

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

This activity oversees elections, preparation of City Council agenda and agenda packets, and the taking and transcribing of minutes for Council and Successor Agency meetings. Included in this activity is the processing and storage 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 50 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, committee, and task forces.
3. Recruited for 33 committee, commission and task force vacancies, and processed 16 applications and 25 appointments/reappointments.
4. Tracked the filing of Statements of Economic Interest (Form 700) from new employees, commissioners and committee members, when applicable.
5. Tracked completion of ethics training within the statutory deadline for those commissioners, committee members, and designated employees who were due to complete training in 2017.
6. Oversaw the transfer of data for indexing from ImageFlow Lite to ImageSilo and provided training to pertinent staff.

**Meetings and Agendas**

1. Developed, produced, and distributed electronic and paper versions of 36 City Council agenda packets, and cancellation notices.
2. Posted regular and special 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 and Planning Commission meetings, and maintained online archived meeting videos.
4. Continued to post all City agendas and most meeting materials to the website.

**Records Management**

1. Responded to and produced records for 33 requests under the Public Records Act.
2. Maintained online Municipal Code through Code Publishing Company.
3. Distributed updated Municipal Code pages to 51 mandated agencies and City departments.
4. Processed 47 resolutions and 9 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. Maintained recorded documents database.
8. Maintained the electronic index of the City's legislative history documents through Munimetrax System's ImageSilo program.

**Continued Education & Training Opportunities**

1. Maintained membership in City Clerks Association of California and International Institute of Municipal Clerks
2. Maintained Notary Public Commission for City Clerk and Administrative Assistant/Deputy City Clerk

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

1. Update the Commission and Committee Handbook.
2. Pursue feasibility and affordability of implementing an electronic records management system.
3. Continue membership in the International Institute of Municipal Clerks and City Clerks Association of California.
4. Continue participation in City Clerks' Listserve as an avenue to gaining 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 2017 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.
9. Pursue educational opportunities and gain knowledge in the area of records management.

## BUDGET OVERVIEW

APPROPRIATIONS	Actual 2014-15	Actual 2015-16	Estimated 2016-17	Budget 2017-18
Personnel	150,519	167,148	173,121	<b>181,172</b>
Materials and Services	26,586	22,176	39,745	<b>21,533</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>
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Gross Budget	177,105	189,324	212,866	<b>202,705</b>
Charges to Other Departments	(46,900)	(46,110)	(43,130)	<b>(40,540)</b>
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Net Budget	<b>130,205</b>	<b>143,214</b>	<b>169,736</b>	<b>162,165</b>
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## FUNDING SOURCES (see descriptions in Revenue Section)

## OPERATING:

General Fund (101)	130,205	143,214	169,736	162,165
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## PROJECTS/CAPITAL OUTLAY:

General Fund (101)	-0-	-0-	-0-	-0-
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	<b>130,205</b>	<b>143,214</b>	<b>169,736</b>	<b>162,165</b>
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**PERSONNEL**

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-10-03-50100	REGULAR SALARIES	108,272	108,272	108,272
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	74,505	72,900	72,900
<b>TOTALS</b>		<b>\$182,777</b>	<b>\$181,172</b>	<b>\$181,172</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	0.20	0.20	0.20
<b>Total Full-time Equivalents</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>

**MATERIALS AND SERVICES**

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-10-05-51200	COMMUNICATIONS	260	260	260
101-10-05-51300	ADVERTISING	2,000	1,678	1,678
101-10-05-51400	TRAINING & CONFERENCES	3,000	2,699	2,699
101-10-05-51600	MEMBERSHIPS AND DUES	435	435	435
101-10-05-51700	OTHER PROFESSIONAL SERVICES	15,936	11,256	11,256
SERVICES PROVIDED BY OTHER AGENCIES				
101-10-05-52501	Elections	-0-	-0-	-0-
101-10-05-53100	POSTAGE	200	200	200
101-10-05-53200	PHOTOCOPY	600	600	600
101-10-05-53300	OFFICE SUPPLIES	-0-	-0-	-0-
101-10-05-54200	OTHER DEPARTMENT SUPPLIES	400	400	400
101-10-05-55800	IT SERVICE & MAINTENANCE	3,382	3,382	3,382
<b>TOTALS</b>		<b>\$26,213</b>	<b>\$20,910</b>	<b>\$20,910</b>

**CHARGES TO OTHER DEPARTMENTS**

Account Number	DESCRIPTION	2017/18		
		Department Proposed	Manager Proposed	Council Approved
101-00-00-46990	GENERAL ADMINISTRATION	(41,800)	(40,540)	(40,540)
	<b>TOTALS</b>	<b>(\$41,800)</b>	<b>(\$40,540)</b>	<b>(\$40,540)</b>