

**CITY CLERK ACTIVITY DESCRIPTION****(City Manager)****DESCRIPTION:**

This activity oversees elections, preparation of City Council agenda and agenda packets, and taking and transcribing minutes at Council and Successor Agency meetings. Included in this activity is the processing and storing of City records including conflict of interest documents, contracts and agreements, deeds, abandonments, ordinances, resolutions and minutes.

**PROGRAM CHANGES:**

None

**ACCOMPLISHMENTS****City Council, Commissioner, Committee Members and Staff**

1. Sent reminders and tracked timely receipt of 46 Statements of Economic Interests (Form 700) from city officials, City Council members, commissioners, committee members, and designated employees as required by the Political Reform Act of 1974 and the Arcata Municipal Code.
2. Administered the provisions of the Maddy Act and monitored all appointments, resignations, and terminations for 12 boards, commissions, and committees.
3. Advertised 25 commission and committee recruitments, processed 16 applications and 20 appointments/reappointments.
4. Tracked filing of Statements of Economic Interest (Form 700) from new employees, commissioners and committee members when applicable.
5. Notified appropriate commissioners, committee members, and designated employees of the requirement for ethics training, and tracked their completion of same within statutory deadlines.

**Meetings and Agendas**

1. Developed, produced, and distributed electronic and paper versions of 39 City Council/Successor Agency agendas and packets.
2. Posted meeting agendas for the public within the legal time limit as required by the Ralph M. Brown Act, 100 percent of the time.
3. Continued live web-streaming of City Council, Planning Commission, and Historic & Design Review Commission meetings and maintained online archived meeting videos.
4. Continued to post all City agendas and some meeting materials to the website.

**Records Management**

1. Responded to and produced records for 45 requests under the Public Records Act.
2. Maintained online Municipal Code through Code Publishing Company.
3. Distributed updated Municipal Code pages to 42 mandated agencies and City departments.
4. Processed 48 resolutions and six ordinances which were prepared for and deposited in permanent storage.
5. Maintained official records for all City Council and Successor Agency meetings.
6. Maintained records for state-mandated ethics training to demonstrate the City is in compliance with AB 1234.
7. Continued to enter all recorded documents into database.

**Continued Education & Training Opportunities**

1. City Clerk completed education requirements and obtained the title of Certified Municipal Clerk conferred by the International Institute of Municipal Clerks.
2. Maintained membership in City Clerks Association of California and International Institute of Municipal Clerks.

**GOALS:**

1. Update the Commission and Committee Handbook.
2. Enter and index City's legislative history documents through Munimetrix System's IMAGEFLOW LITE program.
3. Continue membership in the International Institute of Municipal Clerks and City Clerks Association of California.

**CITY CLERK ACTIVITY DESCRIPTION****(City Manager)****GOALS (Continued):**

4. Continue participation in City Clerks' Listserve in an effort to gain information and knowledge from California's many professional City Clerks.
5. Respond to requests for public records according to the California Public Records Act and within the legal deadline of 10 days, 100 percent of the time.
6. Manage the 2014 Statements of Economic Interests.
7. Continue to monitor compliance with mandated ethics training for employees, commission, and committee members for whom training applies.
8. Continue to organize, re-label, and index City's deeds stored in the vault, and update information on the database.

**BUDGET OVERVIEW**

<b>APPROPRIATIONS</b>	<b>Actual 2011-12</b>	<b>Actual 2012-13</b>	<b>Estimated 2013-14</b>	<b>Budget 2014-15</b>
Personnel	135,382	137,606	139,247	<b>176,724</b>
Materials and Services	24,988	33,982	21,271	<b>40,990</b>
Debt Service/Lease Payments	-0-	-0-	-0-	<b>-0-</b>
Capital Outlay	-0-	-0-	-0-	<b>-0-</b>
Grant Programs	-0-	-0-	-0-	<b>-0-</b>
Gross Budget	160,370	171,588	160,518	<b>217,714</b>
Charges to Other Departments	(53,370)	(43,530)	(33,460)	<b>(46,900)</b>
Net Budget	107,000	128,058	127,058	<b>170,814</b>

**FUNDING SOURCES** (see descriptions in Revenue Section)

<b>OPERATING:</b>				
General Fund (101)	97,735	128,958	127,058	170,814
General Fund Reserves (101)	9,265	-0-	-0-	-0-
<b>PROJECTS/CAPITAL OUTLAY:</b>				
General Fund (101)	-0-	-0-	-0-	-0-
	107,000	128,958	127,058	<b>170,814</b>

**PERSONNEL**

Account Number	DESCRIPTION	2014/15		
		Department Proposed	Manager Proposed	Council Approved
101-10-03-50100	REGULAR SALARIES	104,654	104,654	104,654
101-10-03-50200	OVERTIME WAGES	-0-	-0-	-0-
101-10-03-50300	PART-TIME AND TEMPORARY SALARIES	-0-	-0-	-0-
101-10-03-50990	EMPLOYEE BENEFITS	75,332	72,070	72,070
<b>TOTALS</b>		<b>\$179,986</b>	<b>\$176,724</b>	<b>\$176,724</b>

**POSITION TITLES**

City Manager	0.10	0.10	0.10
Assistant City Manager	0.10	0.10	0.10
City Clerk	1.00	1.00	1.00
Administrative Assistant	0.40	0.40	0.40
<b>Total Full-time Equivalents</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>

## MATERIALS AND SERVICES

Account Number	DESCRIPTION	2014/15		
		Department Proposed	Manager Proposed	Council Approved
101-10-05-51200	COMMUNICATIONS	225	225	225
101-10-05-51300	ADVERTISING	2,000	2,000	2,000
101-10-05-51400	TRAINING & CONFERENCES	2,000	2,000	2,000
101-10-05-51600	MEMBERSHIPS AND DUES	450	450	450
101-10-05-51700	OTHER PROFESSIONAL SERVICES	10,800	10,800	10,800
	SERVICES PROVIDED BY OTHER AGENCIES			
101-10-05-52501	Elections	18,000	18,000	18,000
101-10-05-53100	POSTAGE	250	250	250
101-10-05-53200	PHOTOCOPY	950	950	950
101-10-05-53300	OFFICE SUPPLIES	400	400	400
101-10-05-54200	OTHER DEPARTMENT SUPPLIES	400	400	400
101-10-05-55800	IT SERVICE & MAINTENANCE	5,515	5,515	5,515
	<b>TOTALS</b>	<b>\$40,990</b>	<b>\$40,990</b>	<b>\$40,990</b>

**CAPITAL OUTLAY**

Account Number	DESCRIPTION	2014/15		
		<u>Department Proposed</u>	<u>Manager Proposed</u>	<u>Council Approved</u>
101-10-05-57800	FURNITURE AND EQUIPMENT	-0-	-0-	-0-
<b>TOTALS</b>		<u><b>- 0 -</b></u>	<u><b>- 0 -</b></u>	<u><b>- 0 -</b></u>

**CHARGES TO OTHER DEPARTMENTS**

Account Number	DESCRIPTION	2014/15		
		<u>Department Proposed</u>	<u>Manager Proposed</u>	<u>Council Approved</u>
101-00-00-46990	GENERAL ADMINISTRATION	(47,440)	(46,900)	(46,900)
<b>TOTALS</b>		<u><b>(\$47,440)</b></u>	<u><b>(\$46,900)</b></u>	<u><b>(\$46,900)</b></u>