

**CITY CLERK ACTIVITY DESCRIPTION****(City Manager)****DESCRIPTION:**

This activity oversees elections, preparation of council agenda and agenda packets, and taking and transcribing minutes at Council and Redevelopment Agency meetings. Included in this activity is the processing and storing of City records including conflict of interest, agreements, deeds, abandonments, ordinances, resolutions and minutes.

**PROGRAM CHANGES:**

None

**ACCOMPLISHMENTS*****Council, Commissioner, Committee Members and Staff***

1. Successfully completed November 2010 Election for two City Council seats.
2. Requested, tracked, forwarded to the FPPC, and timely filed 44 Statements of Economic Interest for city officials, council members, commissioners, committee members, and designated employees as required by the Political Reform Act of 1974 and the Arcata Municipal Code.
3. Administered the provisions of the Maddy Act and monitored all appointments, resignations, and terminations for 13 Boards, Commissions, and Committees.
4. Advertised 22 Commission and Committee recruitments, processed 21 applications and 10 appointments.
5. Tracked new employees', commissioners' and committee members' filing of Statements of Economic Interest, when applicable.
6. Notified and tracked council members, commissioners, committee members, and designated employees of requirements for Ethics Training.

***Meetings and Agendas***

1. Developed, produced, and distributed 18 copies of 51 City Council agenda packets for all City Council meetings.
2. Posted meeting agendas for the public within the legal time limit as required by the Ralph M. Brown Act, 100 percent of the time.
3. Continued live web-streaming of City Council and Planning Commission meetings and maintained online archived meeting videos.
4. Instituted live web-streaming of the Historic and Design Review Commission meetings.
5. Continued to post all City agendas and meeting materials to the website.

***Records Management***

1. Responded to and produced records for 42 Public Records Act requests.
2. Maintained online Municipal Code through Code Publishing Company.
3. Distributed updated Municipal Code pages to 42 mandated agencies and City departments.
4. Processed 61 resolutions and 7 ordinances which were prepared for and deposited in permanent storage.
5. Maintained official records for all City Council and Community Development Agency meetings.
6. Completed transfer of City Council minutes from computer to official minute book.
7. Maintained archive of City Council minutes and ordinances on the website.
8. Maintained records for state-mandated Ethics Training to demonstrate the City is in compliance with AB 1234.
9. Continued to enter all recorded documents into database.

***Continued Education & Training Opportunities***

1. Maintained membership in City Clerks Association of California and International Institute of Municipal Clerks.
2. Attended the first of three Professional Development Sessions at the 2011 Northwest Clerks Institute.

**GOALS:**

1. Institute *Minute Maker* program to streamline the minute taking process and provide online, searchable minutes of City Council proceedings.
2. Update the Commission and Committee Handbook.
3. Enter and index City's legislative history documents through Munimetrix System's IMAGEFLOW LITE program.
4. Provide Deputy City Clerk training toward certification as a Certified Municipal Clerk.

**CITY CLERK ACTIVITY DESCRIPTION****(City Manager)****GOALS (Continued):**

5. Continue membership in the International Institute of Municipal Clerks and City Clerks Association of California.
6. Continue participation in City Clerks' Listserve in an effort to gain information and knowledge from California's many professional City Clerks.
7. Respond to requests for public records according to the California Public Records Act and within the legal deadline of 10 days, 100 percent of the time.
8. Manage the 2011/2012 Statements of Economic Interests.
9. Continue to monitor compliance with mandated ethics training for employees, commission, and committee members for whom training applies.
10. Continue to bind and retain City Council Agenda Packets for use as reference material.

**Deborah - I could not locate last year's file....I modified the year before, except for the verbage.**

**Deborah - I could not locate last year's file....I modified the year before, except for the verbage.**

**BUDGET OVERVIEW**

<b>APPROPRIATIONS</b>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Budget 2013-14</u>
Personnel	127,656	135,382	134,341	<b>139,247</b>
Materials and Services	13,563	24,988	38,147	<b>21,271</b>
Debt Service/Lease Payments	-0-	-0-	-0-	<b>-0-</b>
Capital Outlay	-0-	-0-	-0-	<b>-0-</b>
Grant Programs	-0-	-0-	-0-	<b>-0-</b>
Gross Budget	141,219	160,370	172,488	<b>160,518</b>
Charges to Other Departments	(58,880)	(53,370)	(43,530)	<b>(33,460)</b>
Net Budget	<u>82,339</u>	<u>107,000</u>	<u>128,958</u>	<u><b>127,058</b></u>

**FUNDING SOURCES** (see descriptions in Revenue Section)

OPERATING:				
General Fund (101)	82,339	97,735	128,958	127,058
General Fund Reserves (101)	-0-	9,265	-0-	-0-
PROJECTS/CAPITAL OUTLAY:				
General Fund (101)	-0-	-0-	-0-	-0-
	<u>82,339</u>	<u>107,000</u>	<u>128,958</u>	<u><b>127,058</b></u>

**PERSONNEL**

Account Number	DESCRIPTION	2013/14		
		Department Proposed	Manager Proposed	Council Approved
101-10-03-50100	REGULAR SALARIES	84,865	85,533	85,533
101-10-03-50200	OVERTIME WAGES	-0-	-0-	-0-
101-10-03-50300	PART-TIME AND TEMPORARY SALARIES	-0-	-0-	-0-
101-10-03-50990	EMPLOYEE BENEFITS	54,053	53,714	53,714
<b>TOTALS</b>		<b>\$138,918</b>	<b>\$139,247</b>	<b>\$139,247</b>

**POSITION TITLES**

City Manager/City Clerk	0.10	0.10	0.10
Exec. Assist to City Manager	0.20	0.20	0.20
Admin Assist/Deputy City Clerk	1.00	1.00	1.00
<b>Total Full-time Equivalent</b>	<b>1.30</b>	<b>1.30</b>	<b>1.30</b>

**MATERIALS AND SERVICES**

Account Number	DESCRIPTION	2013/14		
		Department Proposed	Manager Proposed	Council Approved
101-10-05-51200	COMMUNICATIONS	225	225	225
101-10-05-51300	ADVERTISING	2,000	2,000	2,000
101-10-05-51400	TRAINING & CONFERENCES	2,000	2,000	2,000
101-10-05-51600	MEMBERSHIPS AND DUES	450	450	450
101-10-05-51700	OTHER PROFESSIONAL SERVICES	10,800	10,800	10,800
	SERVICES PROVIDED BY OTHER AGENCIES			
101-10-05-52501	Elections	-0-	-0-	-0-
101-10-05-53100	POSTAGE	250	250	250
101-10-05-53200	PHOTOCOPY	950	950	950
101-10-05-53300	OFFICE SUPPLIES	400	400	400
101-10-05-54200	OTHER DEPARTMENT SUPPLIES	400	400	400
101-10-05-55800	IT SERVICE & MAINTENANCE	3,796	3,796	3,796
<b>TOTALS</b>		<b>\$21,271</b>	<b>\$21,271</b>	<b>\$21,271</b>

**CAPITAL OUTLAY**

Account Number	DESCRIPTION	2013/14		
		<u>Department Proposed</u>	<u>Manager Proposed</u>	<u>Council Approved</u>
101-10-05-57800	FURNITURE AND EQUIPMENT	-0-	-0-	-0-
<b>TOTALS</b>		<u><b>- 0 -</b></u>	<u><b>- 0 -</b></u>	<u><b>- 0 -</b></u>

**CHARGES TO OTHER DEPARTMENTS**

Account Number	DESCRIPTION	2013/14		
		<u>Department Proposed</u>	<u>Manager Proposed</u>	<u>Council Approved</u>
101-00-00-46990	GENERAL ADMINISTRATION	(33,460)	(33,460)	(33,460)
<b>TOTALS</b>		<u><u>(\$33,460)</u></u>	<u><u>(\$33,460)</u></u>	<u><u>(\$33,460)</u></u>