

city clerk

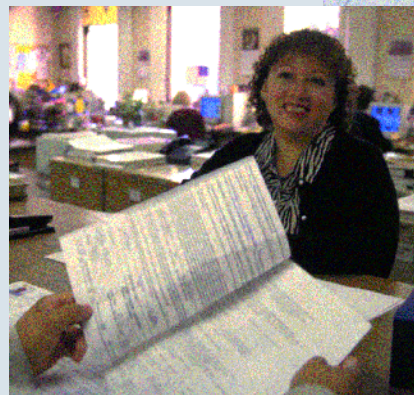
MISSION STATEMENT

To maintain records and provide accurate information. To provide superior, professional, friendly service to the public and to our internal customers.

To conduct elections in a non-partisan and impartial manner. To issue licenses and permits and ensure Fair Code compliance.

OPERATING BUDGET

Salaries & Benefits	\$ 626,461
Maintenance & Operation	112,308
Capital	1,800
Charges - Other Departments	(3,000)
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TOTAL	\$ 737,569
Elections	\$ 0



DESCRIPTION OF SERVICES

LICENSES AND PERMITS - 30% of Operating Budget

Issue a variety of permits and licenses, including over 10,000 dog licenses annually.

PUBLIC INFORMATION - 20% of Operating Budget

Provide prompt, courteous and accurate information to the public and other departments.

CODE ENFORCEMENT - 20% of Operating Budget

Enforce Provisions of the Municipal Code under the jurisdiction of the City Clerk's office.

PUBLIC RECORDS - 10% of Operating Budget

Maintain custody of records and provide timely access of these records to the public.

THE CITY CLERK AS CLERK OF THE COUNCIL, SECRETARY TO THE REDEVELOPMENT AGENCY AND CLERK OF THE HOUSING AUTHORITY -

10% of Operating Budget - Prepare agendas, packets, minutes, notices.

MAINTAIN MUNICIPAL CODE - 5% of Operating Budget

MAINTAIN RECORDS REQUIRED UNDER THE POLITICAL REFORM ACT OF 1974 - 3% of Operating Budget

This includes Conflicts of Interest and Campaigns Disclosure Statements.

DOG CANVASSING - 2% of Operating Budget

Conduct dog canvassing program to ensure that all dogs residing in the city are licensed and vaccinated against rabies.

ELECTIONS - 100% of Elections Operating Budget, which is set apart from that of the City Clerk

Conduct all facets of Municipal Election according to appropriate code and Charter provisions.