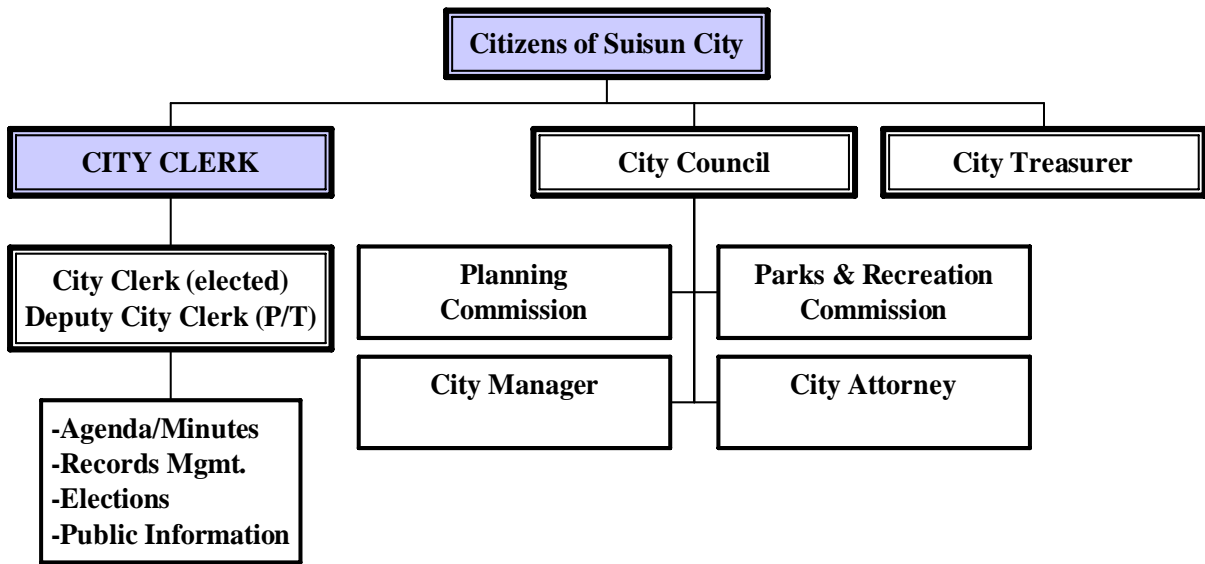


CITY CLERK

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 2010-11 ANNUAL BUDGET

CITY CLERK

Department Summary **City Clerk Department**

Department Expenditure Summary

| <u>Cost By Division</u> | <u>FY 07/08</u> <u>Actual</u> | <u>FY 08/09</u> <u>Actual</u> | <u>FY 09/10</u> <u>Amended</u> | <u>FY 10/11</u> <u>Recommend</u> |
|-------------------------|----------------------------------|----------------------------------|-----------------------------------|-------------------------------------|
| City Clerk Division | \$ 57,778 | \$ 104,686 | \$ 64,600 | \$ 114,400 |
| Total Department Costs | <u>\$ 57,778</u> | <u>\$ 104,686</u> | <u>\$ 64,600</u> | <u>\$ 114,400</u> |

Cost By Object of Expenditure

| | | | | |
|---------------------------|------------------|-------------------|------------------|-------------------|
| Personnel Services | \$ 52,477 | \$ 58,858 | \$ 57,900 | \$ 58,200 |
| Services & Supplies | \$ 3,285 | \$ 1,679 | \$ 3,500 | \$ 8,000 |
| Interdepartmental Charges | \$ - | \$ - | \$ - | \$ - |
| Non-Recurring Costs | \$ 2,016 | \$ 44,149 | \$ 3,200 | \$ 48,200 |
| Total Department Costs | <u>\$ 57,778</u> | <u>\$ 104,686</u> | <u>\$ 64,600</u> | <u>\$ 114,400</u> |

Department Resource Summary

| <u>Funds</u> | <u>FY 07/08</u> <u>Actual</u> | <u>FY 08/09</u> <u>Actual</u> | <u>FY 09/10</u> <u>Amended</u> | <u>FY 10/11</u> <u>Recommend</u> |
|--------------------------------|----------------------------------|----------------------------------|-----------------------------------|-------------------------------------|
| 010 Net General Fund Support | \$ 57,743 | \$ 101,376 | \$ 64,400 | \$ 111,900 |
| 010 General Fund-Cost Recovery | \$ 35 | \$ 3,310 | \$ 200 | \$ 2,500 |
| Total Resources | <u>\$ 57,778</u> | <u>\$ 104,686</u> | <u>\$ 64,600</u> | <u>\$ 114,400</u> |

CITY OF SUISUN CITY FY 2010-11 ANNUAL BUDGET

CITY CLERK

Department Summary **City Clerk Department**

Department Staffing Summary

| <u>Staffing By Division</u> | <u>FY 07/08 Actual</u> | <u>FY 08/09 Actual</u> | <u>FY 09/10 Amended</u> | <u>FY 10/11 Recommend</u> |
|-------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|--------------------------------------|
| City Clerk Division | <u>1.30</u> | <u>1.30</u> | <u>1.30</u> | <u>1.25</u> |
| Total Staffing By Division | <u>1.30</u> | <u>1.30</u> | <u>1.30</u> | <u>1.25</u> |
| | | | | |
| <u>Staffing By Job Class</u> | | | | |
| Permanent Staff: | | | | |
| Sec. to CM/Deputy City Clerk | <u>0.30</u> | <u>0.30</u> | <u>0.30</u> | <u>0.25</u> |
| Total Permanent Staff | 0.30 | 0.30 | 0.30 | 0.25 |
| Temporary Staff: | | | | |
| 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>1.30</u> | <u>1.30</u> | <u>1.30</u> | <u>1.25</u> |

CITY CLERK

Department Summary

City Clerk Department

FY 2009-10 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 minutes, resolutions and ordinances for all actions of the Council, Agency and Authority during FY 2009-10 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.
- Coordinated ethics training, as required under AB1234, for all Form 700 individuals.
- Coordinated advertising and appointment of members to the City’s boards and commissions.

CITY CLERK

Department Summary

City Clerk Department

FY 2010-11 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 2010-11 ANNUAL BUDGET

CITY CLERK

| Division Summary | City Clerk Division | | | |
|--|----------------------------|-----------------------|-----------------------|-------------------------|
| | FY 07/08 | FY 08/09 | FY 09/10 | FY 10/11 |
| <u>Division Budget By Object</u> | <u>Actual</u> | <u>Actual</u> | <u>Amended</u> | <u>Recommend</u> |
| Personnel Services | \$ 52,477 | \$ 58,858 | \$ 57,900 | \$ 58,200 |
| Services & Supplies | \$ 3,285 | \$ 1,679 | \$ 3,500 | \$ 8,000 |
| Interdepartmental Charges | \$ - | \$ - | \$ - | \$ - |
| Non-Recurring Costs | \$ 2,016 | \$ 44,149 | \$ 3,200 | \$ 48,200 |
| Total Division Costs | <u>\$ 57,778</u> | <u>\$ 104,686</u> | <u>\$ 64,600</u> | <u>\$ 114,400</u> |
| <u>Division Budget By Program</u> | | | | |
| 1020 City Clerk's Office | \$ 57,778 | \$ 63,062 | \$ 64,500 | \$ 69,300 |
| 1025 Elections | \$ - | \$ 41,624 | \$ 100 | \$ 45,100 |
| Total Division Costs | <u>\$ 57,778</u> | <u>\$ 104,686</u> | <u>\$ 64,600</u> | <u>\$ 114,400</u> |

CITY CLERK

FY 2010-11 Work Program

- 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.
- Coordinate the local consolidated November 2010 election with County Elections staff; provided information and support to local candidates including collection and maintenance of required filings and paperwork.

| FY 2010-11 Proposed Service Refinements | Cost/ <u>(Savings)</u> |
|--|-----------------------------------|
| • “Holds” on outside travel, training and development. | (\$1,100) |
| • November 2010 General Election costs. | 45,000 |

CITY CLERK

NOTES