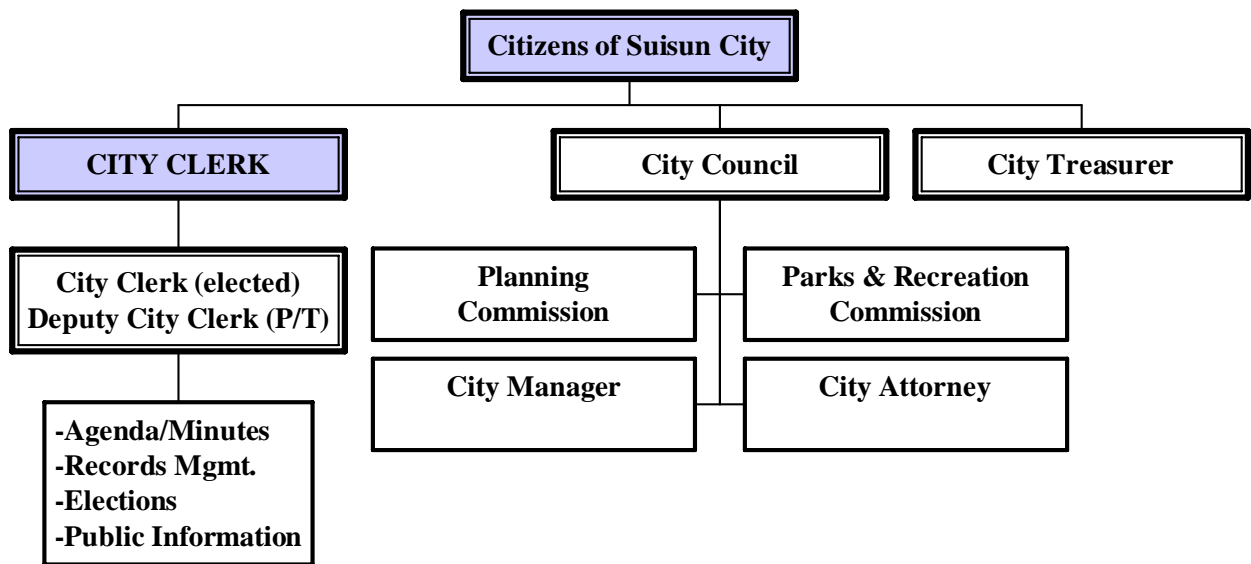


## CITY CLERK

The City Clerk is an elected official and is responsible for preparing meeting agendas and minutes, recording and maintaining records of all Council/Agency/Authority 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 2008-09 ANNUAL BUDGET

**CITY CLERK**

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**Department Summary** **City Clerk Department**

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**Department Expenditure Summary**

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	<b>FY 05/06</b>	<b>FY 06/07</b>	<b>FY 07/08</b>	<b>FY 08/09</b>
<b><u>Cost By Division</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Amended</u></b>	<b><u>Recommend</u></b>
City Clerk	\$ 50,521	\$ 73,941	\$ 59,200	\$ 85,700
Total Department Costs	<u>\$ 50,521</u>	<u>\$ 73,941</u>	<u>\$ 59,200</u>	<u>\$ 85,700</u>

**Cost By Object of Expenditure**

Personnel Services	\$ 43,635	\$ 48,049	\$ 51,500	\$ 52,500
Services & Supplies	\$ 1,471	\$ 3,345	\$ 4,400	\$ 4,700
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -
Non-Recurring Costs	\$ 5,415	\$ 22,547	\$ 3,300	\$ 28,500
Total Department Costs	<u>\$ 50,521</u>	<u>\$ 73,941</u>	<u>\$ 59,200</u>	<u>\$ 85,700</u>

**Department Resource Summary**

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	<b>FY 05/06</b>	<b>FY 06/07</b>	<b>FY 07/08</b>	<b>FY 08/09</b>
<b><u>Funds</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Amended</u></b>	<b><u>Recommend</u></b>
010 Net General Fund Support	\$ 49,908	\$ 69,677	\$ 59,100	\$ 81,600
010 General Fund-Cost Recovery	\$ 613	\$ 4,264	\$ 100	\$ 4,100
Total Resources	<u>\$ 50,521</u>	<u>\$ 73,941</u>	<u>\$ 59,200</u>	<u>\$ 85,700</u>

CITY OF SUISUN CITY FY 2008-09 ANNUAL BUDGET

**CITY CLERK**

<b>Department Summary</b>	<b>City Clerk Department</b>			
	<b>FY 05/06</b>	<b>FY 06/07</b>	<b>FY 07/08</b>	<b>FY 08/09</b>
<b><u>Staffing By Division</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Amended</u></b>	<b><u>Recommend</u></b>
City Clerk	<u>1.35</u>	<u>1.30</u>	<u>1.59</u>	<u>1.30</u>
Total Staffing By Division	<u>1.35</u>	<u>1.30</u>	<u>1.59</u>	<u>1.30</u>
 <b><u>Staffing By Job Class</u></b>				
<b>Permanent Staff:</b>				
Sec. to CM/Deputy City Clerk	<u>0.35</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>
Total Permanent Staff	<u>0.35</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>
<b>Temporary Staff:</b>				
City Clerk (Elected)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Temporary Staff	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Staffing By Division	<u>1.35</u>	<u>1.30</u>	<u>1.30</u>	<u>1.30</u>

**CITY CLERK**

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**Department Summary**

**City Clerk Department**

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**FY 2007-08 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.
- Implemented new software program that allows for the easy filing and retrieval of audio recordings of all City Council, Redevelopment Agency and Housing Authority meetings.
- Indexed minutes, resolutions and ordinances for all actions of the Council, Agency and Authority during FY 2007-08 to ensure easy computer access and retrieval.
- Processed “Conflict of Interest” forms for Councilmembers, members of appointed boards and commissions, and applicable City and Agency staff.
- Provided timely information regarding prior actions of the Council/Agency/Authority to Council/Agency/Authority members, staff and the general public, where appropriate.

**CITY CLERK**

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**Department Summary**

**City Clerk Department**

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**FY 2008-09 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/Agency/Authority minutes, resolutions and ordinances for computer access and retrieval.
- Index audio recordings of all Council, Agency and Authority meetings.
- Maintain record retention schedules.
- Process and distribute agenda packets according to timelines.

CITY OF SUISUN CITY FY 2008-09 ANNUAL BUDGET

**CITY CLERK**

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<b>Division Summary</b>	<b>City Clerk</b>			
<b>Fund No.: 010</b>	<b>Division No. 1020</b>			

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<u>Division Budget By Object</u>	<u>FY 05/06</u> <u>Actual</u>	<u>FY 06/07</u> <u>Actual</u>	<u>FY 07/08</u> <u>Amended</u>	<u>FY 08/09</u> <u>Recommend</u>
Personnel Services	\$ 43,635	\$ 48,049	\$ 51,500	\$ 52,500
Services & Supplies	\$ 1,471	\$ 3,345	\$ 4,400	\$ 4,700
Interdepartmental Charges	\$ -	\$ -	\$ -	\$ -
Non-Recurring Costs	<u>\$ 5,415</u>	<u>\$ 22,547</u>	<u>\$ 3,300</u>	<u>\$ 28,500</u>
Total Division Costs	<u>\$ 50,521</u>	<u>\$ 73,941</u>	<u>\$ 59,200</u>	<u>\$ 85,700</u>

**Division Budget By Program**

City Clerk	\$ 50,345	\$ 54,161	\$ 59,200	\$ 60,500
Elections	<u>\$ 176</u>	<u>\$ 19,780</u>	<u>\$ -</u>	<u>\$ 25,200</u>
Total Division Costs	<u>\$ 50,521</u>	<u>\$ 73,941</u>	<u>\$ 59,200</u>	<u>\$ 85,700</u>

**CITY CLERK**

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**FY 2008-09 Work Program**

- Coordinate the local consolidated November 2008 election with County Elections staff; provide information and support to local candidates including collection and maintenance of required filings and paperwork.
- Continue to prepare for regular and special meetings of the Council, Agency and Authority including posting agendas; preparing and distributing Agenda packets; and taking minutes and maintaining official records of Council, Agency and Authority actions.
- Continue to process “Conflict of Interest” forms for Council/Agency/Authority members, members of appointed boards and commissions, and applicable City and Agency staff.
- Continue to provide timely information regarding prior actions of the Council/Agency/Authority to Council/Agency/Authority members, staff and the general public, where appropriate.

**FY 2008-09 Proposed Service Refinements**

**Cost/  
(Savings)**

- Estimated costs for consolidated November 2008 election involving four races: Two City Councilmembers, the City Clerk and the City Treasurer. This does not include monies potentially necessary for a special election. \$25,000

**NOTES**

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