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.

		2008 Actual	2009 Amended Budget*	2009 Estimated Actual	2010 Adopted Budget
EXPENDITURES BY CHARACTER:					
Personnel Services		$ 529,331	$ 497,496	$ 482,014	$ 418,997
Services, Supplies, and Other Charges		76,705	256,506	241,284	163,623
Capital Outlay		14,246	13,000	13,000	25,500
Total Expenditures		$ 620,282	$ 767,002	$ 736,298	$ 608,120
*FY 2009 Adopted Budget:			$ 744,367		
EXPENDITURES BY ACTIVITY:					
City Clerk	1120	$ 620,282	$ 767,002	$ 736,298	$ 608,120
Total Expenditures		$ 620,282	$ 767,002	$ 736,298	$ 608,120
RESOURCES BY FUND:					
General Fund:					
General Fund Activity Resources		$ 223,770	$ 263,116	$ 268,387	$ 299,299
Net General Fund Cost		**396,512**	**503,886**	**467,911**	**308,821**
Total Resources		$ 620,282	$ 767,002	$ 736,298	$ 608,120

	2008	2009	2010
TOTAL PERSONNEL FUNDED	6.63	6.00	5.50

ACTIVITY SUMMARY

ACTIVITY NUMBER: 1120
FUND: General (101)

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. It also 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. The City Clerk's office is the custodian of the official City seal, administers oaths of office to all new board and commission members, 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, and manages all the nominations and financial filings for Council office. 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, members of 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:	2008 Actual	2009 Amended Budget*	2009 Estimated Actual	2010 Adopted Budget
Personnel Services	$ 529,331	$ 497,496	$ 482,014	$ 418,997
Services, Supplies, and Other Charges	76,705	256,506	241,284	163,623
Capital Outlay	14,246	13,000	13,000	25,500
Total Expenditures	$ 620,282	$ 767,002	$ 736,298	$ 608,120
*FY 2009 Adopted Budget:		$ 744,367		
ACTIVITY RESOURCES:				
Charges to Other Funds	$ 223,440	$ 263,116	$ 268,387	$ 299,299
Other Current Service Charges	330	-	-	-
Total Resources	$ 223,770	$ 263,116	$ 268,387	$ 299,299
NET GENERAL FUND REQUIREMENTS	$ 396,512	$ 503,886	$ 467,911	$ 308,821

PERSONNEL FUNDED:	2008	2009	2010
Administrative Assistant I/II	3.00	3.00	2.50
City Clerk	1.00	1.00	1.00
City Documents Clerk	0.63	-	-
Deputy City Clerk	1.00	1.00	1.00
Records Coordinator	1.00	1.00	1.00
Total Personnel Funded	6.63	6.00	5.50