



DEPARTMENT DESCRIPTION

The City Clerk Department maintains the official record of proceedings and filing of certain documents to ensure the continued operation of the City/District. The City Clerk Department is the office that supervises and conducts municipal elections. The City Clerk Department also provides clerical support services to the City Clerk, City Manager, Finance and Human Resources Departments.

DEPARTMENT PERSONNEL SUMMARY

Position	08-09	09-10	10-11	11-12	12-13	13-14	14-15
Full-Time Employees							
CITY CLERK	1.0	1.0	1.0	1.0	1.0	1.0	1.0
DEPUTY CITY CLERK	1.0	1.0	1.0	1.0	1.0	1.0	1.0
OFFICE ASSISTANT II *	0.0	0.0	1.0	1.0	1.0	1.0	1.0
Total Full-Time Employees	2.0	2.0	3.0	3.0	3.0	3.0	3.0
Part-Time Employees							
CLERICAL ASSISTANT *	0.0	0.0	0.5	0.5	0.5	0.5	0.5
CLERICAL ASSISTANT *	0.0	0.0	0.5	0.5	0.5	0.5	0.5
Total Part-Time Employees	0.0	0.0	1.0	1.0	1.0	1.0	1.0
TOTAL EMPLOYEES	2.0	2.0	4.0	4.0	4.0	4.0	4.0

* - Positions previously shown in Administrative Services Department

MISSION STATEMENT

The mission of the City Clerk Department is to accurately record the legislative body's actions, safeguard those documents, and administer open and free elections in full accordance with the law. The City Clerk Department performs certain legislative functions to ensure the continued operation of the City/District and provides clerical support service to City/District support departments. We are a courteous, service-oriented team of skilled professionals who are committed to providing optimal levels of service in a professional manner to the City Council, all departments and the Foster City community.

VALUES

The Department's values are Fiscal Responsibility, Integrity, Quality of Life, Leadership and Service.

FIVE-YEAR STRATEGIC PLAN

The Department has prepared a comprehensive five-year strategic plan with the following components:

Values

- Fiscal Responsibility – Ensure benefit outweighs cost
- Integrity – Do the right thing
- Quality of Life – Live a balanced life

- Leadership – Lead by example
- Service – Commit to service and community

Initiatives

➤ **Records Management**

Improve our records management program

- Continue to implement records management program
- Continue to input records into SIRE Electronic Document Management System (EDMS)
 - Continue to host annual free the files day
 - Host a bi-annual free the files day
 - Increase records management one on one assistance
- Continue to manage off/on-site records inventory
- Scan in agreements and other vital records into Sire EDMS
- Identify trends / changes in copier technology / document management systems to find more cost-effective ways of managing records

➤ **Communications**

Improve Communication with the Community, staff and Council

- Provide on-demand video streaming/Minutes Plus
- Improve public access to information - establish public portal to City documents

- Offer annual Brown Act training to committee members and staff
- Continue to offer SIRE EDMS training
- Offer annual contract/insurance training
- Continue to conduct free elections

➤ **Going Green**

Improve business practices and reduce paper consumption

- Continue to fully use Sire Agenda Plus to reduce number of packets being copied
- Implement “Agenda to Go”
- Reduce the purchase of bottled water
- Encourage the transmittal of records via e-platforms

➤ **Customer Service**

Improve business practices and reduce paper consumption

- Provide public portal to agenda packets, resolutions, minutes, and ordinances
- Continue out reach data collection survey
- Provide on-demand video streaming
- Implementation of Phase III and IV of Records Management Program, expand citywide EDMS Program and SIRE implementation and training
- Ensure Reception personnel subscribe to all City e-mail listservs, especially the Public Information listserv
- Perform monthly sweep of all brochures, pamphlets, and any other paper resources

made available in Lobby to ensure it is timely and relevant

- Ensure Reception personnel are copied on City Council and Planning Commission agendas; view FCTV Council Recap on a regular basis

➤ Fiscal Management

Improve business practices and reduce paper consumption

- Manage supplies and services by enhancing the clerical support pool service for the City support departments (City Manager, Human Resources, Finance and City Clerk Departments)
- Evaluate charges for Notary Services
- Enhance delivery of passport service
- Evaluate training/conferences
- Evaluate need for law books
- Identify potential digital-savvy outsourced solutions for large-volume copy production (e.g., agendas, Prop 218 notices), perform cost analysis
- Evaluate staffing needs of the Reception Desk operations, investigating potential for automated call distribution and signage to direct customers to appropriate departments

KEY INITIATIVES COMPLETED

The City Clerk Department continued to provide high quality services to the Foster City Community, Council and staff during FY 2009-2010.

Communications

- Conducted the November 3, 2009 General Municipal Elections for two Council member seats and one measure
- Implemented Sire Agenda Plus an electronic agenda process
- Implemented a public portal to allow the public to search City records such as minutes, resolutions and ordinances
- Upgraded to Sire 5.2 and provided citywide training to all departments

Customer Service

- Implemented a clerical support pool service for the City Clerk, City Manager, Finance and Human Resources Departments
- Managed a robust volunteer program and trained three new volunteers to provide clerical support to the City Clerk, City Manager, Finance and Human Resources Departments

**INITIATIVES & SERVICE LEVEL
EXPECTATIONS FOR FY 2010-2011**

Key initiatives and service levels planned for FY 2010-2011 include the following.

Records Management

- Scan in agreements and other vital records
- Host semi-annual free the files day
- Implement Phase III and IV of Records Management Program, expand citywide EDMS Program and SIRE implementation and training

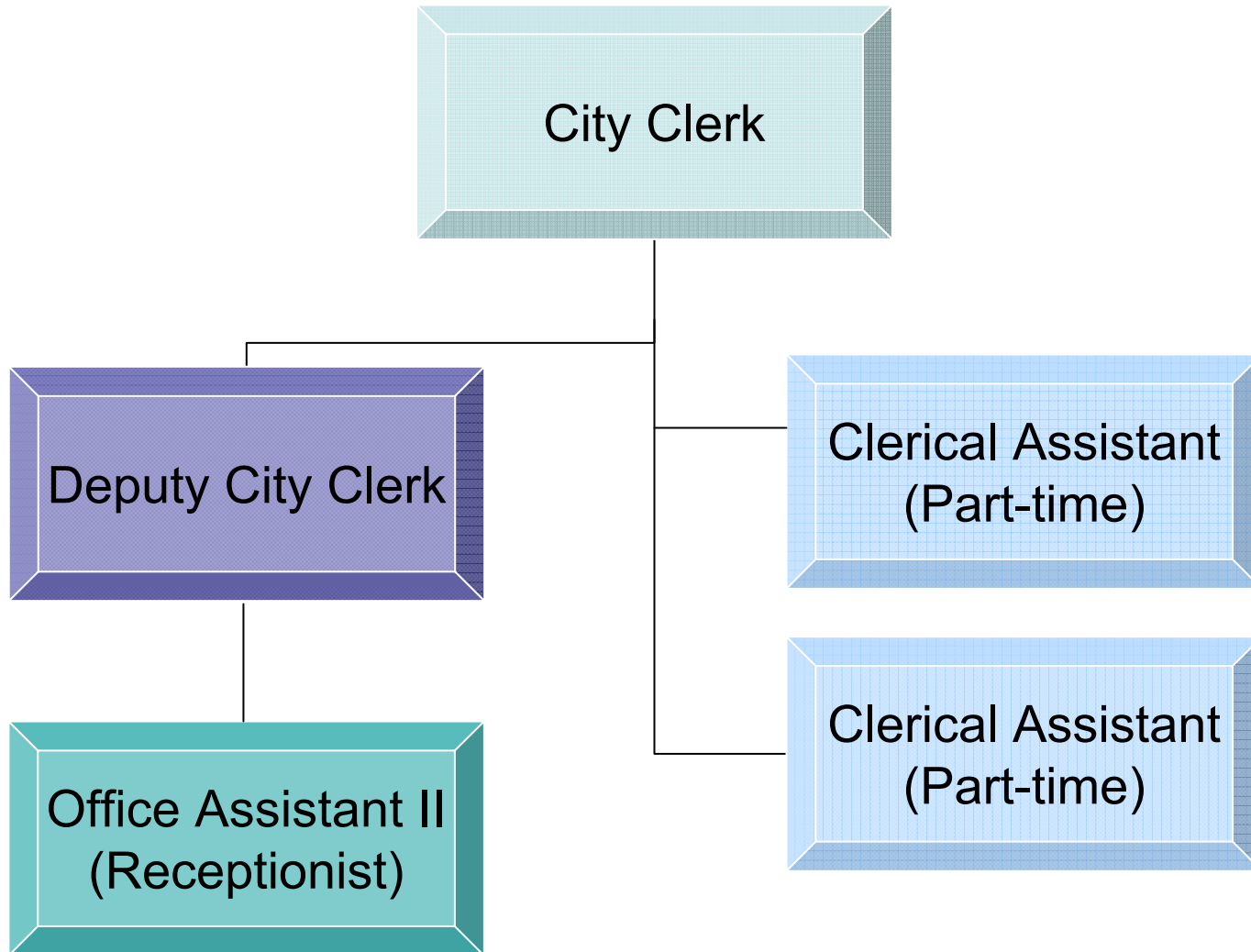
Communications

- Provide on-demand video streaming/Minutes Plus
- Provide Brown Act training to staff and Commissioners and Committee members

**CHANGES IN FINANCIAL RESOURCES
REQUIRED**

No significant changes in financial resources are anticipated to achieve the FY 2010-2011 initiatives as outlined above.

City Clerk Department



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DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
 CITY CLERK
 GENERAL FUND
 Annual Budget Appropriation for Fiscal Year

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 169,499	\$ 169,499	\$ 258,013
MUNICIPAL ELECTIONS	38,254	38,254	-
TOTAL FOR CITY CLERK	\$ 207,753	\$ 207,753	\$ 258,013

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
CITY CLERK
GENERAL FUND
Annual Budget Appropriation for Fiscal Year

	2009-2010		2010-2011
	APPROVED	REVISED	REQUESTED
EMPLOYEE SERVICES	\$ 250,000	\$ 250,000	\$ 370,500
SERVICES AND SUPPLIES	78,925	78,925	25,057
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	328,925	328,925	395,557
INTERNAL SERVICES	39,262	39,262	49,074
Subtotal (Total Department Expenses before Reallocations)	368,187	368,187	444,631
REALLOCATIONS	(160,434)	(160,434)	(186,618)
TOTAL FOR CITY CLERK	\$ 207,753	\$ 207,753	\$ 258,013

DETAIL LINE ITEM REPORT

CITY CLERK - ADMINISTRATION

Account: 001-0210-411

GENERAL FUND

<i>Employee Services</i>		Approved 2009-2010	Requested 2010-2011
001-0210-411-4110	PERMANENT SALARIES	\$191,900.00	\$259,500.00
	Subtotal	\$191,900.00	\$259,500.00
001-0210-411-4111	CLERICAL ASSISTANTS	\$0.00	\$24,000.00
	Subtotal	\$0.00	\$24,000.00
001-0210-411-4120	FRINGE BENEFITS	\$57,900.00	\$86,500.00
001-0210-411-4120	FRINGE FOR CLERICAL ASSISTANTS	\$0.00	\$500.00
	Subtotal	\$57,900.00	\$87,000.00
	Employee Services Total	\$249,800.00	\$370,500.00
<i>Internal Services</i>		Approved 2009-2010	Requested 2010-2011
001-0210-411-4556	EQUIPMENT REPLACEMENT	\$0.00	\$675.00
	Subtotal	\$0.00	\$675.00
001-0210-411-4557	INFORMATION TECHNOLOGY SERVICES	\$17,573.00	\$24,329.00
	Subtotal	\$17,573.00	\$24,329.00
001-0210-411-4569	BUILDING MAINTENANCE	\$21,689.00	\$24,070.00
	Subtotal	\$21,689.00	\$24,070.00
	Internal Services Total	\$39,262.00	\$49,074.00
<i>Services and Supplies</i>		Approved 2009-2010	Requested 2010-2011
001-0210-411-4241	CLERK ADMIN - COPY EXPENSE/AGENDA PACKETS	\$8,200.00	\$8,200.00
	Subtotal	\$8,200.00	\$8,200.00
001-0210-411-4242	POSTAGE EXPENSE	\$1,300.00	\$1,300.00

		Subtotal	\$1,300.00	\$1,300.00
001-0210-411-4243	GENERAL OFFICE SUPPLIES		\$3,000.00	\$3,000.00
		Subtotal	\$3,000.00	\$3,000.00
001-0210-411-4249	LEGAL ADVERTISING		\$1,000.00	\$1,000.00
		Subtotal	\$1,000.00	\$1,000.00
001-0210-411-4251	FC/EMID MUNICIPAL CODE BOOKS SUPPLEMENT SERVICE		\$2,000.00	\$2,000.00
001-0210-411-4251	OFF-SITE RECORDS STORAGE/RETRIEVAL/DESTRUCTION		\$2,200.00	\$2,200.00
001-0210-411-4251	STATE OF CALIFORNIA STATUTE CODE BOOK UPDATES		\$2,500.00	\$2,500.00
		Subtotal	\$6,700.00	\$6,700.00
001-0210-411-4253	CCAC -- CITY CLERKS ASSOCIATION OF CALIFORNIA (2)		\$165.00	\$165.00
001-0210-411-4253	IIMC -- INT'L INSTITUTE OF MUNICIPAL CLERKS (2)		\$170.00	\$240.00
001-0210-411-4253	NATIONAL NOTARY ASSOCIATION DUES (1)		\$40.00	\$52.00
		Subtotal	\$375.00	\$457.00
001-0210-411-4254	CITY CLERK RELATED BUSINESS MEETINGS/LUNCHEONS		\$400.00	\$400.00
001-0210-411-4254	IIMC CONFERENCE		\$1,500.00	\$2,000.00
		Subtotal	\$1,900.00	\$2,400.00
001-0210-411-4255	NNA TRAINING & DUES PACKAGE (DEPUTY)		\$500.00	\$500.00
001-0210-411-4255	SIRE ROUNDTABLE TABLE 2010		\$1,500.00	\$1,500.00
		Subtotal	\$2,000.00	\$2,000.00
		Services and Supplies Total	\$24,475.00	\$25,057.00

Reallocation		Approved 2009-2010	Requested 2010-2011
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 311	(\$12,495.00)	(\$13,307.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 312	(\$12,495.00)	(\$13,307.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 317	(\$2,499.00)	(\$2,661.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 318	(\$9,994.00)	(\$10,646.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 319	(\$2,499.00)	(\$2,661.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 320	(\$9,994.00)	(\$10,646.00)
		Subtotal	(\$49,976.00)
			(\$53,228.00)

001-0210-411-4496	ALLOCATION OF EXPENSES TO WATER	(\$47,031.00)	(\$66,695.00)
	Subtotal	(\$47,031.00)	(\$66,695.00)
001-0210-411-4497	ALLOCATION OF EXPENSES TO SEWER	(\$47,031.00)	(\$66,695.00)
	Subtotal	(\$47,031.00)	(\$66,695.00)
	Reallocation Total	(\$144,038.00)	(\$186,618.00)
	ADMINISTRATION Total	\$169,499.00	\$258,013.00

CITY CLERK - MUNICIPAL ELECTIONS Account: 001-0220-414 GENERAL FUND

Employee Services		Approved 2009-2010	Requested 2010-2011
001-0220-414-4112	OVERTIME	\$200.00	\$0.00
	Subtotal	\$200.00	\$0.00
	Employee Services Total	\$200.00	\$0.00

Services and Supplies		Approved 2009-2010	Requested 2010-2011
001-0220-414-4241	MUNICIPAL ELECTIONS - COPY EXPENSE	\$150.00	\$0.00
	Subtotal	\$150.00	\$0.00
001-0220-414-4242	POSTAGE EXPENSE	\$250.00	\$0.00
	Subtotal	\$250.00	\$0.00
001-0220-414-4243	GENERAL OFFICE SUPPLIES	\$300.00	\$0.00
	Subtotal	\$300.00	\$0.00
001-0220-414-4249	LEGAL ADVERTISING	\$2,000.00	\$0.00
	Subtotal	\$2,000.00	\$0.00
001-0220-414-4251	CONTRACTUAL SERVICES - TRANSLATION LEGAL NOTICES	\$550.00	\$0.00
001-0220-414-4251	COUNTY ELECTION SERVICES - BALLOT MEASURE	\$10,000.00	\$0.00

001-0220-414-4251	COUNTY ELECTION SERVICES - COUNCIL/BOARD ELECTION	\$40,000.00	\$0.00
	Subtotal	\$50,550.00	\$0.00
001-0220-414-4254	NEW LAW SEMINAR (CITY CLERK)	\$1,200.00	\$0.00
	Subtotal	\$1,200.00	\$0.00
	Services and Supplies Total	\$54,450.00	\$0.00
Reallocation		Approved 2009-2010	Requested 2010-2011
001-0220-414-4496	ALLOCATION OF EXPENSES TO WATER	(\$8,198.00)	\$0.00
	Subtotal	(\$8,198.00)	\$0.00
001-0220-414-4497	ALLOCATION OF EXPENSES TO SEWER	(\$8,198.00)	\$0.00
	Subtotal	(\$8,198.00)	\$0.00
	Reallocation Total	(\$16,396.00)	\$0.00
	MUNICIPAL ELECTIONS Total	\$38,254.00	\$0.00