

# City Clerk

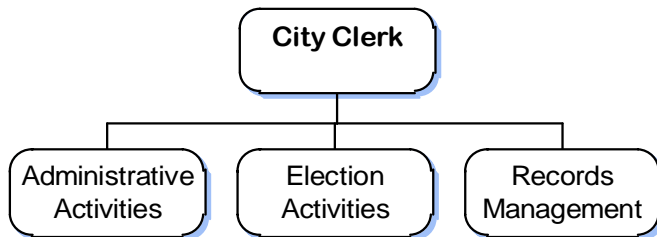
## - Mission Statement -

The City Clerk is committed to providing professional service and support to the City Council, city departments and citizens through education, communication, and modern technology.

## - Department Function -

The City Clerk serves as the Elections Official for the City and is responsible for conducting City elections. The City Clerk serves as the Legislative Administrator and plays a critical role in the decision-making process of the local legislature. The City Clerk prepares the City Council Meeting Agenda and completes necessary arrangements to ensure an effective meeting. The City Clerk is responsible for recording the decisions that constitute the building blocks of our government. As a Records manager, the City Clerk oversees the preservation and protection of the public record, and is required by statute to maintain and index Minutes, Ordinances and Resolutions adopted by the legislative body. The City Clerk ensures that other municipal records are readily accessible to the public.

## - Department Organizational Chart -



## - Expenditure Summary -

Division / Program	2005-06 Actual	2006-07 Budget	2007-08 Adopted
City Clerk Services	169,260	292,208	298,619
Election Activities	104,697	85,215	1,000
	273,957	377,423	299,619

## - Performance Indicators -

Indicator	2005-06 Actual	2006-07 Estimate	2007-08 Estimate
Council Agendas Prepared	41	36	36
Number of Council Agenda Items Received	460	500	500
Council Meetings Recorded	41	36	36
Ordinances Processed	41	50	50
Resolutions Processed	146	150	150
Agreements Processed	156	160	160
Elections conducted or assisted	1	1	0
Claims / summons / subpoenas processed	395	400	400

<b>Department:</b> City Clerk	<b>Division:</b> City Clerk	<b>Fund:</b> General
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<b>Department #:</b> 300	<b>Division #:</b> 0301/0302	<b>Fund #:</b> 101
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**Division Description:**  
 As a Legislative Administrator, the City Clerk plays a critical role in the decision-making process of the local legislature. As the key staff for Council meetings, the Clerk prepares the Agenda, verifies legal notices have been posted or published, and completes necessary arrangements to ensure an effective meeting. The Clerk is entrusted with the responsibility of recording the decisions that constitute the building blocks of our representative government. As a Records Manager, the City Clerk oversees the preservation and protection of the public record. By statute, the Clerk is required to maintain and index Minutes, Ordinances and Resolutions adopted by the legislative body. The City Clerk also ensures that other municipal records are readily accessible to the public.

**2007-08 Adopted Budget Numbers**

Fund	Expense	Revenue	Exp less Rev	Allocated Staff
General	299,619	1,600	298,019	4.00
Recovered Costs			-	
<b>Total</b>	<b>299,619</b>	<b>1,600</b>	<b>298,019</b>	<b>4.00</b>

**Supplemental Requests**

Item	Justification	Amount
Document Scanning and Acid Free Boxes	Document Scanning for all ordinances and resolutions from 1888 to present for approximately 260,000 documents. Ordinances and resolutions are permanent records. After scanning - documents will be stored in acid free boxes for preservation. Many of the current records are deteriorating due to age and method of storage.	30,900
Carpet and Paint	The Carpet and paint have not been replaced for over 15 years.	11,000

**Service level changes based on proposed spending level:**

Service	Change

**Programs and Service Indicators**

Program	Indicator
Council Agenda Preparation	41 agendas prepared
	460 reports processed
	41 meetings recorded

Document Processing	41 ordinances
	146 resolutions
	156 agreements
	69 various deeds
	395 claims/subpoenas/summons
Election Oversight	1 conducted / assisted

**Status of Department Goals**

Goal Year	Goal	Status
05-06	Implementation of LaserFiche Electronic Document Imaging/Records Management Program to scan all vital records in City Clerk’s Office to improve records management/retention, as well as quicker retrieval of information for improved customer service. (This project has been delayed as a result of the need to have a separate server from the Police Department, currently awaiting DOJ approval.)	Currently preparing documents for scanning once staff is hired.
05-06	Remain up-to-date with Election Laws and make changes to Election Process as needed.	On-going
05-06	Reorganization of the City Clerk’s vault filing structure (Ordinances/Resolutions/Active/Inactive Files)	Completed by July 2007
05-06	Research best method to stabilize/preserve historical archives in the City Clerk’s vault, look at cost factors. Action Plan has been developed to scan all permanent records (ords./resos.) and store off site. This will enable staff to begin scanning current information and to improve retrieval of records and improve storage space. In addition, also Investigate costs involved with chemical treatment of archives dated 1888-1952.	Determined that City should outsource scanning of ordinance, resolutions, and store in acid-free boxes off-site.
05-06	Develop City Clerk Office Procedures Manual	Completed by April 2007
05-06	Improve process of appointments/reappointment of City Commissions. Including ensuring that all commissions have full membership, that all newly appointed/re-appointed commissioners are introduced to Council/Community, Commission Rosters are maintained, develop a “Commissions, Boards and Committee Handbook for distribution, establish consistency in preparation of Minutes and filing/retention of all City Commission Minutes, and prepare 2008-09 City Calendar with dates of all Commission Meetings/City Holidays for use by Council, Staff and Commissioners. <b>(Goal 4-2)</b>	Ongoing. All pieces to be completed between February and December 2007
05-06	Work on methods to streamline the Agenda Packet Process – Electronic Agenda Preparation Software Program.	Looking at software to implement in FY 2008-09

<u>05-06</u>	<u>Voter Outreach; Coordinated and assisted with Poll Worker Training for community youths to work the June 7 Primary Election. The Pomona Youth Commission placed No. 10 on County's list out of 68 High Schools. Participated in the "Youth Block Party for Peace" event in the Civic Center Courtyard and provided voter registration and information.</u>	<u>Poll Worker Training completed in May 2006.</u>  <u>Event held in October 2006</u>
<u>05-06</u>	<u>Developed a Records Retention Schedule/Electronic Mail Policy in September 2006.</u>	<u>Adopted by Council in September 2006</u>
<u>06-07</u>	<u>Provide Records Information Management Training to City employees as necessary.</u>	<u>May 2007</u>
<u>06-07</u>	<u>Destruction of City records is schedule to be presented for authorization to the City Council in July 2007.</u>	<u>July 2007</u>
<u>06-07</u>	<u>Continue to maintain the Retention Schedule Electronic Mail Policy to ensure legal compliance.</u>	<u>On-going</u> <u>Currently renumbering old records and preparing records for scanning.</u>
<u>06-07</u>	<u>Implementation of the new Master Filing Index to improve the management of all records in the City Clerk's Office.</u>	<u>Completed by June 2007</u>
<u>06-07</u>	<u>Plan/Implement 2nd Annual Youth in Government Day with Pomona Youth Commission. <b>(Council Goal 4-2)</b></u>	<u>Completed by June 2007</u>
<u>06-07</u>	<u>Develop a Power Point presentation regarding the City Clerk Dept. for New Employee Orientations</u>	<u>Completed by November 2006</u>
<u>06-07</u>	<u>Fine tune BLM Software Program for Management of Statements of Economic Interests filed per City's Conflict of Interest Code</u>	<u>Completed by July 2007</u>
<u>06-07</u>	<u>Work with City Manager/City Attorney to establish a City Council Orientation for newly elected Councilmembers.</u>	<u>Completed by June 2008</u>
<u>06-07</u>	<u>For the November 2008 General Municipal Election work with the RR/CC/SOS to increase voter outreach in the City, including public outreach at community/school events, press releases, and early voting.</u>	<u>On-going</u> <u>PUSD Election in November 2007</u>
<u>07-08</u>	<u>Working with Pomona Youths/RR/CC/PUSD to establish Youth Voter Outreach Team to conduct voter registration drives in targeted areas prior to PUSD election in November 2007 and General Municipal Election in November 2008.</u>	<u>General Municipal Election in November 2008</u>

07-08	Prepare and develop budget for November 2008 General Municipal Election.	March 2008
07-08	Prepare necessary materials and work with Los Angeles County RR/CC Office to ensure successful election.	November 2008

**City Council Strategic Goal**

Goal No:	Goal Description	Cost
4-2	Review, replace or restructure existing city commissions to help meet city vision by 6/2005. <b>(see 06-07 goals for implementation of this goal)</b>	-

## Adopted Expenditures for Fiscal Year Ending 06/30/2008

## FUND 101 General Fund

	2005-2006 YEAR-END ACTUALS	2006-2007 ADOPTED BUDGET	2006-2007 YEAR-END ESTIMATE	% BUD VS EST	2007-2008 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 0300 All City Clerk						
101-0300-51001 Salaries-Mgmt/Confidential	194,652.11	272,985	246,985	90%	272,269	0-%
101-0300-51037 Overtime - Hourly	1,276.40	0	0	N/A	0	N/A
101-0300-51038 Overtime-Mgmt/Conf	2,970.00	2,500	2,500	100%	2,500	0%
101-0300-51040 Hourly	28,813.55	68,000	40,000	59%	70,000	3%
101-0300-51055 Temporary Agency Svcs	5,703.96	1,000	0	0%	0	100-%
101-0300-51059 Retirement/Termination Payout	0.00	29,978	29,980	100%	0	100-%
101-0300-51060 Bilingual Pay	502.24	500	500	100%	500	0%
101-0300-51075 Sick Leave/Vac Buyback	2,449.38	4,000	0	0%	0	100-%
101-0300-51800 Benefits-Non Sworn	71,206.68	101,600	97,000	95%	93,157	8-%
101-0300-51860 Benefits-Hourly	419.98	559	544	97%	2,030	263%
Total Personnel	307,994.30	481,122	417,509	87%	440,456	8-%
101-0300-52060 Office Supplies	6,048.69	5,680	5,680	100%	7,800	37%
101-0300-52063 Postage	10,090.34	2,200	1,150	52%	1,200	45-%
101-0300-52064 Printing & Copying	1,022.85	3,500	3,500	100%	2,500	29-%
101-0300-52090 Mileage Reimbursement	91.11	100	100	100%	100	0%
101-0300-52130 Prof Development - Training	5,457.91	7,520	7,520	100%	7,600	1%
101-0300-52140 Dues & Subscriptions	514.08	1,350	1,350	100%	1,400	4%
101-0300-52142 Prof Org Dues	578.00	0	380	N/A	0	N/A
101-0300-52191 Advertising	0.00	0	132	N/A	0	N/A
101-0300-52280 City Code Update/Printing	6,049.42	6,450	6,450	100%	6,000	7-%
101-0300-52285 Controllable Contract Services	77,107.44	700	0	0%	34,000	4757%
101-0300-52402 Small Tools & Equipment	1,716.18	700	650	93%	1,000	43%
101-0300-52403 Computer Related Acquisitions	6,295.66	4,058	1,320	33%	1,320	67-%
101-0300-52580 General Maint & Repairs	0.00	0	0	N/A	11,000	N/A
101-0300-52581 Office Equip Maint/Repair	278.02	1,000	800	80%	1,000	0%
Total Controllable Exp	115,249.70	33,258	29,032	87%	74,920	125%
101-0300-52081 Off-Site Storage	1,578.75	2,000	2,000	100%	2,000	0%
101-0300-52160 Pub, Print Ord/Res/Legals	2,135.94	300	799	266%	300	0%
101-0300-52275 Registrar Services	0.00	75,000	75,000	100%	0	100-%
101-0300-52572 Contracts-Lease Equip	0.00	4,788	4,788	100%	10,306	115%
101-0300-52690 Election Expense	8,708.51	5,500	3,000	55%	1,000	82-%
Total Required Exp	12,423.20	87,588	85,587	98%	13,606	84-%
101-0300-52121 Telephone Service Expense	2,205.63	2,576	2,255	88%	854	67-%
101-0300-52126 Tel Moves/Changes/Equip	0.00	262	0	0%	0	100-%
101-0300-52128 Cellular/Pagers	337.81	850	850	100%	850	0%
Total Utilities	2,543.44	3,688	3,105	84%	1,704	54-%
101-0300-52185 Info Systems Allocation	9,026.73	22,553	22,553	100%	27,978	24%
101-0300-52245 Ins - Liability	1,661.00	2,549	2,549	100%	6,501	155%
101-0300-52246 Ins - Unemployment	170.00	282	282	100%	459	63%
101-0300-52247 Ins - Workers' Compensation	1,015.00	1,533	1,533	100%	4,750	210%
Total Alloc Costs & Self Ins	11,872.73	26,917	26,917	100%	39,688	47%

## Adopted Expenditures for Fiscal Year Ending 06/30/2008

## FUND 101 General Fund

	2005-2006 YEAR-END ACTUALS	2006-2007 ADOPTED BUDGET	2006-2007 YEAR-END ESTIMATE	% BUD VS EST	2007-2008 ADOPTED BUDGET	% BUDGET CHANGE
101-0300-59970 Recovered Costs-Admin Svc Chg	(200,545.90)	(255,150)	(249,812)	98%	(270,755)	6%
Total Recovered Cost	(200,545.90)	(255,150)	(249,812)	98%	(270,755)	6%
101-0300-66189 Other Equipment	24,419.76	0	0	N/A	0	N/A
Total Capital	24,419.76	0	0	0%	0	0%
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TOTAL All City Clerk	273,957.23	377,423	312,338	83%	299,619	21-%

