DEPARTMENT DESCRIPTION:

The City Clerk is appointed directly by the City Council and is responsible to the City Council. The City Clerk performs duties as required by the City of Santa Cruz charter, the law, ordinance, or direction of the City Council or City Manager.

		2004 Actual	2005 Amended Budget*	2005 Estimated Actual	2006 Adopted Budget
EXPENDITURES BY CHARACTER:					
Personnel Services		$ 435,504	$ 451,955	$ 410,451	$ 472,387
Services, Supplies, and Other Charges		118,754	163,220	151,331	83,816
Debt Service		25,107	-	-	-
Total Expenditures		$ 579,365	$ 615,175	$ 561,782	$ 556,203
*FY 2005 Adopted Budget:			$ 615,175		
EXPENDITURES BY ACTIVITY:					
City Clerk	1120	$ 579,365	$ 615,175	$ 561,782	$ 556,203
Total Expenditures		$ 579,365	$ 615,175	$ 561,782	$ 556,203
RESOURCES BY FUND:					
General Fund		$ 579,365	$ 615,175	$ 561,782	$ 556,203
Total Resources		$ 579,365	$ 615,175	$ 561,782	$ 556,203
PROJECT EXPENDITURES				$ -	$ -
			2004	**2005**	**2006**
TOTAL PERSONNEL			6.63	6.63	6.63

ACTIVITY SUMMARY

ACTIVITY NUMBER: 1120
FUND: General

DEPARTMENT: City Clerk
FUNCTION: General Government

ACTIVITY DESCRIPTION:

The City Clerk's Office is comprised of the Operations, Records, and Elections Divisions. The Operations Division prepares agendas and minutes, provides support services for the City Council and Redevelopment Agency and prepares agendas and agenda reports for the internet. Operations processes resolutions and ordinances, coordinates television cablecasting of City Council meetings, manages all advisory body information, and coordinates codification of ordinances into the Santa Cruz Municipal Code. Operations is the custodian of the official City seal, administers oaths of office to all new board and commission members. The City Clerk's office receives all claims against the City and provides notary services.

The Records Division receives, indexes, classifies, and files records applicable to the actions of the City Council and Redevelopment Agency. This division researches and retrieves records for the public or city staff as requested, and provides oversight for staff or public to conduct their own research. Records also maintains contract and deed inventories. The Elections Division coordinates all City Elections with the County of Santa Cruz including councilmember candidates and ballot measures. This division prepares the Candidates Information Guide for Council Elections, manages all the nominations for Council office, and financial filings. Elections receives campaign statements on a continuing basis throughout the year as required by state law, and receives all statements of economic interests filed by Councilmembers, Boards and Commissions, and designated employees. It also updates the City's Conflict of Interest Code and promotes voter registration and participation.

EXPENDITURES BY CHARACTER:	2004 Actual	2005 Amended Budget*	2005 Estimated Actual	2006 Adopted Budget
Personnel Services	$ 435,504	$ 451,955	$ 410,451	$ 472,387
Services, Supplies, and Other Charges	118,754	163,220	151,331	83,816
Debt Service	25,107	-	-	-
Total Expenditures	$ 579,365	$ 615,175	$ 561,782	$ 556,203
*FY 2005 Adopted Budget:		$ 615,175		
ACTIVITY RESOURCES:				
Charges to Other Funds	$ 189,926	$ 194,254	$ 194,254	$ 194,254
Other Current Service Charges	990	100	300	-
Sale of Publications/Agendas	338	1,000	-	-
Total Resources	$ 191,254	$ 195,354	$ 194,554	$ 194,254
NET GENERAL FUND REQUIREMENTS	$ 388,111	$ 419,821	$ 367,228	$ 361,949

PERSONNEL:	2004	2005	2006
Administrative Assistant I/II	3.00	3.00	3.00
Administrative Assistant III	1.00	1.00	0.00
City Clerk	1.00	1.00	1.00
City Documents Clerk	0.63	0.63	0.63
Deputy City Clerk	1.00	1.00	1.00
Records Coordinator	0.00	0.00	1.00
Total Personnel	6.63	6.63	6.63