

City Clerk's Office

MISSION

To keep a true record of the proceedings of the City Council and other agencies in accordance with the laws of the State of California and the Charter of the City of Richmond and perform such other duties as may be assigned by the City Council. The City Clerk's Office is oriented towards assisting the public by engaging in endeavors to dispense accurate information in a courteous objective manner and by the most accessible methods available. Every effort is made to maintain up-to-date records to achieve this objective.

2006/07 DEPARTMENT GOALS

- Implement imaging of City documents
- Implement automated agenda preparation system
- Implement destruction of City documents
- Redesign Clerk's web page
- Coordinate and remove documents from old City Hall
- Hold Municipal Election
- Establish inventory list of all City files

CITY CLERK	
ACCOMPLISHMENTS 2005-2006:	
Richmond Municipal Code was updated (2003 to January 2006) and supplements were printed and distributed.	
Resolutions and ordinances (2006) can be accessed from the City website.	
Draft agendas are posted on the website by 5:00 p.m. on the Thursday preceding City Council meetings.	
Standing Committee agendas and summaries are posted on the web.	
Drafted City Council policy manual.	
Drafted a procedures manual for City Clerk's Office.	
OBJECTIVES 2005-2006:	STATUS
Draft a policy manual for Councilmembers.	Accomplished
Install imaging and an automated agenda preparation and distribution system.	In-progress
Complete a procedures manual for the City Clerk's Office.	Accomplished
Establish a master list of all City department files stored onsite and offsite.	In-progress
Complete the revision of procedures to submit items for Council and other agency agendas.	Dropped
Have voting system upgraded.	In-progress

OFFICE OF THE CITY CLERK PROGRAM ORGANIZATIONAL CHART

City Clerk
1000-10004

- * Agenda Preparation
- * Resolutions
- * Ordinances
- * Contracts
- * Rosters - Boards & Commissions
- * Elections Official
- * Record Deeds, Street Vacations, Liens with County Recorder
- * Process Claims Against City
- * Publish Legal Notices
- * Schedule Hearings
- * Maintain Attendance Roster for Council
- * Records Management
- * Agenda Distribution
- * Open Bids
- * Municipal Code
- * Research Service
- * Public Information Requests



City Clerk's Office 2007 Organizational Chart

Existing FTE* = 4

Legend:



Existing Pos.



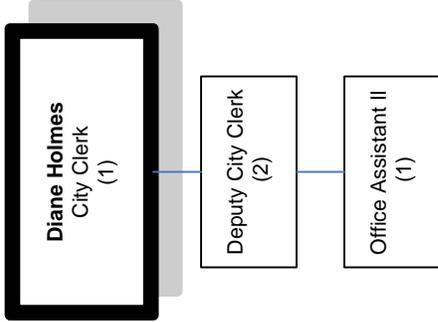
Proposed Pos.



Main Program



Sub-Program



Department
Overview

City Clerk's Office

MULTI-YEAR COMPARATIVE POSITION LISTING

Staff Summary	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
City Clerk	1.0	1.0	1.0	1.0
Deputy City Clerk	2.0	2.0	2.0	2.0
Deputy City Clerk Asst.	1.0	1.0	1.0	
Office Assistant II				1.0
TOTAL Full-time Equivalents (FTEs)	4.0	4.0	4.0	4.0

City Clerk's Office

DEPARTMENT FINANCIAL SUMMARY

FUNDING SOURCE/S	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Fees	\$ 2,655	\$ 1,222		
Other revenue	\$ 901	\$ 302		
General Fund	\$ 392,013	\$ 497,544	\$ 820,399	\$ 672,728
TOTAL FUNDING	\$ 395,569	\$ 499,068	\$ 820,399	\$ 672,728

EXPENDITURES	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services	\$ 305,772	\$ 312,646	\$ 364,843	\$ 374,759
Contractual Services			\$ 5,000	\$ 26,000
Other Operating Expenses	\$ 89,797	\$ 91,608	\$ 343,142	\$ 163,249
Capital Outlay				
Allocated Costs		\$ 94,814	\$ 107,414	\$ 108,720
TOTAL EXPENDITURES	\$ 395,569	\$ 499,068	\$ 820,399	\$ 672,728
TOTAL BUDGET	\$ 395,569	\$ 499,068	\$ 820,399	\$ 672,728

Estimated Budget by Program		Proposed Budget 2006/2007
City Clerk's Office		\$ 672,728
TOTAL BUDGET		\$ 672,728