

CITY CLERK

Mission Statement

The mission of the City Clerk's office is to maintain records and provide accurate information in a superior, professional and friendly manner both to the public and to the City's internal customers. The office conducts elections in a non-partisan and impartial manner, issues licenses and permits, and ensures Fair Code compliance.

Operating Budget

Salaries and Benefits	\$	583,616
Maintenance and Operation	\$	106,385
Capital	\$	1,600
Charges-Other Depts.	\$	(3,000)
TOTAL	\$	688,601
Elections	\$	143,000

Description of Services

LICENSES & PERMITS - 30% of Operating Budget • Issue 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.

CODE ENFORCEMENT - 20% of Operating Budget • Enforce provisions of the Municipal Code.

PUBLIC RECORDS - 10% of Operating Budget • Maintain custody of records and provide timely access to the public.

THE CITY CLERK AS CITY CLERK OF THE COUNCIL - 10% of Operating Budget • Secretary to the City Council, Redevelopment Agency and Clerk of the Housing Authority. Prepares agendas,packets,minutes, notices.

MAINTAIN MUNICIPAL CODE - 5 % of Operating Budget • Maintain records required under Political Reform Act of 1974,including Conflicts of Interest and Campaign.

DISCLOSURE STATEMENTS - 3 % of Operating Budget

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