




City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

DATE: May 10, 2016

SUBJECT: City Clerk Compensation

SUMMARY

At a previous meeting, at the request of a resident, the City Council asked staff to place the City Clerk compensation on a future agenda. This item is on the agenda for the City Council to provide direction.

ANALYSIS

Sierra Madre's Policy

The Sierra Madre Municipal Code section 2.12.020, specifies that the City Clerk and City Treasurer's compensation is established by City Council resolution. The California Government Code also specifies that the City Council may establish the compensation for the City Clerk and the City Treasurer.

At a February 12, 2008 Council meeting, the Council discussed the City Clerk's compensation and duties. It was decided that the \$250 Elected Official compensation that the City Clerk received, was for serving as a notary, signing Resolutions and Ordinances, signing agreements, administering oaths of office, and assisting the public and staff by providing information and assistance.

The City Council authorized compensating City Clerk Shollenberger an additional \$650 per month for the following:

1. Preparing minutes for all City Council Meetings including regular meetings and special meetings.
2. Filing FPPC forms
3. Publishing ordinances in the newspaper in accordance with state and local law and sending copies to the publisher of the City's Municipal Code
4. General filing of all resolutions, ordinances, and minutes. Ensuring that all resolutions, ordinances and minutes are maintained in the official books at City Hall.

5. Holding regular office hours from 8:00 am to 9:00 am each Wednesday.

The \$650 compensation was paid if at least one Council meeting is held in a month. No compensation is paid if no Council meetings are held that month.

There is a Resolution authorizing the \$250 per month compensation for the City Clerk, but for any additional compensation to be provided to the current City Clerk, it is recommended that the City Council take formal action by adopting a Resolution as specified in Municipal Code Section 2.12.020.

Lastly, retired City Clerk Shollenberger received additional compensation, in the amount of \$7,500, for administering municipal elections. This compensation is established in an election related Resolution that is prepared and approved prior to each municipal election.

General Background Information

Approximately 30% of cities in California have an elected City Clerk. Most cities, approximately 70% have an appointed City Clerk, meaning that the City Clerk is either appointed by the City Council or the City Manager (or some other staff member). Attached is a chart from the League of California Cities regarding Elected and Appointed City Clerks. (The information is a few years old.)

Of the neighboring cities, with elected City Clerks (Arcadia, Monrovia and South Pasadena), the elected City Clerk has duties similar to the duties that are described as provided by the Sierra Madre City Clerk for the \$250 stipend; basically acting as official signatory, administering oaths, and attending Council meetings. Arcadia, Monrovia and South Pasadena have city staff members (Deputy City Clerks) who handle the Department's day to day responsibilities, prepare the Council meeting minutes for review by the City Clerk, along with handling other duties and responsibilities. The City Clerk oversees the elections and does not receive additional compensation for doing so, however it should be noted that the City Clerks are assisted by full-time staff members. Arcadia, Monrovia and South Pasadena have full-time staff and cities with full-time Deputy City Clerks handle additional responsibilities, such as responding to public records requests, assembling and disseminating the City Council agenda packets, posting agendas, putting agendas and staff reports on the city's website, maintaining all official city records and contracts (is the custodian of records), handling post-Council meeting follow-up, maintaining and updating the Municipal Code, handling Commissioner recruitment processes, processing claims against the city, administering elections, administering campaign disclosure and economic interest procedures, along with other assigned duties.

In discussing this matter with the City's newly elected City Clerk Carrillo, she stated that prior to running for office, she met with Clerk Shollenberger and was informed that the

compensation was the \$250 monthly stipend, plus the additional \$650 per month if a meeting was held, in addition to the election related compensation of \$7,500.

FINANCIAL REVIEW

The City's retired City Clerk received \$250 monthly, plus an additional \$650 monthly (for months when at least one Council meeting is held), plus an additional \$7,500 for administering the municipal election. So in years when an election is held, the maximum annual compensation would be \$18,300, and in non-election years, the maximum annual compensation would be \$10,800. In addition the City Clerk can enroll in the Public Employee Retirement System (PERS).

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

ALTERNATIVES

Pursuant to the Municipal Code, the City Council has the authority to establish the compensation for the City Clerk and City Treasurer. California Government Code section 36517, specifies that the City Clerk and the City Treasurer shall receive, at stated times, a compensation fixed by ordinance or resolution.

The California Government Code places a limit on City Council Member compensation based upon the city population. (Section 36516(A): In cities up to and including 35,000 in population, up to three hundred dollars (\$300) per month.)

The alternatives are:

1. The City Council could request additional information and direct that this matter be placed on a future agenda.
2. The City Council could take no action and the City Clerk would receive the \$250 elected official compensation; and at the next municipal election the Council would consider additional compensation for administering the election.
3. The City Council could direct staff to return with a resolution specifying the compensation for the City Clerk. Staff would need direction regarding the amount of the compensation and the applicable time period, for example, for the next fiscal year, or until the next City Clerk election, or for as long as the current City Clerk is the Elected City Clerk.
4. Any other alternative the Council desires.

STAFF RECOMMENDATION

It is recommended that the City Council provide staff with direction.

Attachments (2)

City	Elected	City Clerk Duties	Compensation
Sierra Madre	Elected	<p>The City Clerk is elected to a four year term. The City Clerk's duties and responsibilities are:</p> <p>\$250 Stipend Attending Council meetings, administering Oaths of Office, Notary, official signatory on Ordinances, Resolutions, agreements, etc.</p> <p>\$650 Compensation Preparing minutes for all Council meetings FPPC filings Publishing ordinances in the newspaper Forwarding ordinances to the Municipal Code publishing company Filing all City Council resolutions, ordinances and minutes in the official record books</p> <p>\$7,500 Compensation Administering Municipal elections</p>	<p>\$250 per month, \$3,000 annually</p> <p>\$650 per month (\$7,800 annually), for months when the City Council conducts at least one City Council meeting. For months when the City Council does not conduct a meeting, there will be no compensation; compensation established by Council action 2/12/2008 for Clerk Shollenberger.</p> <p>\$7,500 for regular municipal election; compensation established by resolution for each election.</p>
Arcadia	Elected	<p>The City Clerk (ceremonial) is elected to a four year term. The Chief Deputy City Clerk/Records Manager (staff member) is responsible for the day-to-day operations of the office.</p> <p>Section 505. POWERS AND DUTIES. The City Clerk shall: (a) Attend all meetings of the Council and be responsible for the recording and maintaining of a full and true record of all of the proceedings of the Council in books that shall bear appropriate titles and be devoted to such purpose. (b) Maintain separate books, in which shall be recorded respectively all ordinances and resolutions, with the certificate of the Clerk annexed to each document stating that said document is the original or a correct copy, and with respect to an ordinance, stating that said ordinance has been published or posted in accordance with this Charter; all of said books shall be properly indexed and open to public inspection</p>	<p>\$500 per month (or \$6,000 annually)</p>

		<p>when not in actual use.</p> <p>(c) Maintain separate books, in which a record shall be made of all written contracts and official bonds.</p> <p>(d) Be the custodian of the seal of the City.</p> <p>(e) Administer oaths or affirmations, take affidavits and depositions pertaining to the affairs and business of the City and certify copies of official records.</p> <p>(f) Be the City Assessor, if the Council so requires.</p> <p>(g) Sign all checks, except payroll checks.</p> <p>(h) Conduct all City elections</p> <p>(i) Perform such other duties as may be prescribed by the</p> <p>The City Clerk's office (Chief Deputy/Records Manager) serves as the custodian of records, is responsible for maintaining the City Charter, all City records, ordinances, resolutions and other official City documents; conducts municipal elections; administers oaths; maintains the Arcadia Municipal Code; and administering campaign disclosures of economic interest.</p>	
Monrovia	Elected	<p>The City Clerk is elected to a four year term. The Chief Deputy City Clerk (staff member) is responsible for the day-to-day operations of the office.</p> <p>The City Clerk's duties and responsibilities are to attend Council meetings; work with the Deputy city Clerk regarding the preparation of Council meeting minutes, and other Council related documents, and works with the Deputy City Clerk to accomplish the publication, filing, indexing and safekeeping of proceedings of the Council.</p>	\$400 per month, or \$4,800 annually
South Pasadena	Elected	<p>The City Clerk is elected to a four year term. The Chief Deputy City Clerk (staff member) is responsible for the day-to-day operations of the office.</p> <p>City Clerk (ceremonial), can be the official signatory, may attend Council meetings, give oaths of office, and other ceremonial duties.</p>	\$300 monthly, \$3,600 annually

		The Chief Deputy City Clerk (staff member) is responsible for day-to-day activities and all other City Clerk responsibilities (assembling agenda packets, preparing minutes, responding to public records requests, maintaining official city records, etc.)	
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The following neighboring cities have appointed City Clerks: Duarte, Pasadena, and San Marino

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Adelanto	32,511	Charter	Appointed	
Agoura Hills	20,625	General Law	Appointed	City Manager
Alameda	75,988	Charter	Appointed	
Albany	18,472	Charter	Appointed	City Manager
Alhambra	84,697	Charter	Appointed	
Aliso Viejo	49,951	General Law	Appointed	
Alturas	2,668	General Law	Appointed	
Amador	179	General Law	Appointed	
American Canyon	20,001	General Law	Appointed	City Manager
Anaheim	348,305	Charter	Appointed	
Anderson	10,361	General Law	Appointed	City Manager
Angels City	3,726	General Law	Elected	
Antioch	106,455	General Law	Elected	N/A
Apple Valley	70,755	General Law	Appointed	
Arcadia	57,500	Charter	Elected	N/A
Arcata	17,734	General Law	Appointed	
Arroyo Grande	17,334	General Law	Appointed	City Manager
Artesia	16,776	General Law	Appointed	
Arvin	20,226	General Law	Appointed	City Manager
Atascadero	28,675	General Law	Elected	City Manager
Atherton	6,917	General Law	Appointed	
Atwater	29,050	General Law	Elected	N/A
Auburn	13,804	General Law	Elected	
Avalon	3,820	General Law	Appointed	
Avenal	13,239	General Law	Appointed	
Azusa	48,385	General Law	Elected	N/A
Bakersfield	367,315	Charter	Appointed	City Manager
Baldwin Park	76,715	General Law	Elected	N/A
Banning	30,325	General Law	Appointed	
Barstow	23,292	General Law	Elected	N/A
Beaumont	40,876	General Law	Elected	
Bell	35,972	Charter	Appointed	
Bell Gardens	42,667	General Law	Appointed	
Bellflower	77,741	General Law	Appointed	

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Belmont	26,559	General Law	Elected	N/A
Belvedere	2,094	General Law	Appointed	
Benicia	27,454	General Law	Elected	
Berkeley	117,372	Charter	Appointed	City Manager
Beverly Hills	34,677	General Law	Appointed	City Council
Big Bear Lake	5,121	Charter	Appointed	City Manager
Biggs	1,684	General Law	Appointed	City Administrator
Bishop	3,875	General Law	Appointed	
Blue Lake	1,251	General Law	Appointed	City Council
Blythe	18,992	General Law	Elected	
Bradbury	1,082	General Law	Appointed	
Brawley	25,897	General Law	Appointed	City Manager
Brea	42,397	General Law	Appointed	Administrative Services Director
Brentwood	54,741	General Law	Appointed	
Brisbane	4,431	General Law	Appointed	
Buellton	4,893	General Law	Appointed	
Buena Park	82,344	Charter	Appointed	City Council
Burbank	105,543	Charter	Elected	N/A
Burlingame	29,685	General Law	Appointed	
Calabasas	23,943	General Law	Appointed	Administrative Services Director
Calexico	40,564	General Law	Appointed	City Manager
California City	13,276	General Law	Appointed	
Calimesa	8,231	General Law	Appointed	City Manager
Calipatria	7,517	General Law	Elected	City Council
Calistoga	5,224	General Law	Appointed	City Manager
Camarillo	66,752	General Law	Appointed	City Manager
Campbell	41,993	General Law	Appointed	
Canyon Lake	10,826	General Law	Appointed	City Manager
Capitola	10,136	General Law	Appointed	City Manager
Carlsbad	110,169	Charter	Elected	n/a
Carmel-by-the-Sea	3,722	General Law	Appointed	
Carpinteria	13,442	General Law	Appointed	
Carson	92,636	General Law	Elected	
Cathedral City	52,595	General Law	Elected	

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Ceres	46,463	General Law	Appointed	City Manager
Cerritos	49,741	Charter	Appointed	City Council
Chico	88,389	Charter	Appointed	
Chino	81,747	General Law	Appointed	
Chino Hills	76,131	General Law	Appointed	City Council
Chowchilla	18,971	General Law	Appointed	City Manager
Chula Vista	256,139	Charter	Appointed	City Council
Citrus Heights	84,544	General Law	Appointed	
Claremont	35,920	General Law	Appointed	City Manager
Clayton	11,200	General Law	Appointed	City Manager
Clearlake	15,194	General Law	Elected	
Cloverdale	8,641	General Law	Appointed	
Clovis	102,188	General Law	Appointed	City Council/Manager
Coachella	43,633	General Law	Elected	
Coalinga	16,467	General Law	Elected	
Colfax	1,998	General Law	Appointed	City Manager
Colma	1,470	General Law	Appointed	
Colton	53,057	General Law	Elected	
Colusa	6,171	General Law	Elected	N/A
Commerce	13,003	General Law	Appointed	
Compton	98,082	Charter	Elected	
Concord	124,656	General Law	Appointed	
Corcoran	22,515	General Law	Appointed	
Corning	7,598	General Law	Elected	City Council/Manager
Corona	159,132	General Law	Appointed	City Manager
Coronado	23,419	General Law	Appointed	
Corte Madera	9,381	General Law	Appointed	
Costa Mesa	111,846	General Law	Appointed	
Cotati	7,288	General Law	Appointed	
Covina	48,619	General Law	Elected	City Manager
Crescent City	6,935	General Law	Appointed 11-14	City Manager
Cudahy	24,142	General Law	Appointed	
Culver City	39,579	Charter	Appointed	
Cupertino	59,946	General Law	Appointed	City Manager

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Cypress	48,886	General Law	Appointed	City Council
Daly City	105,076	General Law	Elected	
Dana Point	34,037	General Law	Appointed	
Danville	43,146	General Law	Appointed	
Davis	66,656	General Law	Appointed	
Del Mar	4,234	Charter	Appointed	
Del Rey Oaks	1,665	General Law	Appointed	
Delano	52,591	General Law	Appointed	City Manager
Desert Hot Springs	28,001	Charter	Appointed	City Manager
Diamond Bar	56,400	General Law	Appointed	
Dinuba	23,666	Charter	Appointed	
Dixon	19,005	General Law	Appointed	City Manager
Dorris	938	General Law	Appointed	
Dos Palos	5,050	General Law	Appointed	
Downey	113,363	Charter	Appointed	
Duarte	21,668	General Law	Appointed	
Dublin	53,462	General Law	Appointed	
Dunsmuir	1,645	General Law	Elected	
East Palo Alto	28,934	General Law	Appointed	
Eastvale	59,185	General Law	Appointed	City Manager
El Cajon	101,256	Charter	Appointed	City Manager
El Centro	44,311	Charter	Appointed	City Council
El Cerrito	24,087	General Law	Appointed	
El Monte	115,064	General Law	Elected	
El Paso de Robles	30,469	General Law	Elected	
El Segundo	16,897	General Law	Elected	N/A
Elk Grove	160,688	General Law	Appointed	
Emeryville	10,491	Charter	Appointed	City Manager
Encinitas	61,204	General Law	Appointed	
Escalon	7,323	General Law	Appointed	City Council
Escondido	147,102	General Law	Appointed	City Manager
Etna	738	General Law	Appointed	City Council
Eureka	26,914	Charter	Appointed	
Exeter	10,539	Charter	Appointed	

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Fairfax (Town Clerk/Deputy)	7,541	General Law	Elected/FT Deputy	N/A/Town Manager
Fairfield	110,018	General Law	Elected	
Farmersville	10,932	General Law	Appointed	
Ferndale (Town Clerk/FT Deputy)	1,357	General Law	Elected/FT staff	N/A/Town Manager
Fillmore	15,339	General Law	Elected	N/A
Firebaugh	7,809	General Law	Appointed	
Folsom	74,014	Charter	Appointed	City Manager
Fontana	202,177	General Law	Elected	
Fort Bragg	7,350	General Law	Appointed	City Council
Fort Jones	715	General Law	Appointed	
Fortuna	11,902	Charter	Appointed	City Manager
Foster City	32,168	General Law	Appointed	City Manager
Fountain Valley	56,702	General Law	Appointed	City Manager
Fowler	5,883	General Law	Appointed	
Fremont	223,972	General Law	Appointed	Assistant City Manager
Fresno	515,609	Charter	Appointed	City Council
Fullerton	140,131	General Law	Appointed	City Manager
Galt	24,289	General Law	Appointed	City Council
Garden Grove	173,953	General Law	Appointed	
Gardena	60,082	General Law	Elected	
Gilroy	52,413	Charter	Appointed	City Council
Glendale	195,799	Charter	Elected	
Glendora	51,290	General Law	Appointed	
Goleta	30,202	General Law	Appointed	City Manager
Gonzales	8,383	General Law	Appointed	
Grand Terrace	12,285	General Law	Appointed	
Grass Valley	12,668	Charter	Appointed	
Greenfield	16,919	General Law	Appointed	
Gridley	6,739	General Law	Appointed	
Grover Beach	13,153	General Law	Appointed	City Manager
Guadalupe	7,144	General Law	Appointed	
Gustine	5,648	General Law	Appointed	
Half Moon Bay	11,721	General Law	Appointed	City Manager
Hanford	55,283	General Law	Appointed	

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Hawaiian Gardens	14,456	General Law	Appointed	
Hawthorne	86,644	General Law	Elected	
Hayward	151,037	Charter	Appointed	City Council
Healdsburg	11,541	General Law	Appointed	
Hemet	81,537	General Law	Appointed	City Manager
Hercules	24,572	General Law	Appointed	
Hermosa Beach	19,750	General Law	Elected	
Hesperia	91,506	General Law	Appointed	
Hidden Hills	1,901	General Law	Appointed	
Highland	54,033	General Law	Appointed	
Hillsborough	11,260	General Law	Appointed	
Hollister	36,676	General Law	Appointed	City Manager
Holtville	6,154	General Law	Appointed	City Manager/City Council
Hughson	7,118	General Law	Appointed	
Huntington Beach	195,999	Charter	Elected	N/A
Huntington Park	59,033	General Law	Appointed	
Huron	6,843	General Law	Appointed	
Imperial	16,708	General Law	Elected	N/A
Imperial Beach	26,675	General Law	Appointed	
Indian Wells	5,137	Charter	Appointed	City Manager
Indio	82,398	General Law	Elected	
Industry	438	Charter	Appointed	
Inglewood	111,795	Charter	Elected	
Ione	6,759	General Law	Elected	
Irvine	242,651	Charter	Appointed	
Irwindale	1,466	Charter	Appointed	
Isleton	815	General Law	Appointed	
Jackson	4,545	General Law	Elected	
Jurupa Valley	97,774	General Law	Appointed	
Kerman	14,339	General Law	Appointed	
King City	13,211	Charter	Appointed	
Kingsburg	11,685	Charter	Appointed	
La Canada Flintridge	20,535	General Law	Appointed	City Manager
La Habra	61,717	General Law	Appointed	City Manager

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
La Habra Heights	5,420	General Law	Appointed	
La Mesa	58,769	General Law	Appointed 11/14	
La Mirada	49,178	General Law	Appointed	City Manager
La Palma	15,896	General Law	Appointed	
La Puente	40,478	General Law	Appointed	
La Quinta	39,032	Charter	Appointed	City Manager
La Verne	32,228	General Law	Appointed	
Lafayette	24,659	General Law	Appointed	Admin. Services Director
Laguna Beach	23,225	General Law	Elected	N/A
Laguna Hills	30,857	General Law	Appointed	City Manager
Laguna Niguel	64,460	General Law	Appointed	City Manager
Laguna Woods	16,581	General Law	Appointed	
Lake Elsinore	56,718	General Law	Appointed	City Council
Lake Forest	79,139	General Law	Appointed	Deputy City Manager
Lakeport	4,807	General Law	Appointed	City Council
Lakewood	81,224	General Law	Appointed	City Manager
Lancaster	159,878	Charter	Appointed	Deputy City Manager
Larkspur	12,102	General Law	Appointed	City Manager
Lathrop	19,831	General Law	Appointed	City Manager
Lawndale	33,228	General Law	PT Elected	N/A
Lemon Grove	25,928	General Law	Appointed	City Manager
Lemoore	25,281	Charter	Appointed	City Council/Manager
Lincoln	45,206	General Law	Appointed	
Lindsay	12,650	Charter	Appointed	
Live Oak	8,481	General Law	Appointed	
Livermore	84,852	General Law	Appointed	
Livingston	13,793	General Law	Appointed	
Lodi	63,651	General Law	Appointed	
Loma Linda	23,614	General Law	Appointed	City Manager
Lomita	20,630	General Law	Appointed	
Lompoc	43,314	General Law	Appointed	City Administrator
Long Beach	470,292	General Law	Appointed	
Loomis	6,608	General Law	Appointed	
Los Alamitos	11,729	Charter	Appointed	City Manager

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Los Altos	29,969	General Law	Appointed	
Los Altos Hills	8,354	General Law	Appointed	
Los Angeles	3,904,657	Charter	Appointed	City Council
Los Banos	37,168	General Law	Elected	City Manager
Los Gatos	30,532	General Law	Appointed	Town Manager
Loyalton	729	General Law	Appointed	
Lynwood	70,980	General Law	Elected	N/A
Madera	63,008	General Law	Appointed	
Malibu	12,865	General Law	Appointed	City Manager
Mammoth Lakes	8,098	General Law	Appointed	
Manhattan Beach	35,619	General Law	Appointed	
Manteca	72,880	General Law	Appointed	City Manager
Maricopa	1,180	General Law	Elected	
Marina	20,268	Charter	Appointed	
Martinez	36,842	General Law	Elected	N/A
Marysville	12,266	Charter	Appointed	
Maywood	27,758	General Law	Elected	
McFarland	13,745	General Law	Elected	
Mendota	11,225	General Law	Appointed	
Menifee	83,716	General Law	Appointed	City Manager
Menlo Park	32,896	General Law	Appointed	City Manager
Merced	81,130	Charter	Appointed	City Manager
Mill Valley	14,257	General Law	Appointed	
Millbrae	22,605	General Law	Appointed	
Milpitas	70,092	General Law	Appointed	City Manager
Mission Viejo	95,334	General Law	Appointed	City Manager
Modesto	206,785	Charter	Appointed	City Council
Monrovia	37,162	General Law	Elected	
Montague	1,440	General Law	Appointed	
Montclair	37,374	General Law	Appointed	City Manager
Monte Sereno	3,450	General Law	Appointed	
Montebello	63,527	General Law	Elected	
Monterey	28,381	Charter	Appointed	City Manager
Monterey Park	61,777	General Law	Elected	N/A

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Moorpark	35,172	General Law	Appointed	City Manager/City Council
Moraga	16,348	General Law	Appointed	Town Manager
Moreno Valley	199,258	General Law	Appointed	City Council
Morgan Hill	41,197	General Law	Elected	N/A
Morro Bay	10,276	General Law	Appointed	
Mount Shasta	3,392	General Law	Elected	
Mountain View	76,781	Charter	Appointed	City Council
Murrieta	106,425	General Law	Appointed	City Manager
Napa	78,358	Charter	Appointed	City Council
National City	59,381	General Law	Elected	N/A
Needles	4,908	Charter	Appointed	City Manager
Nevada City	3,016	General Law	Elected	
Newark	43,856	General Law	Appointed	Administrative Services Director
Newman	10,668	General Law	Appointed	
Newport Beach	86,874	Charter	Appointed	City Council
Norco	26,582	Charter	Appointed	
Norwalk	106,630	General Law	Appointed	City Manager
Novato	52,967	General Law	Appointed	City Manager
Oakdale	21,442	General Law	Elected	N/A
Oakland	404,355	Charter	Appointed	
Oakley	38,075	General Law	Appointed	City Manager
Oceanside	171,183	Charter	Elected	N/A
Ojai	7,594	General Law	Elected	N/A
Ontario	167,382	General Law	Elected	N/A
Orange	139,279	General Law	Elected	
Orange Cove	9,410	General Law	Appointed	
Orinda	18,089	General Law	Appointed	
Orland	7,683	General Law	Appointed	
Oroville	15,980	Charter	Appointed	City Administrator
Oxnard	203,645	General Law	Elected	N/A
Pacific Grove	15,431	Charter	Appointed	
Pacifica	38,292	General Law	Appointed	
Palm Desert	50,417	Charter	Appointed	City Manager
Palm Springs	46,135	Charter	Appointed	City Manager

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Palmdale	155,657	Charter	Appointed	
Palo Alto	66,861	Charter	Appointed	City Council
Palos Verdes Estates	13,665	General Law	Appointed	City Manager
Paradise	26,109	General Law	Appointed	Town Council
Paramount	55,051	General Law	Appointed	
Parlier	15,019	General Law	Appointed	
Pasadena	140,879	Charter	Appointed	City Council
Patterson	20,922	General Law	Appointed	
Perris	72,103	General Law	Elected	N/A
Petaluma	59,000	Charter	Appointed	City Council
Pico Rivera	63,873	General Law	Appointed	City Manager
Piedmont	11,023	Charter	Appointed	
Pinole	18,794	General Law	Appointed	City Council
Pismo Beach	7,705	General Law	Appointed	City Manager
Pittsburg	66,368	General Law	Elected	N/A
Placentia	52,094	Charter	Elected	
Placerville	10,527	General Law	Appointed	City Manager
Pleasant Hill	33,872	General Law	Appointed 11/16	City Council
Pleasanton	73,067	General Law	Appointed	City Manager
Plymouth	976	General Law	Elected	
Point Arena	454	General Law	Appointed	
Pomona	151,713	General Law	Appointed	City Council
Port Hueneme	22,399	Charter	Appointed	Deputy City Manager
Porterville	55,697	Charter	Appointed	City Manager
Portola	1,982	General Law	Appointed	
Portola Valley	4,480	General Law	Appointed	City Manager
Poway	48,979	General Law	Appointed	City Manager
Rancho Cordova	67,839	General Law	Appointed	City Manager
Rancho Cucamonga	172,299	General Law	Elected	N/A
Rancho Mirage	17,745	Charter	Appointed	City Council
Rancho Palos Verdes	42,358	General Law	Appointed	City Manager
Rancho Santa Margarita	48,834	General Law	Appointed	City Manager
Red Bluff	14,131	General Law	Elected	N/A
Redding	91,207	General Law	Elected	N/A

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Redlands	69,882	General Law	Elected	N/A
Redondo Beach	67,717	Charter	Elected	N/A
Redwood City	80,768	Charter	Appointed	City Council
Reedley	25,122	General Law	Appointed	City Manager
Rialto	101,429	General Law	Elected	
Richmond	106,138	Charter	Appointed	
Ridgecrest	28,638	General Law	Appointed	
Rio Dell	3,347	General Law	Appointed	
Rio Vista	7,934	General Law	Appointed	City Manager
Ripon	14,855	General Law	Appointed	
Riverbank	23,243	General Law	Appointed	City Manager
Riverside	314,034	Charter	Appointed	City Council
Rocklin	59,672	General Law	Appointed	City Council
Rohnert Park	40,722	General Law	Appointed	City Manager
Rolling Hills	1,895	General Law	Appointed	City Manager
Rolling Hills Estates	8,184	General Law	Appointed	
Rosemead	54,762	General Law	Appointed	City Council
Roseville	126,956	Charter	Appointed	City Manager
Ross	2,461	General Law	Appointed	
Sacramento (Charter Officer)	475,122	Charter	Appointed	City Council
Salinas	155,205	Charter	Appointed	City Manager
San Anselmo	12,514	General Law	Elected	N/A
San Bernardino	212,721	Charter	Elected	
San Bruno	43,223	General Law	Elected - Appointed as of 11/17	
San Buenaventura	108,961	General Law	Appointed	
San Carlos	29,219	General Law	Appointed	City Manager
San Clemente	64,874	General Law	Appointed	
San Diego	1,345,895	Charter	Appointed	
San Dimas	34,072	General Law	Appointed	City Manager
San Fernando	24,222	General Law	Appointed	City Manager
San Francisco	837,442	Charter	Appointed	
San Gabriel	40,313	General Law	Elected	
San Jacinto	45,563	General Law	Appointed	City Manager
San Joaquin	4,056	General Law	Appointed	City Manager

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
San Jose	1,000,536	Charter	Appointed	City Council
San Juan Bautista	1,905	General Law	Elected	
San Juan Capistrano	35,900	General Law	Appointed	City Council
San Leandro	87,691	Charter	Appointed	City Manager
San Luis Obispo	45,473	Charter	Appointed	City Manager
San Marcos	90,179	Charter	Appointed	City Manager
San Marino	13,341	General Law	Appointed	City Manager
San Mateo	100,106	Charter	Appointed	City Manager
San Pablo	29,465	General Law	Elected	
San Rafael	58,566	Charter	Elected	
San Ramon	77,270	Charter	Appointed	City Manager
Sand City	343	Charter	Appointed	
Sanger	24,908	General Law	Appointed	City Manager
Santa Ana	331,953	Charter	Appointed	
Santa Barbara	90,385	Charter	Appointed	Administrative Services Director
Santa Clara	121,229	Charter	Elected	N/A
Santa Clarita	209,130	General Law	Appointed	
Santa Cruz	63,440	General Law	Appointed	
Santa Fe Springs	17,349	General Law	Appointed	City Manager
Santa Maria	101,103	Charter	Elected	
Santa Monica	92,185	Charter	Appointed	City Council
Santa Paula	30,448	General Law	Elected	
Santa Rosa	170,236	Charter	Appointed	City Manager
Santee	55,806	Charter	Appointed	City Council
Saratoga	30,887	General Law	Appointed	
Sausalito	7,175	General Law	Appointed	City Manager
Scotts Valley	11,954	General Law	Appointed	City Manager
Seal Beach	24,591	Charter	Appointed	
Seaside	33,534	General Law	Appointed	
Sebastopol	7,440	General Law	Appointed	City Council
Selma	23,977	General Law	Appointed	City Manager
Shafter	17,461	Charter	Appointed	City Manager
Shasta Lake	10,128	General Law	Appointed	City Manager
Sierra Madre	11,094	General Law	Elected	

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Signal Hill	11,411	Charter	Appointed	
Simi Valley	126,305	General Law	Appointed	
Solana Beach	13,099	General Law	Appointed	City Manager
Soledad	24,997	General Law	Appointed	
Solvang	5,363	Charter	Appointed	
Sonoma	10,801	General Law	Appointed	City Manager
Sonora	4,789	General Law	Appointed	
South El Monte	20,426	General Law	Appointed	
South Gate	96,057	General Law	Elected	
South Lake Tahoe	21,409	General Law	Elected	N/A
South Pasadena	26,011	General Law	Elected	N/A
South San Francisco	65,710	General Law	Appointed	
St Helena	5,943	General Law	Appointed	
Stanton	38,963	General Law	Appointed	
Stockton	300,899	Charter	Appointed	City Council
Suisun City	28,549	General Law	Elected	N/A
Sunnyvale	147,055	Charter	Appointed	Assistant City Manager
Susanville	15,832	General Law	Appointed	City Administrator
Sutter Creek	2,442	General Law	Appointed	
Taft	8,942	General Law	Elected	N/A
Tehachapi	13,346	General Law	Elected	
Tehama	417	General Law	Appointed	
Temecula	106,289	General Law	Appointed	
Temple City	36,134	Charter	Appointed	
Thousand Oaks	129,039	General Law	Appointed	City Manager
Tiburon	9,090	General Law	Appointed	
Torrance	147,706	Charter	Elected	N/A
Tracy	85,146	General Law	Appointed	Assistant City Manager
Trinidad	361	General Law	Appointed	
Truckee	15,981	Charter	Appointed	Town Manager
Tulare	61,857	Charter	Appointed	
Tulelake	1,011	General Law	Appointed	
Turlock	70,132	General Law	Appointed	City Manager
Tustin	78,360	General Law	Appointed	

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Twentynine Palms	26,576	General Law	Appointed	
Ukiah	16,185	General Law	Appointed	
Union City	72,155	General Law	Appointed	City Manager
Upland	75,147	General Law	Appointed	
Vacaville	93,613	General Law	Elected	N/A
Vallejo	118,470	Charter	Appointed	City Manager
Ventura		Charter	Appointed	City Manager
Vernon	122	Charter	Appointed	
Victorville	120,590	Charter	Appointed	
Villa Park	5,935	General Law	Appointed	
Visalia	129,582	Charter	Appointed	
Vista	96,122	Charter	Appointed	City Manager
Walnut	30,112	General Law	Appointed	
Walnut Creek	66,183	General Law	Appointed	
Wasco	26,159	General Law	Elected	City Manager
Waterford	8,619	General Law	Appointed	City Manager
Watsonville	52,508	Charter	Appointed	City Council
Weed	2,956	General Law	Appointed	
West Covina	107,828	General Law	Elected	
West Hollywood	35,072	General Law	Appointed	Director HR/Administrator
West Sacramento	50,836	General Law	Appointed	
Westlake Village	8,386	General Law	Appointed	City Manager
Westminster	91,652	General Law	Appointed	City Manager
Westmorland	2,301	General Law	Elected	
Wheatland	3,495	General Law	Appointed	City Manager
Whittier (Clerk/Treasurer)	86,538	Charter	Appointed	City Manager
Wildomar	33,718	General Law	Appointed	City Manager
Williams	5,363	General Law	Appointed	
Willits	4,937	General Law	Appointed	
Willows	6,154	General Law	Appointed	
Windsor	27,104	General Law	Appointed	Town Manager
Winters	6,979	General Law	Elected	N/A
Woodlake	7,711	Charter	Appointed	
Woodland	57,223	General Law	Appointed	City Manager

City	Population	General Law or Charter	Appointed or Elected City Clerk	If Appointed, Who Does City Clerk report to?
Woodside	5,496	General Law	Appointed	Town Manager
Yorba Linda	67,069	General Law	Appointed	
Yountville	3,017	General Law	Appointed	City Manager
Yreka	7,840	General Law	Appointed	
Yuba City	65,677	General Law	Appointed	
Yucaipa	52,654	General Law	Appointed	
Yucca Valley	21,053	General Law	Appointed	