DEPARTMENT SUMMARY

CITY CLERK

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.

		2005 Actual	2006 Amended Budget*	2006 Estimated Actual	2007 Proposed Budget
EXPENDITURES BY CHARACTER:					
Personnel Services		$ 410,745	$ 472,387	$ 452,562	$ 499,371
Services, Supplies, and Other Charges		127,964	158,644	134,289	200,810
Capital Outlay		3,200	156,907	124,270	32,637
Total Expenditures		$ 541,909	$ 787,938	$ 711,121	$ 732,818
*FY 2006 Adopted Budget:			$ 556,203		
EXPENDITURES BY ACTIVITY:					
City Clerk	1120	$ 541,909	$ 787,938	$ 711,121	$ 732,818
Total Expenditures		$ 541,909	$ 787,938	$ 711,121	$ 732,818
RESOURCES BY FUND:					
General Fund		$ 541,909	$ 787,938	$ 711,121	$ 732,818
Total Resources		$ 541,909	$ 787,938	$ 711,121	$ 732,818
PROJECT EXPENDITURES				$ -	$ -
			2005	**2006**	**2007**
TOTAL PERSONNEL			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 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:	**2005 Actual**	**2006 Amended Budget***	**2006 Estimated Actual**	**2007 Proposed Budget**
Personnel Services	$ 410,745	$ 472,387	$ 452,562	$ 499,371
Services, Supplies, and Other Charges	127,964	158,644	134,289	200,810
Capital Outlay	3,200	156,907	124,270	32,637
Total Expenditures	$ 541,909	$ 787,938	$ 711,121	$ 732,818
*FY 2006 Adopted Budget:		$ 556,203		
ACTIVITY RESOURCES:				
Charges to Other Funds	$ 194,254	$ 194,254	$ 194,254	$ 216,844
Other Current Service Charges	300	-	881	-
Total Resources	$ 194,554	$ 194,254	$ 195,135	$ 216,844
NET GENERAL FUND REQUIREMENTS	$ 347,355	$ 593,684	$ 515,986	$ 515,974

PERSONNEL:	**2005**	**2006**	**2007**
Administrative Assistant I/II	3.00	3.00	3.00
Administrative Assistant III	1.00	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	0.00	1.00	1.00
Total Personnel	6.63	6.63	6.63