



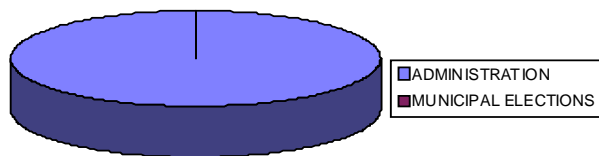
**MISSION STATEMENT**

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 ensures that the City/District is in full compliance with legal requirements as it pertains to the department. We are committed to providing efficient and effective service in a professional manner to all departments, community and City Council.

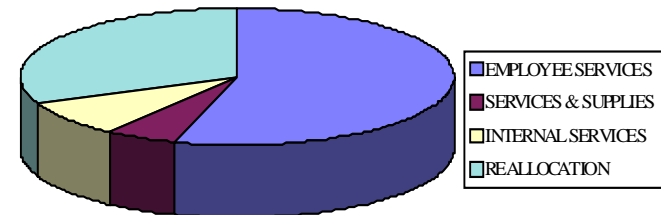
**PROPOSED BUDGET EXPENDITURE DISTRIBUTION**

Total Department Budget: \$168,610

**Expenditure by Division**



**Expenditure by Type**



**DEPARTMENT PERSONNEL SUMMARY**

Position	07-08	08-09	09-10	10-11	11-12	12-13
CITY CLERK	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
OFFICE ASSISTANT II	1.0	0.0	0.0	0.0	0.0	0.0
<b>TOTAL EMPLOYEES</b>	<b>3.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

## ***CURRENT ACCOMPLISHMENTS***

The City Clerk Department has accomplished many significant objectives during this fiscal year including: (7/01/07-3/31/08)

- Planned, set-up, organized, prepared agendas, attended, recorded, and prepared minutes for 23 meetings of the Community Development Agency and 32 meetings of the City Council/EMID Board of Directors
- Processed 2 Community Development Resolutions, 68 City Resolutions, 19 EMID Resolutions, 8 City Ordinances, 0 EMID Ordinances, and 42 Minute Orders
- Prepared 6 Council Proclamations , 5 Mayoral Proclamations, 83 Committee Member Awards of Appreciation, 97 CERT Member Certificates of Recognition, 2 Certificates of Commendation, and 3 Certificates of Recognition
- Performed 60 notarizations
- Legally noticed 6 Public Hearings and 18 Closed Sessions
- Scanned all resolutions, ordinances, and minutes into the Document Imaging Management System
- Continued to provide lead support of Document Imaging System to other departments including training of new Sire Document Management System
- Planned and organized Foster City Honors List Reception, Community Wall of Fame Dessert Reception, and Council/Board Reorganization Reception
- Updated Committee Roster
- Updated Citizen Advisory Committee Handbook
- Served as Staff liaison to Education and Noise Abatement Committees
- Posted agendas, agenda packets, and minutes on the web site
- Oversaw City-wide Records Retention Program and assisted other departments as needed
- Maintained database of City Council/EMID Board/Community Development Agency/Public Financing Authority legislative action
- Maintained database for monitoring insurance and bonds for agreements and contracts

- Managed a successful Volunteer Program where we trained three volunteers to assist in the daily operation of the department
- Passport Acceptance Agency processed 653 passport applications from 7/1/07 through 3/26/08 generating over \$15,352 in revenue
- Provided city-wide contract management training
- Conducted successful November 6, 2007 General Municipal Election
- Moved off-storage boxes from Iron Mountain to Corovan Storage for cost savings
- Changed municipal code publishing company to provide better internal and external customer service when researching the City/EMID municipal codes
- Supervised Special Projects Office Assistant II for 4 months who accomplished records management tasks
- Preparation of agenda packets, mail out, annotated agendas, resolution & ordinance processing & follow-up items; minutes; legislative history; meeting setup
- Election Administration
- Budget Preparation
- Financial Disclosure Officer for Statements of Economic Interests
- Conduct of Bid Openings
- Legal Advertisement
- Citizen Advisory Committee Administration/Rosters
- Purchase Order/Invoice Administration
- Maintenance of Municipal Codes
- Maintenance of California Codes Library
- Records Management
- Document Imaging Management and Training
- Foster City Roster

### ***PROPOSED SERVICE LEVELS***

- Service levels will be maintained and include:

- Bond & Insurance Processing for Agreements & Contracts
- Passport Acceptance Services
- Implementation of new City-wide Agenda Plus Meeting Program
- Update City-wide Records Retention Schedule

### ***CHANGES IN RESOURCES REQUIRED***

#### Employee Services

- The Special Projects Office Assistant II position has been eliminated for FY 2008-2009.

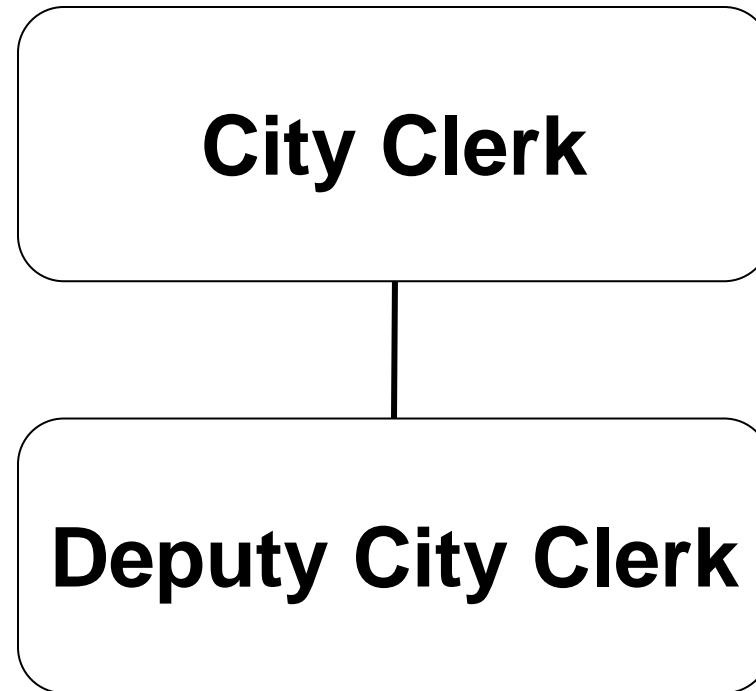
#### Services and Supplies

- The Municipal Elections budget has been eliminated in FY 2008-2009. Funds will be allocated in FY 2009-2010 for the next General Municipal Election scheduled for November 3, 2009.

#### Capital Outlay

- None

# City Clerk's Office



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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 219,848	\$ 219,848	\$ 168,610
MUNICIPAL ELECTIONS	18,410	18,410	-
<b>TOTAL FOR CITY CLERK</b>	<b>\$ 238,258</b>	<b>\$ 238,258</b>	<b>\$ 168,610</b>

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

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 313,800	\$ 313,800	\$ 248,800
SERVICES AND SUPPLIES	50,615	50,615	24,515
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	364,415	364,415	273,315
INTERNAL SERVICES	44,945	44,945	38,623
Subtotal (Total Department Expenses before Reallocations)	409,360	409,360	311,938
REALLOCATIONS	(171,102)	(171,102)	(143,328)
<b>TOTAL FOR CITY CLERK</b>	<b>\$ 238,258</b>	<b>\$ 238,258</b>	<b>\$ 168,610</b>

## DETAIL LINE ITEM REPORT

CITY CLERK - ADMINISTRATION    Account: 001-0210-411

GENERAL FUND

<b><i>Employee Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-0210-411-4110	OFFICE ASSISTANT II (ONE-YEAR ASSIGNMENT)	\$59,600.00	\$0.00
001-0210-411-4110	PERMANENT SALARIES	\$185,400.00	\$191,400.00
	Subtotal	<b>\$245,000.00</b>	<b>\$191,400.00</b>
001-0210-411-4120	FRINGE BENEFIT -- OFFICE ASST II (ONE-YEAR)	\$16,600.00	\$0.00
001-0210-411-4120	FRINGE BENEFITS	\$52,000.00	\$57,400.00
	Subtotal	<b>\$68,600.00</b>	<b>\$57,400.00</b>
	<b>Employee Services Total</b>	<b>\$313,600.00</b>	<b>\$248,800.00</b>
<b><i>Internal Services</i></b>		Approved 2007-2008	Requested 2008-2009
001-0210-411-4557	INFORMATION TECHNOLOGY SERVICES	\$18,692.00	\$17,597.00
	Subtotal	<b>\$18,692.00</b>	<b>\$17,597.00</b>
001-0210-411-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$4,200.00	\$0.00
001-0210-411-4558	LONGEVITY RECOGNITION FUND -- OA2 (ONE-YEAR)	\$1,400.00	\$0.00
	Subtotal	<b>\$5,600.00</b>	<b>\$0.00</b>
001-0210-411-4569	BUILDING MAINTENANCE	\$20,653.00	\$21,026.00
	Subtotal	<b>\$20,653.00</b>	<b>\$21,026.00</b>
	<b>Internal Services Total</b>	<b>\$44,945.00</b>	<b>\$38,623.00</b>
<b><i>Services and Supplies</i></b>		Approved 2007-2008	Requested 2008-2009
001-0210-411-4241	CLERK ADMIN - COPY EXPENSE/AGENDA PACKETS	\$8,200.00	\$8,200.00
	Subtotal	<b>\$8,200.00</b>	<b>\$8,200.00</b>
001-0210-411-4242	POSTAGE EXPENSE	\$1,300.00	\$1,300.00

		Subtotal	<b>\$1,300.00</b>	<b>\$1,300.00</b>
001-0210-411-4243	GENERAL OFFICE SUPPLIES		\$3,000.00	\$3,000.00
		Subtotal	<b>\$3,000.00</b>	<b>\$3,000.00</b>
001-0210-411-4249	LEGAL ADVERTISING		\$1,000.00	\$1,000.00
		Subtotal	<b>\$1,000.00</b>	<b>\$1,000.00</b>
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		\$2,700.00	\$2,700.00
001-0210-411-4251	STATE OF CALIFORNIA STATUTE CODE BOOK UPDATES		\$2,000.00	\$2,000.00
		Subtotal	<b>\$6,700.00</b>	<b>\$6,700.00</b>
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	\$170.00
001-0210-411-4253	NATIONAL NOTARY ASSOCIATION DUES (2)		\$80.00	\$80.00
		Subtotal	<b>\$415.00</b>	<b>\$415.00</b>
001-0210-411-4254	CCAC STATE CONFERENCE (BAKERSFIELD)		\$1,500.00	\$0.00
001-0210-411-4254	CITY CLERK RELATED BUSINESS MEETINGS/LUNCHEONS		\$400.00	\$400.00
001-0210-411-4254	IIMC CONFERENCE (CHICAGO, IL)		\$2,000.00	\$2,000.00
001-0210-411-4254	SIRE ROUNDTABLE TABLE 2008 (UTAH) (DEPUTY)		\$0.00	\$1,500.00
		Subtotal	<b>\$3,900.00</b>	<b>\$3,900.00</b>
		<b>Services and Supplies Total</b>	<b>\$24,515.00</b>	<b>\$24,515.00</b>

<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 311	(\$12,073.00)	(\$12,436.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 312	(\$12,073.00)	(\$12,436.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 317	(\$2,415.00)	(\$2,488.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 318	(\$9,659.00)	(\$9,949.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 319	(\$2,415.00)	(\$2,488.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 320	(\$9,659.00)	(\$9,949.00)
		Subtotal	<b>(\$48,294.00)</b>
001-0210-411-4496	ALLOCATION OF EXPENSES TO WATER	(\$57,459.00)	(\$46,791.00)

	Subtotal	<b>(\$57,459.00)</b>	<b>(\$46,791.00)</b>
001-0210-411-4497	ALLOCATION OF EXPENSES TO SEWER	(\$57,459.00)	(\$46,791.00)
	Subtotal	<b>(\$57,459.00)</b>	<b>(\$46,791.00)</b>
	Reallocation Total	<b>(\$163,212.00)</b>	<b>(\$143,328.00)</b>
	<b>ADMINISTRATION Total</b>	<b>\$219,848.00</b>	<b>\$168,610.00</b>

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

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<b>Employee Services</b>		Approved 2007-2008	Requested 2008-2009
001-0220-414-4112	OVERTIME	\$200.00	\$0.00
	Subtotal	<b>\$200.00</b>	<b>\$0.00</b>
	<b>Employee Services Total</b>	<b>\$200.00</b>	<b>\$0.00</b>

<b>Services and Supplies</b>		Approved 2007-2008	Requested 2008-2009
001-0220-414-4241	MUNICIPAL ELECTIONS - COPY EXPENSE	\$200.00	\$0.00
	Subtotal	<b>\$200.00</b>	<b>\$0.00</b>
001-0220-414-4242	POSTAGE EXPENSE	\$200.00	\$0.00
	Subtotal	<b>\$200.00</b>	<b>\$0.00</b>
001-0220-414-4243	GENERAL OFFICE SUPPLIES	\$100.00	\$0.00
	Subtotal	<b>\$100.00</b>	<b>\$0.00</b>
001-0220-414-4249	LEGAL ADVERTISING	\$1,600.00	\$0.00
	Subtotal	<b>\$1,600.00</b>	<b>\$0.00</b>
001-0220-414-4251	CONTRACTUAL SERVICES	\$24,000.00	\$0.00
	Subtotal	<b>\$24,000.00</b>	<b>\$0.00</b>
	<b>Services and Supplies Total</b>	<b>\$26,100.00</b>	<b>\$0.00</b>

<b>Reallocation</b>		Approved 2007-2008	Requested 2008-2009
001-0220-414-4496	ALLOCATION OF EXPENSES TO WATER	(\$3,945.00)	\$0.00
	Subtotal	<b>(\$3,945.00)</b>	<b>\$0.00</b>
001-0220-414-4497	ALLOCATION OF EXPENSES TO SEWER	(\$3,945.00)	\$0.00
	Subtotal	<b>(\$3,945.00)</b>	<b>\$0.00</b>
	<b>Reallocation Total</b>	<b>(\$7,890.00)</b>	<b>\$0.00</b>
	<b>MUNICIPAL ELECTIONS Total</b>	<b>\$18,410.00</b>	<b>\$0.00</b>