

CURRENT ACCOMPLISHMENTS

The City Clerk Department has accomplished many significant objectives during this fiscal year including:

- Planned, set-up, organized, prepared agendas, attended, recorded, and prepared minutes for 21 meetings of the Community Development Agency and 25 meetings of the City Council/EMID Board of Directors
- Processed 2 Community Development Agency Resolutions, 59 City Resolutions, 26 EMID Resolutions, 1 EMID Ordinance, and 39 Minute Orders
- Prepared 11 Council Proclamations, 10 Mayoral Proclamations, 101 Committee Member Awards of Appreciation, 102 CERT Member Certificates of Recognition, 1 Certificate of Commendation, 8 Certificates of Recognition, and 1 Commendation for Heroic Community Service
- Performed 150 notarizations
- Legally noticed 5 Public Hearings and 15 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
- Implemented an updated City-wide Records Retention Schedule, assisted other departments in implementing the Schedule and launched a "Free the Files Day"
- 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 five volunteers to assist in the daily operation of the department
- Passport Acceptance Agency processed 600 passport applications through May 2009 generating nearly \$15,000 in revenue

- Continue to evaluate and implement Sire Agenda Plus

PROPOSED SERVICE LEVELS

Service levels will be maintained and include:

- 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

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

CHANGES IN RESOURCES REQUIRED

Employee Services

- None

Services and Supplies

- Costs associated with the Council / Board elections in November 2009 are included in the budget which total \$54,620. This includes the addition of a ballot measure proposing a 3-term (12 year) limit for Council / Board members based upon Council direction.

Capital Outlay

- None

City Clerk's Office

City Clerk

Deputy City Clerk

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

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 168,610	\$ 168,610	\$ 169,499
MUNICIPAL ELECTIONS	-	-	38,254
TOTAL FOR CITY CLERK	\$ 168,610	\$ 168,610	\$ 207,753

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

	2008-2009		2009-2010
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 248,800	\$ 248,800	\$ 250,000
SERVICES AND SUPPLIES	24,515	24,515	78,925
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	273,315	273,315	328,925
INTERNAL SERVICES	38,623	38,623	39,262
Subtotal (Total Department Expenses before Reallocations)	311,938	311,938	368,187
REALLOCATIONS	(143,328)	(143,328)	(160,434)
TOTAL FOR CITY CLERK	\$ 168,610	\$ 168,610	\$ 207,753

DETAIL LINE ITEM REPORT

CITY CLERK - ADMINISTRATION

Account: 001-0210-411

GENERAL FUND

<i>Employee Services</i>		Approved 2008-2009	Requested 2009-2010
001-0210-411-4110	PERMANENT SALARIES	\$191,400.00	\$191,900.00
Subtotal		\$191,400.00	\$191,900.00
001-0210-411-4120	FRINGE BENEFITS	\$57,400.00	\$57,900.00
Subtotal		\$57,400.00	\$57,900.00
Employee Services Total		\$248,800.00	\$249,800.00
<i>Internal Services</i>		Approved 2008-2009	Requested 2009-2010
001-0210-411-4557	INFORMATION TECHNOLOGY SERVICES	\$17,597.00	\$17,573.00
Subtotal		\$17,597.00	\$17,573.00
001-0210-411-4569	BUILDING MAINTENANCE	\$21,026.00	\$21,689.00
Subtotal		\$21,026.00	\$21,689.00
Internal Services Total		\$38,623.00	\$39,262.00
<i>Services and Supplies</i>		Approved 2008-2009	Requested 2009-2010
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	\$2,700.00	\$2,200.00
001-0210-411-4251	STATE OF CALIFORNIA STATUTE CODE BOOK UPDATES	\$2,000.00	\$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	\$170.00
001-0210-411-4253	NATIONAL NOTARY ASSOCIATION DUES (1)	\$80.00	\$40.00
	Subtotal	\$415.00	\$375.00
001-0210-411-4254	CITY CLERK RELATED BUSINESS MEETINGS/LUNCHEONS	\$400.00	\$400.00
001-0210-411-4254	IIMC CONFERENCE	\$2,000.00	\$1,500.00
001-0210-411-4254	NNA TRAINING & DUES PACKAGE (DEPUTY)	\$0.00	\$500.00
001-0210-411-4254	SIRE ROUNDTABLE TABLE 2009	\$1,500.00	\$1,500.00
	Subtotal	\$3,900.00	\$3,900.00
	Services and Supplies Total	\$24,515.00	\$24,475.00

Reallocation

		Approved 2008-2009	Requested 2009-2010
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 311	(\$12,436.00)	(\$12,495.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 312	(\$12,436.00)	(\$12,495.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 317	(\$2,488.00)	(\$2,499.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 318	(\$9,949.00)	(\$9,994.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 319	(\$2,488.00)	(\$2,499.00)
001-0210-411-4495	ALLOCATION OF CDA EXPENSES 320	(\$9,949.00)	(\$9,994.00)
	Subtotal	(\$49,746.00)	(\$49,976.00)
001-0210-411-4496	ALLOCATION OF EXPENSES TO WATER	(\$46,791.00)	(\$47,031.00)
	Subtotal	(\$46,791.00)	(\$47,031.00)
001-0210-411-4497	ALLOCATION OF EXPENSES TO SEWER	(\$46,791.00)	(\$47,031.00)
	Subtotal	(\$46,791.00)	(\$47,031.00)
	Reallocation Total	(\$143,328.00)	(\$144,038.00)

ADMINISTRATION Total \$168,610.00 \$169,499.00

CITY CLERK - MUNICIPAL ELECTIONS

Account: 001-0220-414

GENERAL FUND

Employee Services		Approved 2008-2009	Requested 2009-2010
001-0220-414-4112	OVERTIME	\$0.00	\$200.00
	Subtotal	\$0.00	\$200.00
	Employee Services Total	\$0.00	\$200.00
Services and Supplies		Approved 2008-2009	Requested 2009-2010
001-0220-414-4241	MUNICIPAL ELECTIONS - COPY EXPENSE	\$0.00	\$150.00
	Subtotal	\$0.00	\$150.00
001-0220-414-4242	POSTAGE EXPENSE	\$0.00	\$250.00
	Subtotal	\$0.00	\$250.00
001-0220-414-4243	GENERAL OFFICE SUPPLIES	\$0.00	\$300.00
	Subtotal	\$0.00	\$300.00
001-0220-414-4249	LEGAL ADVERTISING	\$0.00	\$2,000.00
	Subtotal	\$0.00	\$2,000.00
001-0220-414-4251	CONTRACTUAL SERVICES - TRANSLATION LEGAL NOTICES	\$0.00	\$550.00
001-0220-414-4251	COUNTY ELECTION SERVICES - BALLOT MEASURE	\$0.00	\$10,000.00
001-0220-414-4251	COUNTY ELECTION SERVICES - COUNCIL/BOARD ELECTION	\$0.00	\$40,000.00
	Subtotal	\$0.00	\$50,550.00
001-0220-414-4254	NEW LAW SEMINAR (CITY CLERK)	\$0.00	\$1,200.00
	Subtotal	\$0.00	\$1,200.00
	Services and Supplies Total	\$0.00	\$54,450.00

Reallocation

	Approved 2008-2009	Requested 2009-2010
001-0220-414-4496 ALLOCATION OF EXPENSES TO WATER	\$0.00	(\$8,198.00)
Subtotal	\$0.00	(\$8,198.00)
001-0220-414-4497 ALLOCATION OF EXPENSES TO SEWER	\$0.00	(\$8,198.00)
Subtotal	\$0.00	(\$8,198.00)
Reallocation Total	\$0.00	(\$16,396.00)
MUNICIPAL ELECTIONS Total	\$0.00	\$38,254.00