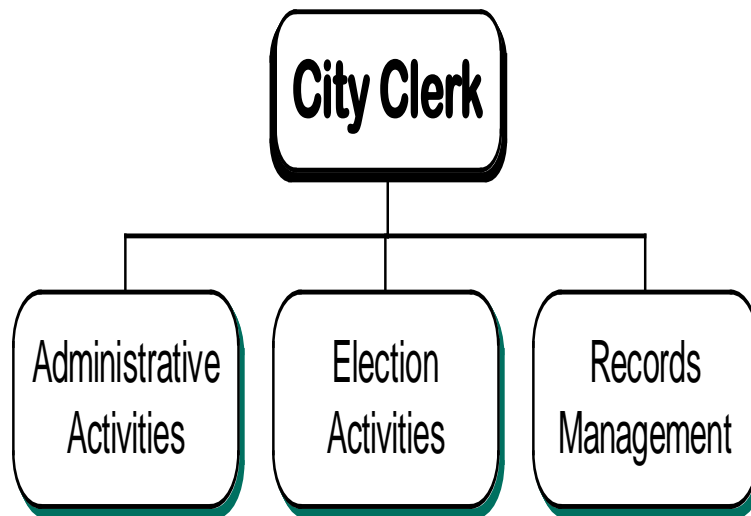


CITY CLERK

Mission Statement

The City Clerk is committed to providing professional service and support to the City Council, city departments and citizens through education, communication, and modern technology.

Organization Chart



Department Description

The City Clerk serves as the Elections Official for the City and is responsible for conducting City elections. The City Clerk administers Federal, State and Local procedures through which City Councilmembers are selected. The City Clerk assists candidates in meeting their legal responsibilities before, during and after an election. From Election pre-planning to certification of election results and filing of final campaign disclosure documents, the City Clerk manages the process which forms the foundation of our democratic system of government. The City Clerk serves as the Legislative Administrator and plays a critical role in the decision-making process of the local legislature. The City Clerk prepares the City Council Meeting Agenda, verifies legal notices have been posted or published and completes necessary arrangements to ensure an effective meeting. The City Clerk is responsible for recording the decisions that constitute the building blocks of our government. As Records Manager, the City Clerk oversees the preservation and protection of the public record, and is required by statute to maintain and index Minutes, Ordinances and Resolutions adopted by the legislative body. The City Clerk ensures that other municipal records are readily accessible to the public.



Department Summary

Program	FY 2006-07 Actuals	FY 2007-08 Budget	FY 2008-09 Adopted	Adopted Net Change
City Clerk Services	262,377	325,109	115,579	(209,530)
Election Activities	61,223	6,980	119,715	112,735
TOTAL	\$323,600	\$332,089	\$235,294	(\$96,795)

Fiscal Year 2008 - 09 Service Level Changes

Elections: There will be a General Municipal Election in November 2008. This \$118,000 increase is reflected in this Elections division budget for these expenses.

Deputy City Clerk: This position will be eliminated. Job responsibilities and duties will be assigned within the department's City Clerk functions.

Hourly budget: Reduce hourly staffing in the amount of \$20,000.

Operational expenses: The City Clerk department has made significant reductions in several operational accounts.

Document Shredding: A \$5,000 increase for document shredding services for destruction under the Records Retention Schedule. Some Departments did not participate in initial shredding and will be shredding for the first time this fiscal year which increased the cost.

Department Supplemental Requests

The City Clerk Department has requested no supplemental requests for this fiscal year.

City Council Strategic Goals

Goal #	Goal Description
4-2	Review, replace or restructure existing city commissions to help meet city vision by 6/2005.

Adopted Expenditures for Fiscal Year Ending 06/30/2009

FUND 101 General Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 0300 All City Clerk						
101-0300-51001 Salaries-Mgmt/Confidential	266,314.06	272,269	283,758	104%	258,129	5-%
101-0300-51038 Overtime-Mgmt/Conf	2,835.10	2,500	2,500	100%	3,500	40%
101-0300-51040 Hourly	37,687.47	70,000	65,000	93%	51,000	27-%
101-0300-51059 Retirement/Termination Payout	29,978.38	0	0	N/A	0	N/A
101-0300-51060 Bilingual Pay	500.16	500	500	100%	500	0%
101-0300-51075 Sick Leave/Vac Buyback	0.00	0	6,679	N/A	7,627	N/A
101-0300-51800 Benefits-Non Sworn	95,222.71	93,157	93,157	100%	84,884	9-%
101-0300-51860 Benefits-Hourly	546.48	2,030	950	47%	740	64-%
Total Personnel	433,084.36	440,456	452,544	103%	406,380	8-%
101-0300-52060 Office Supplies	5,684.62	7,650	7,400	97%	7,800	2%
101-0300-52063 Postage	636.06	1,200	1,200	100%	2,600	117%
101-0300-52064 Printing & Copying	4,519.74	2,500	2,300	92%	2,000	20-%
101-0300-52090 Mileage Reimbursement	243.00	100	75	75%	100	0%
101-0300-52130 Prof Development - Training	6,845.43	7,600	7,400	97%	4,140	46-%
101-0300-52140 Dues & Subscriptions	1,205.53	1,400	1,515	108%	1,500	7%
101-0300-52280 City Code Update/Printing	4,988.94	6,000	5,600	93%	6,000	0%
101-0300-52285 Controllable Contract Services	151.80	34,000	31,000	91%	5,700	83-%
101-0300-52402 Small Tools & Equipment	755.17	1,000	900	90%	1,000	0%
101-0300-52403 Computer Related Acquisitions	4,003.09	1,470	1,270	86%	1,270	14-%
101-0300-52580 General Maint & Repairs	0.00	11,000	10,500	95%	0	100-%
101-0300-52581 Office Equip Maint/Repair	264.22	1,000	1,000	100%	1,200	20%
Total Controllable Exp	29,297.60	74,920	70,160	94%	33,310	56-%
101-0300-52081 Off-Site Storage	2,094.96	2,000	1,865	93%	2,000	0%
101-0300-52160 Pub, Print Ord/Res/Legals	247.20	300	200	67%	300	0%
101-0300-52275 Registrar Services	60,379.23	0	0	N/A	115,000	N/A
101-0300-52572 Lease Equipment-Citywide	4,787.54	10,306	10,000	97%	10,306	0%
101-0300-52690 Election Expense	843.69	6,980	6,342	634%	1,000	0%
Total Required Exp	68,352.62	19,586	18,407	135%	128,606	557%
101-0300-52121 Telephone Service Expense	2,249.07	854	693	81%	738	14-%
101-0300-52126 Tel Moves/Changes/Equip	0.00	0	451	N/A	0	N/A
101-0300-52128 Cellular/Pagers	216.40	850	950	112%	1,000	18%
Total Utilities	2,465.47	1,704	2,094	123%	1,738	2%
101-0300-52185 Info Systems Allocation	22,553.00	27,978	27,978	100%	25,894	7-%
101-0300-52236 Claims Exp - Unemployment	0.00	13,046	14,658	112%	1,629	88-%
101-0300-52237 Claims Exp - WC	0.00	13,444	12,522	93%	0	100-%
101-0300-52245 Ins - Liability	2,549.00	6,501	6,501	100%	5,333	18-%
101-0300-52246 Ins - Unemployment	282.00	459	459	100%	287	37-%
101-0300-52247 Ins - Workers' Compensation	1,533.00	4,750	4,750	100%	4,284	10-%
Total Alloc Costs & Self Ins	26,917.00	66,178	66,868	101%	37,427	43-%
101-0300-59970 Recovered Costs-Admin Svc Chg	(236,517.32)	(270,755)	(246,212)	91%	(372,167)	37%
Total Recovered Cost	(236,517.32)	(270,755)	(246,212)	91%	(372,167)	37%
TOTAL All City Clerk	323,599.73	332,089	363,861	112%	235,294	29-%

DIVISION SECTIONS

CITY CLERK - City Clerk Services and Elections (301 and 302)

Department: 300 Fund: General - 101

Fiscal Year 2008- 09 Adopted Budget

	Expense	Revenue	Exp Less Rev	Allocated Staff
General Funds	607,461	2,700	604,761	3.00
Recovered Costs	(372,167)	-	(372,167)	-
Total	\$235,294	\$2,700	\$235,294	3.00

Program Description

As a Legislative Administrator, the City Clerk plays a critical role in the decision-making process of the local legislature. As the key staff for Council meetings, the Clerk prepares the agenda, verifies legal notices have been posted or published, and completes necessary arrangements to ensure an effective meeting. The Clerk is entrusted with the responsibility of recording the decisions that constitute the building blocks of our representative government. As a Records Manager, the City Clerk oversees the preservation and protection of the public record. By statute, the Clerk is required to maintain and index Minutes, Ordinances and Resolutions adopted by the legislative body. The City Clerk also ensures that other municipal records are readily accessible to the public.

Program Responsibilities

- Performs administrative tasks as prescribed by various State and local codes including: Government Code, Health & Safety Code, Business & Professions Code, Elections Code and Municipal Code.
- Maintains the Pomona City Code and the City Zoning Code.
- Serves as the custodian of the City seal, appoints deputies; administers Oaths of Office and maintains list of appointments to City Boards and Commissions.
- Maintains and disseminates records of the City's governing body actions, ordinances, resolutions, codes and other official documents. The City Clerk records and maintains Council meeting procedures, attests, publishes and/or posts ordinances and resolutions.
- Develops, maintains, and implements policies and procedures for the recording, indexing, filing and retrieval of active documents and the storage and destruction of inactive documents, including coordination with off-site record storage facility.
- Develops, organizes, implements, coordinates and maintains electronic and manual records as part of a Citywide Records Information Management System.
- Interfaces with other City staff, Councilmembers, Commissions, Committee members and outside agencies to obtain information and coordinate activities.

- Is solely responsible for conducting the City's municipal elections and coordinates with the L.A. County Registrar-Recorder for consolidated elections; is required to remain current on Election Laws; promotes voter outreach and voter education.
- Serves as the Secretary to the Pomona Redevelopment Agency, the Pomona Housing Authority and the Pomona Public Financing Authority.
- Is responsible for the preparation and coordination of the City Council agenda, verifies legal notices have been posted and/or published and completes the necessary arrangements to ensure an effective meeting that complies with all Brown Act requirements.
- Is responsible for ensuring that the City is in compliance with the California Public Records Act provisions.
- Administers State Campaign and Disclosure Laws and the City's Conflict of Interests Code.
- Accepts subpoenas, claims and summons.
- Publishes notices inviting bids; receives and opens bids.
- Is responsible for the implementation of the Annual Youth in Government Day (a collaborative effort with the Pomona Youth Advisory Committee and Pomona Unified School District).
- Is responsible for the implementation of the Pomona Enrichment Program (a collaborative effort with the Pomona Unified School District and various historical and art associations in the City).
- The City Clerk is responsible for succession planning and ensuring that the City Clerk Department employees are trained in all areas of the Department's operations.

Service Level Changes

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Performance Measures

Goal Statement

The primary goal of the City Clerk for the 2008-09 Fiscal Year is to complete all current pending projects in an effort to improve the level of service provided to the City Council, staff and the public.

Performance Indicators	FY 2006-07 Actual	FY 2007-08 Estimate	FY 2008-09 Adopted Budget
Council Agendas Prepared	31	34	36
Number of Council Agenda Items Received	470	459	500
Council Meetings Recorded	31	34	36
Ordinances Processed	27	30	50
Resolutions Processed	167	170	175
Agreements Processed	157	150	160
Elections conducted or assisted	1	0	1
Claims / summons / subpoenas processed	296	250	275

