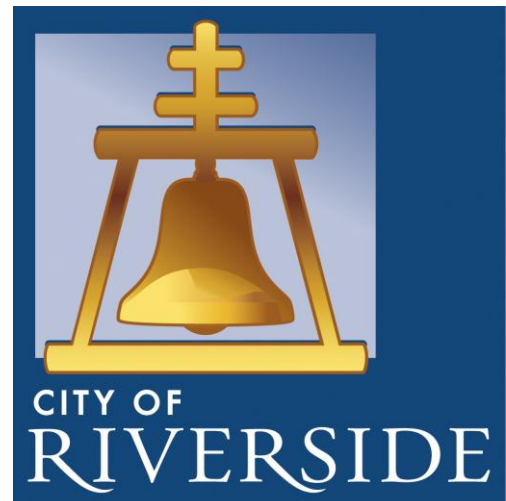


OFFICE OF THE CITY CLERK

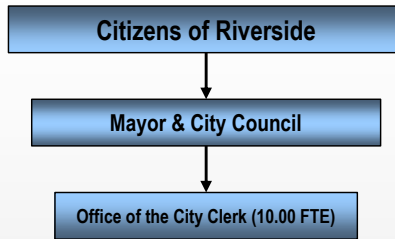
MISSION STATEMENT

The mission of the Office of the City Clerk is to provide municipal election services, maintain the official record of all City Council proceedings, and perform other State and municipal statutory duties for elected officials, voters, City departments, and the public in order that they by guaranteed fair and impartial elections and open access to information and the legislative process.

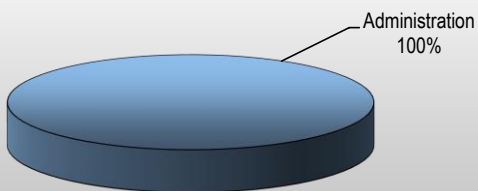


OFFICE OF THE CITY CLERK

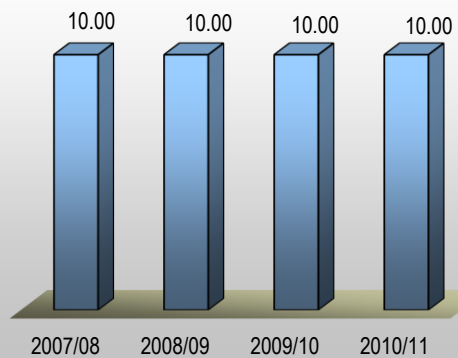
DEPARTMENT ORGANIZATIONAL CHART



PERSONNEL BY DIVISION



HISTORICAL PERSONNEL



OFFICE OF THE CITY CLERK

SERVICES PROVIDED BY DEPARTMENT

The Office of the City Clerk is organized around Administration, Election Services, and Records Management. The Legislative Services Program provides administrative and technical support to the City Council and public in order to maintain accurate and timely documentation and access to the official actions of the City Council in compliance with State and municipal requirements. The Elections Program administers the City's municipal elections and related activities for candidates and voters so that they may be guaranteed fair and impartial elections in compliance with State and municipal requirements. The Records Management Program preserves and protects the official records of the City for administrative departments and the public so that they may be guaranteed timely access to information and the legislative process in compliance with State and municipal requirements. The Office of the City Clerk also operates a Passport Acceptance Facility.

PERSONNEL SUMMARY BY DIVISION

	Budgeted 2007/08	Budgeted 2008/09	Budgeted 2009/10	Budgeted 2010/11	Change
Administration	10.00	10.00	10.00	10.00	-
Total Personnel	10.00	10.00	10.00	10.00	-

OFFICE OF THE CITY CLERK

DEPARTMENT GOALS

1. To support City Council/Redevelopment Agency and City Council Standing Committee meetings.
2. To efficiently manage and conduct elections.
3. To assist departments in records management to ensure compliance with adopted records retention schedules.
4. To conduct annual board and commission recruitment, appointment, and recognitions.
5. To facilitate convening a Charter Review Committee in cooperation with the Office of the City Attorney.

FISCAL YEAR 2009/10 DEPARTMENT ACCOMPLISHMENTS

Accomplishment		Related Goal	Related City Council Goal
1	Codified Riverside Municipal Code Titles 18 and 19.	Goal #1	N/A
2	Prepared agendas and minutes for 111 City Council and City Council Standing Committee meetings and processed over 1,500 contracts and agreements.	Goal #1	N/A
3	Attended community meetings to increase awareness of the City's Code of Ethics and began joint project with Riverside Youth Council.	Goal #1	N/A
4	Accepted over 550 Political Reform Act filings.	Goal #2	N/A
5	Conducted November 3, 2009, election for Mayor.	Goal #2	N/A
6	Identified and coordinated the destruction of 1,228 boxes of records.	Goal #3	N/A
7	Attended community meetings and published advertisements, utility bill stuffers, and a video to build the candidate pool for boards and commissions.	Goal #4	N/A

OFFICE OF THE CITY CLERK

FISCAL YEAR 2010/11 DEPARTMENT OBJECTIVES

	Objective	Related Goal	Related City Council Goal
1	To prepare agendas for, attend, and record minutes of all City Council and Standing Committee meetings.	Goal #1	N/A
2	To implement a Code of Ethics outreach program.	Goal #1	N/A
3	To issue and receive nomination documents and coordinate materials for printing in official ballot materials for the June 7, 2011, election for members of the City Council for Wards 1, 3, 5, and 7 and any special elections.	Goal #2	N/A
4	To review and monitor retention schedules and identify documents eligible for destruction or microfilming.	Goal #3	N/A
5	To conduct outreach to maximize the candidate pool for boards and commissions.	Goal #4	N/A
6	To assist the Mayor and City Council in compiling the Charter Review Committee roster and provide administrative support to the Committee in compliance with open meeting laws.	Goal #5	N/A

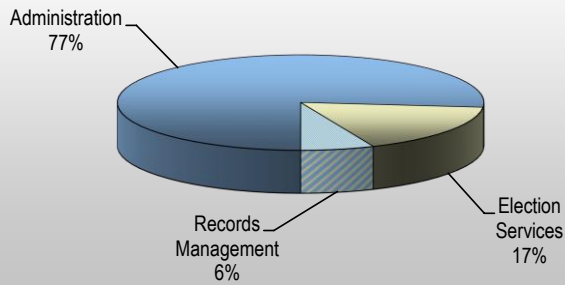
OFFICE OF THE CITY CLERK

BUDGET SUMMARY BY DIVISION

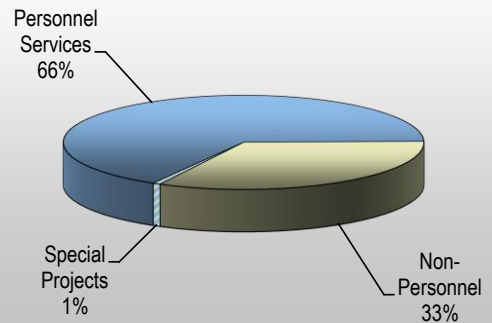
	Actual 2007/08	Actual 2008/09	Budgeted 2009/10	Budgeted 2010/11	Change
Administration	849,522	789,328	768,573	784,789	2.11%
Election Services	331,874	3,006	190,110	173,307	-8.84%
Records Management	98,294	66,124	69,850	66,250	-5.15%
Current Operations Budget	\$ 1,279,690	\$ 858,458	\$ 1,028,533	\$ 1,024,346	-0.41%

NOTE: The cyclical nature of the budget in the Election Services Division is attributable to the cycle of elections occurring every two years.

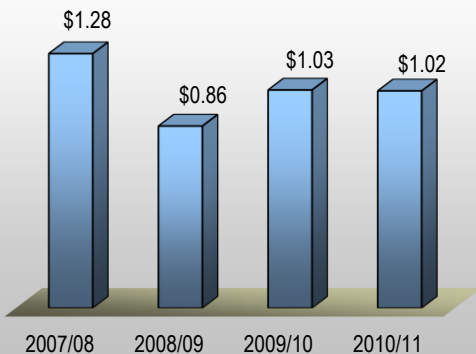
BUDGET BY DIVISION



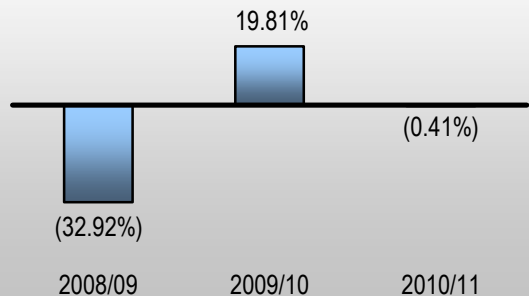
BUDGET BY CATEGORY



HISTORICAL BUDGET (MILLIONS)



HISTORICAL BUDGET INCREASE (OVER PRIOR FISCAL YEAR)



OFFICE OF THE CITY CLERK

BUDGET SUMMARY BY BUDGET CATEGORY

	Actual 2007/08	Actual 2008/09	Budgeted 2009/10	Budgeted 2010/11	Change
Personnel Services	704,622	683,669	653,063	679,767	4.09%
Non-Personnel	567,151	168,521	368,370	337,479	-8.39%
Special Projects	7,917	6,268	7,100	7,100	0.00%
Current Operations Budget	\$ 1,279,690	\$ 858,458	\$ 1,028,533	\$ 1,024,346	-0.41%
Equipment Outlay	-	-	-	-	---
Debt Service	-	-	-	-	---
Operating Grants	9,664	-	-	-	---
Capital Outlay & Grants	-	-	-	-	---
Charges From Others	241,072	244,786	202,888	146,244	-27.92%
Charges To Others	(1,004,647)	(999,241)	(1,107,686)	(1,053,745)	-4.87%
Total Budget	\$ 525,779	\$ 104,003	\$ 123,735	\$ 116,845	-5.57%

NOTE: The cyclical nature of the budget in the Election Services Division is attributable to the cycle of elections occurring every two years.

SUMMARY OF SIGNIFICANT BUDGET ADJUSTMENTS – PRIOR YEAR TO CURRENT YEAR

Personnel Adjustments

1. Various vacant positions were unfunded as part of the strategy to balance the General Fund budget.

Other Adjustments

None.

Departmental Budget Detail

Department / Section: City Clerk / City Clerk Administration
101 - 120000

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
411100	1200000	Salaries-Regular	480,780	450,391	450,391	464,129	3 %
411410	1200000	Vacation Payoff	555	0	0	0	---
411430	1200000	Compensatory Time Payoff	15	0	0	0	---
412000	1200000	Emp Pension & Benefits	201,699	202,172	202,172	215,138	6 %
413120	1200000	OT at 1.5 Rate	618	500	500	500	%
Personnel Services Total			683,669	653,063	653,063	679,767	4 %
421000	1200000	Professional Services	2,076	5,400	5,746	3,400	(37) %
422000	1200000	Utility Services	2,395	3,520	3,520	2,576	(26) %
423000	1200000	Rentals & Transport	39	180	180	180	%
424000	1200000	Maint & Repairs	499	2,154	2,154	1,160	(46) %
425000	1200000	Office Exp & Supplies	78,004	83,974	84,448	77,474	(7) %
425200	1200000	Periodicals/Dues	2,427	2,266	2,266	2,070	(8) %
427100	1200000	Travel & Meeting	6,332	5,540	5,540	5,680	2 %
427200	1200000	Training	4,818	2,700	2,700	3,095	14 %
428400	1200000	Insurance/All Other	2,796	2,676	2,676	2,287	(14) %
Non-personnel Expenses Total			99,389	108,410	109,230	97,922	(9) %
450327	1200000	Board/Commision Recognition	6,268	7,100	7,100	7,100	%
Special Projects Total			6,268	7,100	7,100	7,100	---
881100	1200000	General Fund Allocation Chgs	221,307	135,687	135,687	108,487	(20) %
882101	1200000	Annual Utilization Chgs 101 Fd	0	6,358	6,358	1,680	(73) %
882510	1200000	Annual Utilization Chgs 510 Fd	0	15,000	15,000	9,800	(34) %
Charges From Others Total			221,307	157,045	157,045	119,967	(23) %
891100	1200000	General Fund Allocation Chrges	(872,937)	(767,132)	(767,132)	(753,058)	(1) %
892101	1200000	Annual Utiliztn Chgs to 101 Fd	(33,969)	(34,751)	(34,751)	(34,853)	%
Charges to Others Total			(906,906)	(801,883)	(801,883)	(787,911)	(1) %
Total Budget Requirements			103,728	123,735	124,555	116,845	(5) %

Departmental Budget Detail

Department / Section: City Clerk / City Clerk-Election Services
101 - 120500

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
421000	1205000	Professional Services	2,873	190,000	365,340	173,197	(8) %
425200	1205000	Periodicals/Dues	132	110	110	110	%
Non-personnel Expenses Total			3,006	190,110	365,450	173,307	(8) %
881100	1205000	General Fund Allocation Chgs	0	8,481	8,481	8,548	%
Charges From Others Total			0	8,481	8,481	8,548	%
891100	1205000	General Fund Allocation Chrges	0	(198,591)	(198,591)	(181,855)	(8) %
Charges to Others Total			0	(198,591)	(198,591)	(181,855)	(8) %
Total Budget Requirements			3,006	0	175,340	0	---

Departmental Budget Detail

Department / Section: City Clerk / City Clerk-Records Management
101 - 121000

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
421000	1210000	Professional Services	66,124	69,600	69,600	66,000	(5) %
425000	1210000	Office Exp & Supplies	0	250	250	250	%
Non-personnel Expenses Total			66,124	69,850	69,850	66,250	(5) %
881100	1210000	General Fund Allocation Chgs	4,207	18,925	18,925	6,491	(65) %
Charges From Others Total			4,207	18,925	18,925	6,491	(65) %
891100	1210000	General Fund Allocation Chrges	(73,062)	(88,775)	(88,775)	(72,741)	(18) %
Charges to Others Total			(73,062)	(88,775)	(88,775)	(72,741)	(18) %
Total Budget Requirements			(2,730)	0	0	0	---

Departmental Budget Detail

Department / Section: City Clerk / City Clerk-Debt
101 - 129000

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
882101	1290000	Annual Utilization Chgs 101 Fd	19,272	18,437	18,437	11,238	(39) %
		Charges From Others Total	19,272	18,437	18,437	11,238	(39) %
891100	1290000	General Fund Allocation Chrges	(19,272)	(18,437)	(18,437)	(11,238)	(39) %
		Charges to Others Total	(19,272)	(18,437)	(18,437)	(11,238)	(39) %
Total Budget Requirements			0	0	0	0	---

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