



DUTIES OF THE CITY CLERK'S OFFICE

The City Clerk's Office is responsible for a wide range of crucial municipal functions. This document outlines the different duties of the Antioch City Clerk's Office.



- ❑ Keeping records of the official actions of the City Council, City acting as Successor Agency to the Antioch Development Agency, Antioch Public Financing Authority, and the Board of Administrative Appeals.
- ❑ Receive and assist all public records requests and ensure a timely response in accordance with the Public Records Act. NextRequest Software has assisted the Clerk's Office tremendously with timely responses and recordkeeping.
 - [NextRequest Software](#)
- ❑ Interact with the City Council, City staff, and the general public on all related matters.
- ❑ Serve as the Secretary to the Board of Administrative Appeals. Coordinate and prepare correspondence agenda for the Board of Appeals including Board, staff, and appellant; finalize Board of Appeals notices of decisions and actions. Forward final agenda and staff reports to the Webmaster for posting on our City's Website. Make copies of Agenda Packets for Clerk's filing, Minutes Clerk, Library, Extra and Board Members. Also make copies of Agenda for the public at the meeting.
- ❑ Process Administrative Citation Appeals from Code Enforcement; Permits denied by the Police Department, Personnel Grievance Hearings, and Notice of Decision letters from Animal Services for the Board of Administrative Appeals.
- ❑ Secretary to the Sales Tax Citizens' Oversight Committee. Prepare and finalize the agenda for the Sales Tax Citizens' Oversight Committee. Forward final agenda and staff reports to Committee Members and staff as well as the Webmaster for posting on our City's Website. Make copies of Agenda Packets for Clerk's filing, Minutes Clerk, Library, Extra and any Committee Members, if needed. Also make copies of Agenda for the public at the meeting.
- ❑ Oversee and coordinate the preparation, finalization, and distribution of the Regular/Special Meeting/Study Session/Workshop City Council agendas; prepare tentative agendas, final agendas and Public Hearing Notices. Forward final agendas and staff reports to the Webmaster for posting on our City's Website.
- ❑ Ensure the preparation of City Council meeting minutes; finalize minutes of meetings for agenda packets; and forward approved Minutes to the Webmaster for posting on our City's Website.



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- ❑ Process, finalize, and follow-up on Council action from City Council meetings; ensure timelines are met including those for ordinance publication, resolutions, and notice of decisions.
- ❑ E-mail Summary of Ordinances, Urgency Ordinances, Public Hearing Notices, etc. to Bay Area Newsgroup in compliance with the Brown Act. Print copies of Public Hearing Notices for mailers (labeled envelopes received from pertinent department), posting, and mail out before each Council Meeting.
 - Bay Area Newsgroup: ectlegals@bayareanewsgroup.com
- ❑ Attest City documents including resolutions, ordinances and contracts/agreements. Finalize resolutions and ordinances with Council votes on archival book copy paper for recordkeeping.
- ❑ Assure the timely filing of Fair Political Practice Commission (FPPC) Statements of Economic Interests and Campaign Expense Reports in accordance with the Political Reform Act bi-annually. Administer Fair Political Practices Commission (FPPC) Form 700 filings for candidates, elected officials, employees, consultants, and commissioners in accordance with state law and FPPC regulations. The Clerk's Office is in the process of setting up NetFile Software for timely filings and transparency.
 - [Fair Political Practices Commission](#)
 - [NetFile Software](#)
- ❑ Assist in conducting and supervising municipal elections; coordinate municipal elections as the Elections Official serving as the filing officer for implementation and administration with the County; process any initiatives, recalls or referendums that are submitted to the Clerk's Office; and certify official results after each election. This November 3, 2020 General Election was our first District Elections with 7 seats total (4 Council Member seats by District). The Mayor, City Clerk and City Treasurer seats remain at large.
 - [Initiatives](#)
 - [Recalls](#)
 - [Referendums](#)
- ❑ Prepare Election Candidate Packets for distribution, log in each candidate by district if a Council Member seat, explain candidate packet materials, process, and deadlines for filing. Collect candidate fees when candidate packet is being filed. Review all documentation to meet Election Code before accepting filings from candidates. Publish Public Hearing Notice of Election in newspaper as well as Nominees PHN.
 - [Election Candidate Packets](#)
 - [Election Code](#)



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- Coordinate the assuming office and leaving office of newly-elected and departing Council. To include Oaths of Offices, Certificates of Elections, updating website, roster, etc.
- Track vacancies of the many City Boards and Commissions. Prepare, distribute, and accept applications for board, committee and commission openings. Notify Mayor of openings and prepare notices of vacancies. Receive and process applications for future appointments. Forward applications to the appropriate department.
- Process Proclamations and Certificates of Recognition for the City Council as well as Oaths of Office for newly appointed Boards/Commissioners/Committees and newly hired/promotional police officers.
- Maintain the Municipal Code. Update hardcopies of the Municipal Code books (11); now moving to bi-annual updates. Review adopted ordinances bi-annually (with City Attorney) to be included in the Municipal Code.
 - [Antioch Municipal Code](#)
- Maintain registration/ownership certificates for City vehicles.
- Receive and conduct bid openings. Post flyers directing potential contractors to the Clerk's Office due to deadline date and time.
- Accept and process all claims and legal actions against the City. Compare Claims Log with City Attorney's Office to obtain claim log numbers, letters of rejection, etc. Filing of all documentation as the recordkeeper.
- Act as Records Management Officer, responsible for the accurate filing of over 1600 boxes of files and records in the Records Warehouse which is necessary to maintain an effective and efficient records management program. Provide support, research and record retention services to all City departments
- Assist in the preparation, administration, and monitoring of assigned budget; compile annual budget requests; prepare revenue projections; recommend expenditure requests for designated accounts; monitor approved budget accounts.
- Scan historical ordinances, agreements, minutes, and resolutions into imaging system.
- Provide coverage and assistance in all areas of the City Clerk's Office as necessary to ensure the operation of the Office including filing, photocopying, answering the telephones, and assisting the public at the counter.
- Maintain and order office supplies; prepare purchase orders; receive invoices and check for accuracy; process payments.
- City Manager Bi-Weekly for Clerk's Office
- Participate in training sessions through the City Clerks Association of California with the possibility of becoming a Master Municipal Clerk.