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.

		2006 Actual	2007 Amended Budget*	2007 Estimated Actual	2008 Proposed Budget
EXPENDITURES BY CHARACTER:					
Personnel Services		$ 449,925	$ 500,571	$ 503,413	$ 494,903
Services, Supplies, and Other Charges		118,019	198,045	178,518	110,345
Capital Outlay		77,496	80,476	80,500	21,155
Total Expenditures		$ 645,440	$ 779,092	$ 762,431	$ 626,403
*FY 2007 Adopted Budget:			$ 732,818		
EXPENDITURES BY ACTIVITY:					
City Clerk	1120	$ 645,440	$ 779,092	$ 762,431	$ 626,403
Total Expenditures		$ 645,440	$ 779,092	$ 762,431	$ 626,403
RESOURCES BY FUND:					
General Fund		$ 645,440	$ 779,092	$ 762,431	$ 626,403
Total Resources		$ 645,440	$ 779,092	$ 762,431	$ 626,403
PROJECT EXPENDITURES				$ -	$ -
			2006	**2007**	**2008**
TOTAL PERSONNEL FUNDED			6.63	6.63	6.63

DEPARTMENT SUMMARY

PERSONNEL AUTHORIZATION

CITY CLERK

	2006	2007	2008
Administrative Assistant I/II	3.00	3.00	3.00
Administrative Assistant III	-	-	-
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	1.00	1.00	1.00
	6.63	6.63	6.63

ACTIVITY SUMMARY

CITY CLERK

ACTIVITY NUMBER: 1120
FUND: General

DEPARTMENT: City Clerk
FUNCTION: General Government

ACTIVITY DESCRIPTION:

The City Clerk's Office comprises 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:	2006 Actual	2007 Amended Budget*	2007 Estimated Actual	2008 Proposed Budget
Personnel Services	$ 449,925	$ 500,571	$ 503,413	$ 494,903
Services, Supplies, and Other Charges	118,019	198,045	178,518	110,345
Capital Outlay	77,496	80,476	80,500	21,155
Total Expenditures	$ 645,440	$ 779,092	$ 762,431	$ 626,403

*FY 2007 Adopted Budget: $ 732,818

PERSONNEL FUNDED:	2006	2007	2008
Administrative Assistant I/II	3.00	3.00	3.00
Administrative Assistant III	0.00	0.00	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	1.00	1.00	1.00
Total Personnel Funded	6.63	6.63	6.63