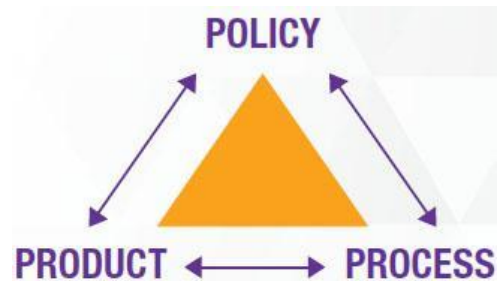
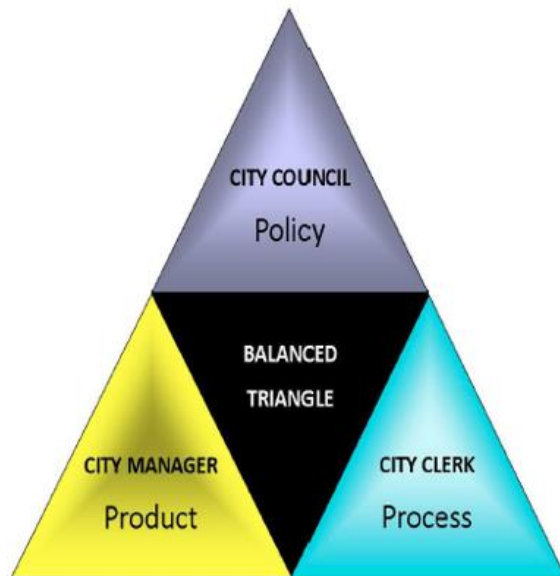


OFFICE OF THE CITY CLERK ROSA GOVEA ACOSTA, MMC, CPMC



PUBLIC SERVICE – BALANCE TRIANGLE

THE CITY COUNCIL, CITY CLERK, AND CITY MANAGER MUST UNDERSTAND AND RESPECT EACH OTHER'S ROLES AND SHARE AN OBLIGATION IN MAINTAINING THIS BALANCE.



City Council ► Policy ►

Establishes vision and direction for the community's future.

City Manager ► Product ►

Provides services to the taxpayer that taxpayers cannot (or will not) provide for themselves.

City Clerk ► Process ►

Ensures that the decision-making process:

- Is transparent to the public;
- Complies with federal, state and local regulations; and
- Is properly recorded.



HISTORY OF THE MUNICIPAL CLERK

Municipal Clerk: One of the Earliest Government Professions

The municipal clerk, along with the tax collector, is the earliest of public servants. The Office of Municipal Clerk can be traced back to the year 1272 A.D. in the history of the Corporation of Old London. In the 1500s in England, there was not only the "Towne Clarke" but also the "Clerc Comptroller of the King's Honorable Household." In 1603, there was a "Clarke General of the Armie." King Henry the Eighth had a "Clarke of the Spicery" and King Charles had his "Clerk of the Robes."

Over the years, Municipal Clerks have become the hub of government, the direct link between the inhabitants of their towns and their government. The Municipal Clerk is the historian of the community, for the entire recorded history of the town and its people are in the Clerk's care. The eminent political scientist, Professor William Bennett Munro, writing in one of the first textbooks on municipal administration, stated:

"No other office in municipal service has so many contacts. It serves the Mayor, the City Council, the City Manager (when there is one), and all administrative departments, without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together."

Those words are even more appropriate today. In California, there are two ways to become a Municipal Clerk. One is to be elected by the voters of the community and the other is to be appointed by either the City Council or City Manager/Special District Manager. This may be the case for either charter or general law cities. Government Code Section 36501 sets forth the governing officers of the municipality, one of which is a City Clerk. In order for the office to be appointed, the question must be, at sometime, put to a vote of the people (G.C. Section 36508).

Source: <https://www.californiacityclerks.org/page/history>



WHAT DOES A CITY CLERK DO?

The City Clerk is the local official for elections, local legislation, the Public Records Act, the Political Reform Act, and the Brown Act (open meeting laws). Before and after the City Council takes action, the City Clerk ensures that actions are in compliance with all federal, state and local statutes and regulations and that all actions are properly executed, recorded, and archived.

The statutes of the State of California prescribe the basic functions and duties of the City Clerk, and the Government Code and Election Code provide precise and specific responsibilities and procedures to follow.

The Office of the City Clerk is a service department within the municipal government upon which the City Council, all City departments, and the general public rely for information regarding the operations and legislative history of the City. The City Clerk serves as the liaison between the public and City Council and provides related municipal services.

Source: <https://www.californiacityclerks.org/page/history>



THE ROLE OF THE CITY CLERK

- The City Clerk serves as a steward of the democratic process and is a liaison between the City Council and members of the public. She is a partner in democracy, providing information and ensuring transparency. The City Clerk serves as Director of the Office of the City Clerk and oversees all administrative functions of the department
- The City Clerk is an elected representative of the people and serves a four-year term, current term will end November 2022. The City Clerk has legal responsibilities described in California Government Code Sections 40800, et seq., the Elections Code, and City ordinance.



City Clerk Govea Acosta is a dedicated public servant with over 20 years of experience in local government. She was elected into office in 2018, becoming the first Latina to serve as City Clerk and the second Hispanic representative for the City of South San Francisco. She advocates equity and transparency in local government and works to ensure that the local democratic process is accessible to everyone. Before being elected to South San Francisco, she was the appointed City Clerk for the City of Pinole. She also served as a trustee for the South San Francisco Unified School District from 2014-2018.

She is a lifelong resident of South San Francisco and attended the South San Francisco Unified School District as a student, graduating from South San Francisco High School in 1994. She earned an Associate of Arts in Interdisciplinary Studies from Skyline College and a Bachelor of Science in Human Services from Notre Dame de Namur University. She obtained her Certified Municipal Clerk (CMC) designation in December 2018, her Master Municipal Clerk (MMC) designation in December 2021 from the International Institute of Municipal Clerks, and the California Professional Municipal Clerk designation from the University of California, Riverside. She is a licensed Notary Public for the State of California. She is currently enrolled at California State University, Dominguez Hills working towards her Master's in Public Administration.



CITY CLERK TEAM

- **Assistant City Clerk – Jazmine Miranda**
- **Deputy City Clerk – Vacant**
- **Records Clerk Technician**
 - Francisco Alvarez
 - Vacant
 - **Administrative Assistant II – Maricela Lomeli**



THE ROLE OF THE CITY CLERK

■ **Public Noticing – Ensure compliance with the Brown Act**

*Meetings must adhere to the “Brown Act” **Government Code 54950 et seq.** The Brown Act was enacted to ensure all deliberations and actions are taken openly.*

- Agenda Preparation: Produce electronic packet for public view
- Agenda posting:
 - Regular Meeting: At least 72 hours in advance
 - Special and Emergency Meetings: At least 24 hours in advance
- Publish & Post legal notices.
- Assure actions are recorded and easily accessible to members of the public.

■ **Records Administration**

- Administer citywide records management program.
- Receive and process subpoenas and summons.
- Certify and attest documents.
- Coordinate agreement execution and maintain insurance certificates.



THE ROLE OF THE CITY CLERK

■ **Local Elections Official**

South San Francisco elections are consolidated with the San Mateo County Registration and Elections Division – the County prints the ballots, prepares and prints the voter guide and administers the registration rolls.

- Municipal Elections: Candidates seeking office, Ballot Measures, Initiative (Elections Code 9214), Referenda (Elections Code 9236) 11360)

■ **Political Reform Filing Officer for the Fair Political Practices Commission**

Public officials must publicly disclose economic interests which may prohibit the official from certain legislative decisions that will result in a material financial effect on the official's economic interests.

- Statement of Economic Interest filings and reporting: Form 700
- Campaign filings: Campaign Committees – Form 460 and 470
- Ethics Training: AB 1234
- Regulate and update the City's Conflict of Interest Code



STATUTORY DUTIES & RESPONSIBILITIES

Per Government Code sec. 40800 et. seq.

- Record of proceedings (minutes); books; index
- Conform ordinances and resolutions
- Maintain the Municipal Code
- Custodian of the City Seal
- Appoint Deputies
- Administer oaths; affidavits; depositions; certifications, acknowledgements



OTHER IMPORTANT DUTIES

- Ceremonial Functions/ Commendations, Awards, proclamations.
- Provide Notary Public Services by appointment to the community.
- Serve as U.S. Passport Acceptance Agency.
- Manage the recruitment of the City's 14 Boards and Commissions
- Clerk to the Council



Ensure compliance to PRA request by collaborating with departments.
<https://www.ssf.net/departments/city-clerk/public-records-request>

- City Clerk

Boards and Commissions

+ City Council Meetings

City Council Agenda & Epackets

+ Clerk Forms

2021 CA Gubernatorial Recall

+ 2021 Redistricting

District Elections

+ Elections

Maddy Act Roster

+ Municipal Code

Notary Services

+ Passport Services

- Public Records Request

Medical Records Requests

Building Permit Search (Trakit)

City Manager Contracts

Fair Political Practices Commission (FPPC) Information

Regional Representatives

Departments » City Clerk »

PUBLIC RECORDS REQUEST

Font Size: + - Share & Bookmark Feedback Print

Make a Public Records Request

The City Clerk's Office handles Public Records Requests in compliance with California's Public Records Act. In most cases your request will be fulfilled within 10 days. You can review previous requests and responsive documents, or submit a new request for public documents.

Policy Regarding Access to Public Records

The California Public Records Act declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in the state because it gives the public an opportunity to monitor the functioning of their government. It is the City of South San Francisco's goal to provide the public with timely access to its public records.

What Is a Public Record

The California Government Code defines public records as, "...any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristic." For example, public records can include, but are not limited to, papers, books, maps, charts, photographs, audiotapes, videotapes, and information stored on a computer.

Who Can Request Public Records

Anyone may make a request to inspect or obtain a copy of a public record. A requester is not required to provide any personal identification or reason for the request. Completion of the Public Records Request Form makes the process more efficient.

Tips to Expedite a Request

- To speed up your request, make your request as specific as possible about the records you are seeking. For example, you may want to provide a date range for your request, the department or staff that created the requested records, and/or any helpful keywords. You may complete and submit a Public Records Request Form (link below) to the appropriate department to help expedite your request.
- Provide contact information or arrange to call or meet with a department representative at a later time to discuss the availability of the requested records.

Please contact the City Clerk's Office at (650) 877-8518 if you need further assistance with respect to your Public Records Request