



**City Clerk's Office**

# City Clerk's Office



**Mission Statement:** To perform all interactions professionally with honesty, integrity, and impartiality while ensuring the legislative process is open and public.

**Service Description:** The City Clerk's Office is a public-service department providing a variety of professional and administrative duties supporting the City Council, City Manager and City Staff in accordance with the Public Records Act, Political Reform Act, Brown Act, Maddy Act, and Elections Code.

# City Clerk's Office



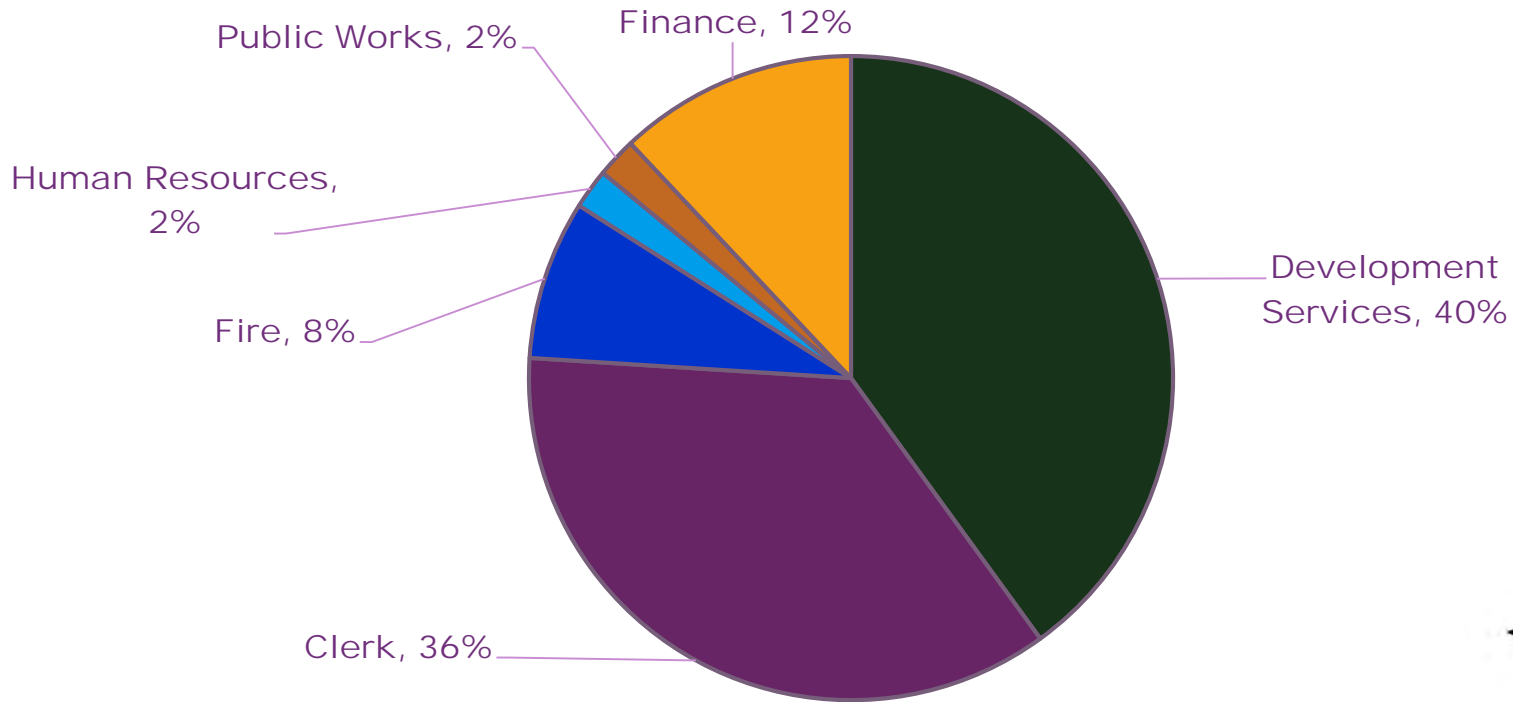
- Elected City Clerk – Tricia Buckland
  - Serves a four-year term, receives \$75/month
  - Reports to the citizens of Yuba City
- Assistant to the City Manager
  - City employee on the Executive Team
  - Manages the City Clerk's Office as part of responsibilities
  - Reports to the City Manager

# What keeps the City Clerk's Office up at night?

- Providing quality work in light of increased amount of competing responsibilities, special projects and deadlines
- Responsiveness to Public Records Act Requests



# 2019 - Public Record Requests



# Staffing Request

## Records Clerk

- Process Public Record Requests
- Record retention maintenance and improvement
- Goal: to provide online search engine for public documents





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