

# CITY CLERK



A young Lancaster family takes advantage of the City Clerk's new passport issuance service. On October 6, 2015, the City of Lancaster was designated as an authorized United States Passport Acceptance Facility.

# City Clerk

## Budget Summary

	Actuals FY 2015	Year End Estimates FY 2016	Proposed Budget FY 2017	Proposed Budget FY 2018
<b>Dollars by Division</b>				
City Clerk	\$ 289,297	\$ 545,360	\$ 522,555	\$ 600,970
<b>Dollars by Category</b>				
Personnel	240,065	271,760	348,105	356,520
Operations & Maintenance	49,232	273,600	24,450	244,450
Capital Outlay	-	-	150,000	-
<b>Total Dollars by Category</b>	<b>\$ 289,297</b>	<b>\$ 545,360</b>	<b>\$ 522,555</b>	<b>\$ 600,970</b>
<b>Dollars by Funding Source</b>				
General Fund	289,297	545,360	372,555	600,970
City Special Reserves	-	-	150,000	-
<b>Total Dollars by Funding Source</b>	<b>\$ 289,297</b>	<b>\$ 545,360</b>	<b>\$ 522,555</b>	<b>\$ 600,970</b>

## Description

The City Clerk is the Chief Elections Official who is responsible for conducting the City’s General Municipal Election and acts as a compliance officer for federal, state and local statutes such as the Ralph M. Brown Act, the Political Reform Act and the Public Records Act. The Department is responsible for the preparation and distribution of official agendas and minutes for the City Council, the Criminal Justice Commission, the Neighborhood Vitalization Commission and the Lancaster Successor Agency Oversight Board. The City Clerk is the custodian of city records and acts as the Filing Officer for Conflict of Interest filings. Additional duties of the City Clerk Department include processing passport applications, administering oaths of office, attesting and sealing documents, receiving appeals and conducting bid openings.

## Accomplishments

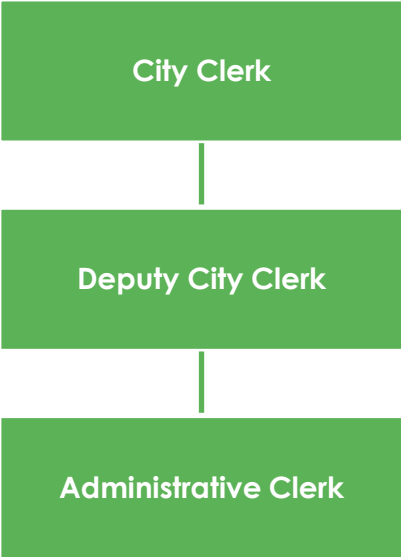
- Successfully processed over 1,000 passport applications from October, 2015 through June, 2016
- Conducted a successful General Municipal Election
- Processed approximately 550 requests for public records
- Processed nearly 500 contracts
- Worked cooperatively with the Assistant City Attorney to create and update City policies to ensure the City remains compliant with appropriate laws and various Government Codes.
- Implemented an online appointment process for passport processing
- Maintained the Lancaster Municipal Code
- Continued to promote development of staff through attendance at the New Law/Election and Leadership Seminar, Professional Organization meetings and other training opportunities needed to achieve required certification

## Budget Goals / Performance Objectives

- Continue to provide passport processing services which ensures an essential need in our community is met
- Implement an electronic records management program
- Conduct a successful 2018 General Municipal Election
- Respond to Public Records Act requests
- Continue to accurately record and preserve the legislative history of the City
- Provide training and staff development for City Clerk staff to ensure compliance with state and federal laws
- Develop agendas for the City Council, the Criminal Justice Commission, the Neighborhood Vitalization Commission and the Lancaster Successor Agency Oversight Board and post in accordance with the Ralph M. Brown Act
- Provide access to agendas, minutes, and videos of public meetings through the City's website
- Remain compliant with the City's adopted Retention Schedule through the destruction of records that have reached the end of their legally approved life cycle
- Provide required documents to the Fair Political Practices Commission in accordance with related laws
- Continue to update the department website with required notices and public documents

# Org Detail - City Clerk

Division no. 4110



# Budget Detail - City Clerk

Div.	Obj.	Obj. Description	Actuals FY 2015	Year End Estimates FY 2016	Proposed Budget FY 2017	Proposed Budget FY 2018
<b>Personnel</b>						
4110	101	SALARIES-PERMANENT	154,910	165,715	215,645	223,015
4110	104	SALARIES-OVERTIME	-	-	700	700
4110	112	SALARIES-TEMPORARY	494	10,000	-	-
4110	121	FRINGE BENEFITS	6,363	7,930	10,015	9,220
4110	122	PERS	36,555	41,375	52,545	53,745
4110	124	HEALTH INSURANCE	23,225	24,710	39,270	39,500
4110	125	WORKER'S COMP	5,840	6,180	10,000	9,970
4110	129	DEFERRED COMP	12,678	15,850	19,930	20,370
<b>Personnel Total</b>			<b>\$ 240,065</b>	<b>\$ 271,760</b>	<b>\$ 348,105</b>	<b>\$ 356,520</b>
<b>Operations &amp; Maintenance</b>						
4110	200	REGISTRATION	160	200	400	400
4110	202	LOCAL & REGIONAL EVENTS	65	100	200	200
4110	203	MILEAGE	167	200	600	600
4110	206	PUBLICATIONS & DUES	554	600	800	800
4110	211	POSTAGE	32,099	45,000	-	-
4110	212	POSTAGE-SPECIAL MAILING	(312)	200	500	500
4110	251	SPECIAL ACTIVITY SUPPLIES	1,498	1,800	3,200	3,200
4110	259	OFFICE SUPPLIES	429	1,000	1,250	1,250
4110	262	ELECTION EXPENSE	-	210,000	-	220,000
4110	263	LEGAL ADVERTISING	10,079	10,000	12,000	12,000
4110	360	CODIFICATION	4,493	4,500	5,500	5,500
<b>Operations &amp; Maintenance Total</b>			<b>\$ 49,232</b>	<b>\$ 273,600</b>	<b>\$ 24,450</b>	<b>\$ 244,450</b>
<b>Capital Outlay</b>						
4110	751	FURNITURE & EQUIPMENT	-	-	150,000	-
<b>Capital Outlay Total</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>			<b>\$ 289,297</b>	<b>\$ 545,360</b>	<b>\$ 522,555</b>	<b>\$ 600,970</b>
<b>Funding Sources</b>						
101	GENERAL FUND		289,297	545,360	372,555	600,970
109	CITY SPECIAL RESERVES		-	-	150,000	-
<b>GRAND TOTAL</b>			<b>\$ 289,297</b>	<b>\$ 545,360</b>	<b>\$ 522,555</b>	<b>\$ 600,970</b>