

## **Role of the City Clerk**

The City Clerk of the City of El Centro serves as the liaison between the public and the City Council. We strive to ensure that the City's legislative processes are open and transparent.

The City Clerk is the local official for elections, local legislation actions, and access to city records, ensuring transparency to the public. The City Clerk follows federal, state and local statutes including the Public Records Act, the Political Reform Act, the Brown Act (open meeting laws) as well as Ethics Training. Before and after City Council takes action, the City Clerk ensures that actions comply with all federal, state and local statutes and regulations, and that all actions are properly executed, recorded, and archived.

### **Legislative Administrator**

The City Clerk is a key staff member for council meetings. The City Clerk prepares the legislative agenda, ensures legal notices have been posted, published and completes the necessary arrangement to ensure an effective meeting. The City Clerk is entrusted with the responsibility of recording the decisions.

### **Records Manager**

The City Clerk oversees the preservation and protection of the public record and is the official custodian of records. By statute, the City Clerk is required to maintain the minutes, ordinances, resolutions and City Code adopted by legislative body. The City Clerk also ensures that other municipal records are readily accessible to the public.

### **City Elections Official**

The City Clerk assists candidates in meeting their legal responsibilities before, during and after an election. From election preplanning, filing of campaign disclosure documents, and the administration of oath to the newly elected. In addition, the City Clerk administers the oaths of office to the City Council, Employees and Board Members/Commissioners; Custodian of City Seal; Receives and opens bids; Coordinates the recruitment for City Council appointed Boards and Commissions; Maintains the City Code; Receives claims and suits related to the City of El Centro.

The Office of the City Clerk is a service department where the general public can rely for information regarding the operations and legislative history for the City. My office is committed to providing accurate, efficient, and courteous service to all, while remaining neutral and impartial.

### **Council Meetings/Closed Session Meetings**

Council meetings are held on the first and third Tuesday of every month. Closed session is normally held at 11:30 a.m. in Conference Room A, unless otherwise stated on the agenda. Open session begins at 6:00 p.m. in the Council Chambers.

### **Preparation of the Packet**

Not later than six calendar or business days prior to each regular City Council meeting, the City Clerk shall prepare the agenda packet. No item shall be considered by the City Council if not included in the packet, except that a correction or supplement to an item already included in the packet may be included.

### **Posting of Agenda**

The City Clerk shall post the agenda of each City Council Regular or Adjourned Regular Meeting at least 72 hours in advance of said meeting in a location that is freely accessible to members of the public. The City Clerk shall maintain an affidavit indicating the location, date and time of posting each agenda.

### **Distribution of the Packet**

Not later than six days prior to each regular City Council meeting, the City Clerk shall email the packet to each member of the City Council, department directors, and such other persons or institutions as the City Clerk shall deem necessary or appropriate. The City Clerk will make the packet available electronically on the City's webpage.

### **Boards & Commissions**

The City of El Centro values public involvement in the city's decision-making process. City boards and commissions are one vital component to bringing new ideas to the City Council and representing the diverse community. Members of these boards and commissions are a valuable resource for city government by assisting the City Council make the most informed decision for the benefit of the entire community. The City Clerk's office coordinates the recruitment for City Council appointed Boards and Commissions.

On or before December 31 of each year, the City Clerk shall prepare an appointments list (Maddy Act) of all regular and ongoing boards, commissions, and committees, which are appointed by the City Council. Each year, the public has an opportunity to apply for vacant and expired positions. As part of the annual City Council review of appointments process, citizens of the city, pursuant to the Maddy Act, have equal access to specific and current information about the many local regulating and advisory boards and commissions. The Act provides all qualified applicants the equal opportunity be informed of vacancies and opportunities to participate in the operations of local government by serving on such boards and commissions.

### **Other Duties**

The City Clerk receives claims and suits related to the City.