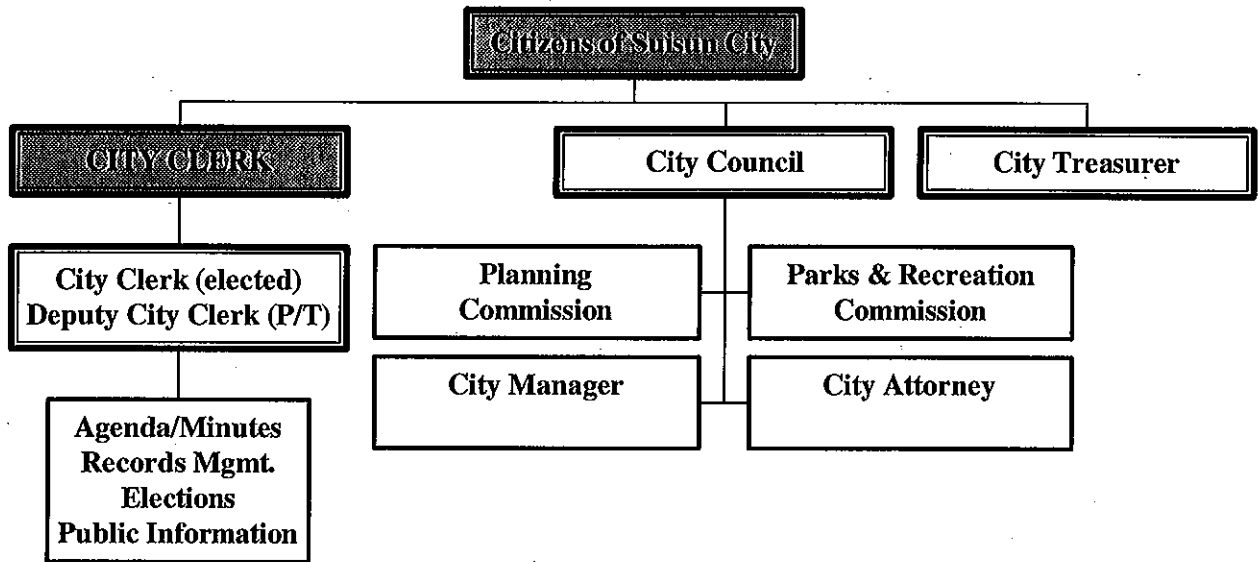


CITY CLERK

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 FPPC 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 OF SUISUN CITY FY 2007-08 ANNUAL BUDGET

CITY CLERK

Department Summary **City Clerk Department**

Department Expenditure Summary

	FY 04/05	FY 05/06	FY 06/07	FY 07/08
<u>Cost By Division</u>	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Recommend</u>
City Clerk	\$ 32,053	\$ 51,058	\$ 78,878	\$ 54,700
Total Department Costs	<u>\$ 32,053</u>	<u>\$ 51,058</u>	<u>\$ 78,878</u>	<u>\$ 54,700</u>

Cost By Object of Expenditure

Personnel Services	\$ 9,543	\$ 43,641	\$ 49,238	\$ 50,000
Services & Supplies	\$ 20,073	\$ 1,851	\$ 5,830	\$ 1,700
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -
Non-Recurring Costs	\$ 2,437	\$ 5,566	\$ 23,810	\$ 3,000
Total Department Costs	<u>\$ 32,053</u>	<u>\$ 51,058</u>	<u>\$ 78,878</u>	<u>\$ 54,700</u>

Department Resource Summary

	FY 04/05	FY 05/06	FY 06/07	FY 07/08
<u>Funds</u>	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Recommend</u>
010 Net General Fund Support	\$ 29,531	\$ 50,445	\$ 78,878	\$ 54,600
010 General Fund-Cost Recovery	\$ 2,522	\$ 613	\$ -	\$ 100
Total Resources	<u>\$ 32,053</u>	<u>\$ 51,058</u>	<u>\$ 78,878</u>	<u>\$ 54,700</u>

CITY OF SUISUN CITY FY 2007-08 ANNUAL BUDGET

CITY CLERK

Department Summary

City Clerk Department

Department Staffing Summary

<u>Staffing By Division</u>	<u>FY 04/05 Actual</u>	<u>FY 05/06 Actual</u>	<u>FY 06/07 Amended</u>	<u>FY 07/08 Recommend</u>
City Clerk	<u>1.00</u>	<u>1.35</u>	<u>1.30</u>	<u>1.59</u>
Total Staffing By Division	<u>1.00</u>	<u>1.35</u>	<u>1.30</u>	<u>1.59</u>
 <u>Staffing By Job Class</u>				
Permanent Staff:				
Sec. to CM/Deputy City Clerk	<u>0.00</u>	<u>0.35</u>	<u>0.30</u>	<u>0.30</u>
Total Permanent Staff	<u>0.00</u>	<u>0.35</u>	<u>0.30</u>	<u>0.30</u>
Temporary Staff:				
City Clerk (Elected)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Administrative Assistant I - PT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.29</u>
Total Temporary Staff	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.29</u>
Total Staffing By Job Class	<u>1.00</u>	<u>1.35</u>	<u>1.30</u>	<u>1.59</u>

CITY CLERK

Department Summary

City Clerk Department

FY 2006-07 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 2006-07 to ensure easy computer access and retrieval.
- 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 2007-08 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 2007-08 ANNUAL BUDGET

CITY CLERK

Division Summary	City Clerk			
Fund No.: 010	Division No. 1020			
<u>Division Budget By Object</u>	FY 04/05	FY 05/06	FY 06/07	FY 07/08
	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Recommend</u>
Personnel Services	\$ 9,543	\$ 43,641	\$ 49,238	\$ 50,000
Services & Supplies	\$ 20,073	\$ 1,851	\$ 5,830	\$ 1,700
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -
Non-Recurring Costs	\$ 2,437	\$ 5,566	\$ 23,810	\$ 3,000
Total Division Costs	<u>\$ 32,053</u>	<u>\$ 51,058</u>	<u>\$ 78,878</u>	<u>\$ 54,700</u>
 <u>Division Budget By Program</u>				
City Clerk	\$ 12,237	\$ 50,881	\$ 58,658	\$ 54,700
Elections	\$ 19,816	\$ 177	\$ 20,220	\$ -
Total Division Costs	<u>\$ 32,053</u>	<u>\$ 51,058</u>	<u>\$ 78,878</u>	<u>\$ 54,700</u>

CITY CLERK

FY 2007-08 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.

FY 2007-08 Proposed Service Refinements

**Cost/
(Savings)**

- Savings would result from converting a Temporary Agency employee into a temporary City employee. This would save the City money and would also provide an increase in wages for the employee.

(\$1,200)

NOTES
