

**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 70 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 30 committee, commission and task force vacancies, and processed 12 applications and 22 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 2018.
6. Oversaw the transfer of committee agendas into MinuteTraq for the City's compliance with new regulations (AB 2257) in the Brown Act relative to the public's accessibility to agendas, and provided subsequent training for staff.
7. Facilitated an overhaul of Title II, Chapter 3 of the Arcata Municipal Code pertaining to Boards, Committees, Commissions and Task Forces to bring the current with the status of the City's committees and commissions and provide some streamlining of processes.

**Meetings and Agendas**

1. Developed, produced, and distributed electronic and paper versions of 34 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 40 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 55 resolutions and 15 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 Munimetrix System's ImageSilo program.

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

**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 2018 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**

| <b>APPROPRIATIONS</b>        | <b>Actual<br/>2015-16</b> | <b>Actual<br/>2016-17</b> | <b>Estimated<br/>2017-18</b> | <b>Budget<br/>2018-19</b> |
|------------------------------|---------------------------|---------------------------|------------------------------|---------------------------|
| Personnel                    | 167,148                   | 174,916                   | 181,172                      | <b>185,220</b>            |
| Materials and Services       | 22,176                    | 34,042                    | 21,533                       | <b>42,010</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                 | 189,324                   | 208,958                   | 202,705                      | <b>227,230</b>            |
| Charges to Other Departments | (46,110)                  | (43,130)                  | (40,540)                     | <b>(55,450)</b>           |
| Net Budget                   | 143,214                   | 165,828                   | 162,165                      | <b>171,780</b>            |

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

## OPERATING:

|                    |         |         |         |                |
|--------------------|---------|---------|---------|----------------|
| General Fund (101) | 143,214 | 165,828 | 162,165 | <b>171,780</b> |
|--------------------|---------|---------|---------|----------------|

## PROJECTS/CAPITAL OUTLAY:

|                    |     |     |     |            |
|--------------------|-----|-----|-----|------------|
| General Fund (101) | -0- | -0- | -0- | <b>-0-</b> |
|--------------------|-----|-----|-----|------------|

|  |         |         |         |                |
|--|---------|---------|---------|----------------|
|  | 143,214 | 165,828 | 162,165 | <b>171,780</b> |
|--|---------|---------|---------|----------------|

**CITY CLERK****Activity #****5****PERSONNEL**

| Account<br>Number | DESCRIPTION                         | 2018/19                |                     |                     |
|-------------------|-------------------------------------|------------------------|---------------------|---------------------|
|                   |                                     | Department<br>Proposed | Manager<br>Proposed | Council<br>Approved |
| 101-10-03-50100   | REGULAR SALARIES                    | 108,178                | 108,178             | 108,178             |
| 101-10-03-50200   | OVERTIME WAGES                      | -0-                    | -0-                 | -0-                 |
| 101-10-03-50300   | PART-TIME AND TEMPORARY<br>SALARIES | -0-                    | -0-                 | -0-                 |
| 101-10-03-50990   | EMPLOYEE BENEFITS                   | 79,780                 | 77,042              | 77,042              |
| <b>TOTALS</b>     |                                     | <b>\$187,958</b>       | <b>\$185,220</b>    | <b>\$185,220</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<br>Number | DESCRIPTION                            | 2018/19                |                     |                     |
|-------------------|--|------------------------|---------------------|---------------------|
|                   |  | Department<br>Proposed | Manager<br>Proposed | Council<br>Approved |
| 101-10-05-51200   | COMMUNICATIONS                         | 260                    | 260                 | 260                 |
| 101-10-05-51300   | ADVERTISING                            | 1,675                  | 1,675               | 1,675               |
| 101-10-05-51400   | TRAINING & CONFERENCES                 | 2,700                  | 2,700               | 2,700               |
| 101-10-05-51600   | MEMBERSHIPS AND DUES                   | 435                    | 435                 | 435                 |
| 101-10-05-51700   | OTHER PROFESSIONAL<br>SERVICES         | 11,275                 | 11,275              | 11,275              |
|                   | SERVICES PROVIDED BY OTHER<br>AGENCIES |                        |                     |                     |
| 101-10-05-52501   | Elections                              | 25,000                 | 20,000              | 20,000              |
| 101-10-05-53100   | POSTAGE                                | 150                    | 150                 | 150                 |
| 101-10-05-53200   | PHOTOCOPY                              | 600                    | 600                 | 600                 |
| 101-10-05-53300   | OFFICE SUPPLIES                        |                        |                     |                     |
| 101-10-05-54200   | OTHER DEPARTMENT SUPPLIES              | 400                    | 400                 | 400                 |
| 101-10-05-55800   | IT SERVICE & MAINTENANCE               | 4,515                  | 4,515               | 4,515               |
| <b>TOTALS</b>     |  | <b>\$47,010</b>        | <b>\$42,010</b>     | <b>\$42,010</b>     |

## CHARGES TO OTHER DEPARTMENTS

| Account<br>Number | DESCRIPTION            | 2018/19                |                     |                     |
|-------------------|------------------------|------------------------|---------------------|---------------------|
|                   |                        | Department<br>Proposed | Manager<br>Proposed | Council<br>Approved |
| 101-00-00-46990   | GENERAL ADMINISTRATION | (46,960)               | (55,450)            | (55,450)            |

## TOTALS

(\$46,960)

(\$55,450)

(\$55,450)