

## OFFICE OF THE CITY CLERK

The City Clerk, by charter, is appointed by the City Council; is responsible for the official seal and records of the City; and acts as secretary to the City Council and all other boards, commissions and agencies of the City. The Office of the City Clerk is first and foremost a service oriented department; serving the Council, the general public, and all other City departments.

In terms of budget, the department is the smallest charter office and the second smallest department in the City, with nine employees and a total budget of \$540,065. As election officer, the City Clerk also administers an election budget of \$194,040. The Clerk plans, coordinates and monitors all City elections, and contracts with the County Registrar of Voters for election services as well as for verification of signatures on petitions for initiatives, referendums, recalls and annexations. Both budgets are funded by the General Fund.

Although small in size, the department is responsible for a great variety of tasks, to include: the preparation and distribution of two weekly agendas; recording and maintenance of all legislative action; minutes preparation; coordination, administration and research of City records, documents and public files; charter and code revisions; public noticing; administrative appeals; maintenance of agreement and contract files; oaths of offices; and domestic partner registration.

In addition, the department advertises and receives formal bids; conducts all bid openings; receives all claims filed against the City, maintains electronic and hard copy files and completes all written correspondence related to claims filed; tracks and maintains files/correspondence for over 95 boards and commissions and their memberships; and acts as liaison between the P & P E Committee/Mayor and applicants for boards and commissions positions. As filing officer for the requirements of the California Fair Political Practices Commission, the City Clerk is responsible for conflict of interest statements for nine elected officials and over 600 appointed employees, as well as approximately 30-50 yearly campaign disclosure statements.

The department maintains a local area network (LAN) that supports not only the automated faction of its office, but also the offices of the City Attorney, City Treasurer and Risk Management. The department also coordinates the City's access to Citilink, a state-wide electronic bulletin board system and maintains an on-line research link to the Registrar of Voters office for verification of voter registration, and precinct location.

In FY 1994/95 the department upgraded its computer hardware and software applications to accommodate a highly automated office structure. In addition, it participated on a task force with other departments to facilitate the review and purchase of a City-wide

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compatible optical disk imaging system, and hosted a two-week demonstration program.

In the area of training, all staff were involved in either City-sponsored or National Notary Association Training. Five of the department's employees are Notary Publics. The City Clerk was awarded her third sustaining membership in the Advanced Academy of Education from the International Institute of Municipal Clerks, and completed a five semester Total Quality Management certificate program at American River College. The Assistant City Clerk completed a three year professional development program sponsored by the International Institute of Municipal Clerks.

In 1995/96 the department would like to complete a records retention schedule, and work with other departments to begin to develop a City-wide records management system. The administration plans to continue offering training to its employees in order to develop their technical and professional skills, and to better serve the department's customers both internal and external. In addition, the administration hopes to work with local high school Civics teachers to provide and promote voter registration opportunities to 18 year old students and/or first time voters.