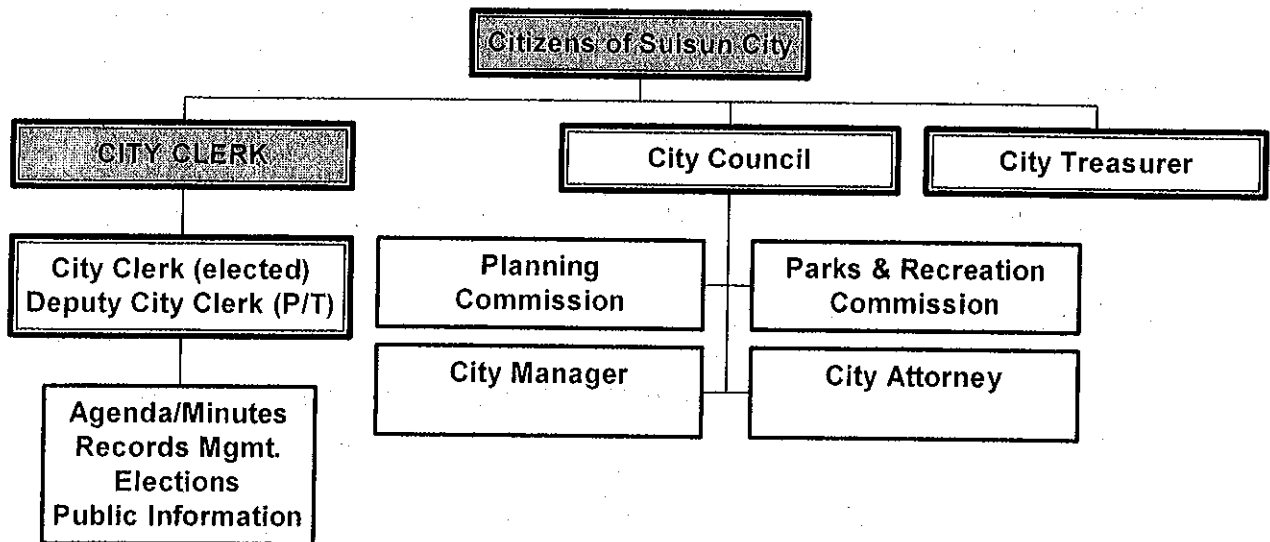


CITY CLERK

The City Clerk is an elected official and is responsible for preparing meeting agendas and minutes, recording and maintaining records of all Council actions, filing public notices, and maintaining public records, documents and files. The City Clerk also serves as the Elections Officer for the City, including responsibility for all Fair Political Practices Commission filings. The City Clerk is a historical and State-mandated role, serving as the custodian of the City Seal and the legal records for the municipal organization.

CITY CLERK



CITY CLERK

Department Summary

City Clerk Department

Department Expenditure Summary

	FY 03/04	FY 04/05	FY 05/06	FY 06/07
<u>Cost By Division</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Recommended</u>
City Clerk	\$ 11,430	\$ 32,053	\$ 67,320	\$ 73,200
Total Department Costs	<u>\$ 11,430</u>	<u>\$ 32,053</u>	<u>\$ 67,320</u>	<u>\$ 73,200</u>
 <u>Cost By Object of Expenditure</u>				
Personnel Services	\$ 9,792	\$ 9,543	\$ 41,680	\$ 46,560
Services & Supplies	\$ 443	\$ 405	\$ 1,830	\$ 2,830
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -
Non-Recurring Costs	<u>\$ 1,195</u>	<u>\$ 22,105</u>	<u>\$ 23,810</u>	<u>\$ 23,810</u>
Total Department Costs	<u>\$ 11,430</u>	<u>\$ 32,053</u>	<u>\$ 67,320</u>	<u>\$ 73,200</u>

Department Resource Summary

	FY 03/04	FY 04/05	FY 05/06	FY 06/07
<u>Funds</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Recommended</u>
Net General Fund Support	\$ 11,030	\$ 29,531	\$ 67,320	\$ 73,200
010 General Fund-Cost Recovery	<u>\$ 400</u>	<u>\$ 2,522</u>	<u>\$ -</u>	<u>\$ -</u>
Total Resources	<u>\$ 11,430</u>	<u>\$ 32,053</u>	<u>\$ 67,320</u>	<u>\$ 73,200</u>

CITY CLERK

Department Summary

City Clerk Department

Department Staffing Summary

<u>Staffing By Division</u>	<u>FY 03/04 Actual</u>	<u>FY 04/05 Actual</u>	<u>FY 05/06 Adopted</u>	<u>FY 06/07 Recom</u>
City Clerk	<u>1.00</u>	<u>1.00</u>	<u>1.35</u>	<u>1.30</u>
Total Staffing By Division	<u>1.00</u>	<u>1.00</u>	<u>1.35</u>	<u>1.30</u>
 Staffing By Job Class				
Full-Time Staff:				
Secretary to the CM/ Deputy City Clerk	<u>0.00</u>	<u>0.00</u>	<u>0.35</u>	<u>0.30</u>
Total Full-Time Staff	0.00	0.00	0.35	0.30
Part-Time Staff:				
City Clerk (elected)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Part-Time Staff	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Staffing By Job Class	<u>1.00</u>	<u>1.00</u>	<u>1.35</u>	<u>1.30</u>

CITY CLERK

Department Summary

City Clerk Department

FY 2005-06 Department Achievements:

- Posted agendas, and prepared agenda packets and minutes for regular and special meetings of the City Council, Redevelopment Agency and Housing Authority in a timely and effective manner.
- Indexed Council minutes, resolutions and ordinances for all actions of the Council, Agency and Housing Authority during FY 2005-06 to ensure easy computer access and retrieval.
- Initiated activities for the upcoming fall elections in November 2006 including information packets for all potential candidates.
- Processed "Conflict of Interest" forms for Council, members of appointed boards and commissions, and applicable City and Agency staff.
- Provided timely information involving Council and Agency prior actions to Council, staff and the general public, where appropriate.

CITY CLERK

Department Summary

City Clerk Department

FY 2006-07 Department Goals

- Provide timely and accurate public information.
- Administer community elections consistent with State law.
- Provide agenda support for all public meetings as required.
- Index Council minutes, resolutions and ordinances for computer access and retrieval.
- Maintain record retention schedules.
- Process and distribute agenda packets according to timelines.

CITY OF SUISUN CITY FY 2006-07 ANNUAL BUDGET

CITY CLERK

Division Summary
Fund No.: 010

City Clerk
Division No. 1020

<u>Division Budget By Object</u>	<u>FY 03/04</u> <u>Actual</u>	<u>FY 04/05</u> <u>Actual</u>	<u>FY 05/06</u> <u>Adopted</u>	<u>FY 06/07</u> <u>Recommended</u>
Personnel Services	\$ 9,792	\$ 9,543	\$ 41,680	\$ 46,560
Services & Supplies	\$ 443	\$ 405	\$ 1,830	\$ 2,830
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -
Non-Recurring Costs	\$ 1,195	\$ 22,105	\$ 23,810	\$ 23,810
Total Division Costs	\$ 11,430	\$ 32,053	\$ 67,320	\$ 73,200

Division Budget By Program

City Clerk	\$ 11,288	\$ 12,237	\$ 47,100	\$ 52,980
Elections	\$ 142	\$ 19,816	\$ 20,220	\$ 20,220
Total Division Costs	\$ 11,430	\$ 32,053	\$ 67,320	\$ 73,200

CITY CLERK

FY 2006-07 Work Program

- Continue to prepare for regular and special meetings of the Council, Agency and Housing Authority including posting agendas, preparing and distributing Agenda packets, taking minutes and maintaining official records of Council and Agency action.
- Undertake all actions required in coordinating the upcoming November 2006 elections with Solano County.
- Plan for the initiation and orientation of new Council Members following the November 2006 election.

FY 2006-07 Proposed Service Refinements

**Cost/
(Savings)**

- Temporary staffing assistance has been increased to a full-time equivalency. Costs for this additional support have been spread between the City Clerk and City Manager's Office.

\$6,300

NOTES
