

Introduction

- A. City Council Referral for First Reading of Ordinance to Effectively Bring City Clerk Position Under Council
- B. Background
- C. Meet & Confer
- D. Questions Presented and Direction

City Clerk and City Council

Section 435: CITY CLERK.

- (a) The Council shall appoint a City Clerk, who shall serve at the pleasure of the Council, and shall perform such duties consistent with this Charter as may be required by the Council.
- (b) The Council by ordinance may consolidate the office and functions of the City Clerk with that of the City Manager.



City Clerk and City Manager

Ordinance No. 2002-027 | Muni Code Sec. 1-2-110

- Officer in City Manager's office assigned to City Clerk duties
- Assignment approved by City Council
- Authenticate and certify official acts, documents, records, and election results
- Deposit and custody of resolutions, ordinances, minutes, disclosure statements, petitions and other official documents.

Duties: Government Transparency Laws

Brown Act and Public Records Act

- Administer and manage open meeting requirements
- Administer and manage City's records
 - Assist Departments to comply with California
 Public Records Act
 - Records Retention Policies
 - Form 700 disclosure statements and ethics trainings
 - Accept service of process upon City (subpoenas, claims, summons)

Meet & Confer

Meyers-Milias-Brown Act

Govt. Code Sec. 3505: City must meet and confer in good faith with representatives of its represented employee organizations before making a determination of policy or course of action that involves a mandatory subject of bargaining.

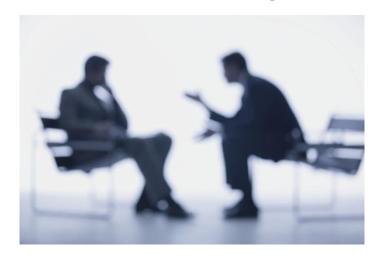
- City Clerk: San LeandroManagement Organization
- Deputy City Clerk &Admin Assistants: SanLeandro City EmployeesAssociation

- Wages
- Hours
- Terms and conditions of employment.

Meet & Confer

Staff time and consulting services are necessary:

 To determine terms and conditions, policies and procedures of City Clerk Department employees.



 Failure to meet and confer is an unfair labor practice (Govt. Code Sec. 3506.5)

Direction Requested

- Compliance with the law requires meet and confer
- Staff resources and consulting work to determine details for meet and confer and standing up a City Clerk's office under City Council management will be significant.
 - Will require City Manager's Office's assistance, especially with labor negotiations.
 - Urgency status of referral
 - Referral to City Council priority session in February