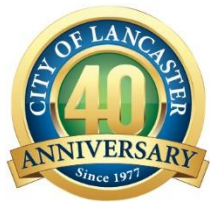


# CITY CLERK



# City Clerk

## Budget Summary

	Actuals FY 2016	Year End Estimates FY 2017	Adopted Budget FY 2018
<b>Dollars by Division</b>			
<b>City Clerk</b>	<b>\$ 561,903</b>	<b>\$ 741,500</b>	<b>\$ 777,545</b>
<b>Dollars by Category</b>			
Personnel	268,361	322,800	356,745
Operations & Maintenance	293,542	268,700	270,800
Capital Outlay	-	150,000	150,000
<b>Total Dollars by Category</b>	<b>\$ 561,903</b>	<b>\$ 741,500</b>	<b>\$ 777,545</b>
<b>Dollars by Funding Source</b>			
General Fund	561,903	591,500	627,545
City Special Reserves	-	150,000	150,000
<b>Total Dollars by Funding Source</b>	<b>\$ 561,903</b>	<b>\$ 741,500</b>	<b>\$ 777,545</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

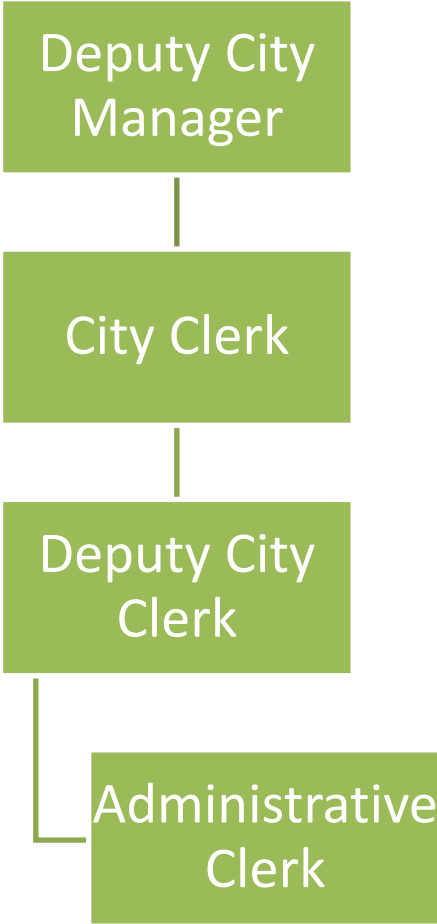
- Successfully processed 2,000 passport applications
- Conducted a successful Special Municipal Election
- Processed approximately 650 requests for public records
- Processed more than 500 contracts
- Completed a comprehensive update to the City's Records Retention Schedule

# 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
- Provide training and staff development for City Clerk staff to ensure compliance with state and federal laws
- 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

Division no. 4110

Div	Obj	Obj. Description	Actuals FY 2016	Year End Estimates FY 2017	Adopted Budget FY 2018
<b>Personnel</b>					
4110	101	SALARIES-PERMANENT	165,828	207,280	231,060
4110	104	SALARIES-OVERTIME	-	110	700
4110	112	SALARIES-TEMPORARY	8,041	280	-
4110	121	FRINGE BENEFITS	6,884	12,600	9,220
4110	122	PERS	41,445	50,610	53,745
4110	124	HEALTH INSURANCE	24,836	27,510	31,680
4110	125	WORKER'S COMP	7,560	9,080	9,970
4110	129	DEFERRED COMP	13,767	15,330	20,370
<b>Personnel Total</b>			<b>\$ 268,361</b>	<b>\$ 322,800</b>	<b>\$ 356,745</b>
<b>Operations &amp; Maintenance</b>					
4110	200	REGISTRATION	-	-	400
4110	202	LOCAL & REGIONAL EVENTS	40	200	200
4110	203	MILEAGE	51	200	600
4110	206	PUBLICATIONS & DUES	369	1,150	1,150
4110	211	POSTAGE	44,964	-	-
4110	212	POSTAGE-SPECIAL MAILING	5	150	500
4110	251	SPECIAL ACTIVITY SUPPLIES	1,522	2,500	3,200
4110	259	OFFICE SUPPLIES	1,204	1,000	1,250
4110	262	ELECTION EXPENSE	229,613	246,000	246,000
4110	263	LEGAL ADVERTISING	12,932	12,000	12,000
4110	360	CODIFICATION	2,842	5,500	5,500
<b>Operations &amp; Maintenance Total</b>			<b>\$ 293,542</b>	<b>\$ 268,700</b>	<b>\$ 270,800</b>
<b>Capital Outlay</b>					
4110	751	FURNITURE & EQUIPMENT	-	150,000	150,000
<b>Capital Outlay Total</b>			<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>GRAND TOTAL</b>			<b>\$ 561,903</b>	<b>\$ 741,500</b>	<b>\$ 777,545</b>
<b>Funding Sources</b>					
	101	GENERAL FUND	561,903	591,500	627,545
	109	CITY SPECIAL RESERVES		150,000	150,000
<b>GRAND TOTAL</b>			<b>\$ 561,903</b>	<b>\$ 741,500</b>	<b>\$ 777,545</b>