for CM/Clerk Draft 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.	Not Accomplished: Will be presented to Council consideration before June 30 2010.
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.	Accomplished: Special Election for June, 2010 regarding RSO Ballot Measure.
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.	Not Accomplished: No Special Election were called by City Council during fiscal year.

CITY CLERK'S OFFICE

FY 2010-2011 Adopted Budget

FY 2009-2010 ACCOMPLISHMENTS

OBJECTIVE	RESULT
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: This process is ongoing- Recruitment will begin in March 2010 for terms expiring May 31, 2010.
9. To provide public records to the public upon request in an efficient, expeditious and customer-friendly manner.	Accomplished: Provided Offsite Archived and In-house documents, audio and video tapes for approximately 58 various Public records request by the Public and City Staff
10. To attend mandated local and state training for continued enhancement and efficiency of the City Clerk's Office.	Accomplished: Attended 1 Notary Public Seminar and examined (passed exam-notary License renewed); 2 San Mateo County Elections training; 1 CA Clerks New Law Conference
11. Revamp Agenda with Council direction Automated Admin Staff reports (CC RDA Meeting Packet info) on line.	Accomplished: Council has accepted new as of February 16, 2010 - Automated staff reports are online.



CITY CLERK SERVICES

FY 2010-2011 Adopted Budget

FY 2010-2011 OBJECTIVES

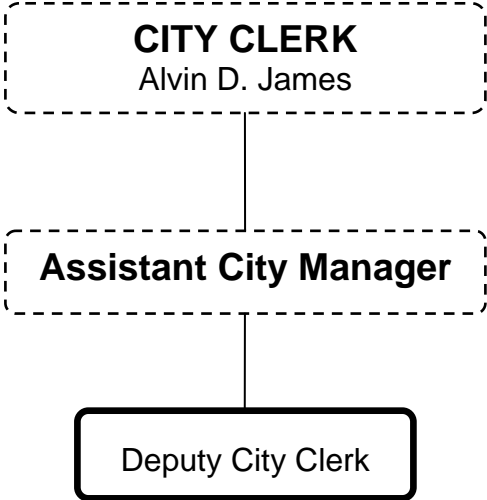
1. To prepare and notice at least 24 agendas for Regular and Special City Council and Redevelopment Agency meetings.
2. To maintain at least 24 official sets of minutes of Regular and Special City Council and Redevelopment Agency Meetings.
3. To coordinate at least 24 filmed and televised Regular City Council and Redevelopment Agency meeting; and 22 Planning Commission Meetings via the Media Center Public Access Network.
4. To initiate the RFP for the City's Records Retention Management System for permanent and official records by July 31, 2010.
5. To receive responses to the Requests for Proposal for a Records Management System and present recommendation to City Council by September 30, 2010.
6. 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.
7. To provide public records to the public upon request in an efficient, expeditious and customer-friendly manner.
8. **To Assist Departments with updating information on the City's Internet Website**

(Bold reflects City Council Strategic Plan Goals and Objectives)

CITY CLERK'S OFFICE

FY 2010-2011 Adopted Budget

(Existing Organization)



DB-34

Total Positions: 1