

# **2022 City Council Candidate Briefing**

## **CITY CLERK'S OFFICE OVERVIEW**

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### **BACKGROUND**

California Government Code enumerates certain duties of the City Clerk. The City Clerk maintains custody of City records, serves as clerk for the City Council, records and maintains proceedings of the City Council, maintains custody of the City Seal, administers and files Oaths of Office, certifies and records specific documents for the City, and serves as the City Election Officer.

The City Clerk also prepares agendas and minutes of City Council meetings, conducts elections for the City, receives petitions concerning initiatives and referenda, gives notice of public hearings, maintains the Municipal Code, accepts subpoenas, attends bid openings, and assists elected officials and designated employees in complying with the requirements of the Fair Political Practices Commission. Additionally, the City Clerk maintains records for the City including organizing and indexing department records and answering all public records requests.

Since December 2013, the City Clerk position has been a City Manager-appointed position.

### **MAJOR INITIATIVES**

***Electronic Content Management System (ECMS):*** The City Clerk is in the process of creating an electronic database for the City's permanent records. The database will assist in collecting and consolidating the records each department holds in order to create a complete history of a project or City action. The database will also include a public-facing portal through which the public will be able to easily search through City records. This system will reduce staff hours spent answering public records requests, increase transparency, aid interdepartmental projects, and decrease the response time for public records requests.

The City Clerk utilized the ECMS during the pandemic in order to assist departments in serving the public while working remotely. The City created online forms including those for public records requests, parking permits, tree permits, and encroachment permits. These forms allowed the City to respond to the public without requiring the public to travel to City Hall. It also allowed for greater ease in tracking requests and ensuring timely delivery of permits.

***Closed Captions and Public Comments for Commission and City Council Meetings:*** In an effort to enhance transparency and increase civic engagement, prior to the

pandemic, the City Clerk added closed captions to all City Council, Planning Commission, and Traffic, Safety & Parking Commission meeting videos.

In order to ensure that the City Council, Commissions, and Library Board were able to continue to meet during the pandemic, the City Clerk utilized Zoom meetings and created procedures to ensure that the public could participate. The City Council and Commissions saw an increase in public input as a result of meetings being held via Zoom. As a result, the City Clerk is implementing hybrid meetings so that the public can continue to participate from their homes when meetings return to in-person.

***Elections:*** The City Clerk oversees all City of Burlingame municipal elections. Accordingly, the City Clerk provides information to candidates, stays informed of and serves as a resource on electoral law and regulations, arranges for elections to take place, and counts ballots when needed. The City Clerk also guided the City through the transition to by-district elections and will guide the City through future redistricting processes.

The City Clerk is working with Burlingame High School students on a local campaign to increase voter participation among 18 to 25-year-olds. The project is called “Generation Voter” and focuses on working with students in order to increase voter registration, voter outreach, and voter participation among their peers.

**FURTHER INFORMATION**

For further information regarding the Office of the City Clerk, please contact Meaghan Hassel-Shearer, City Clerk, at 650-558-7203 or [mhassel-shearer@burlingame.org](mailto:mhassel-shearer@burlingame.org).