

City of Martinez

IMPARTIAL ANALYSIS of Measure ____ Appointment of City Clerk


BACKGROUND. State law requires general law cities like Martinez to have city clerks. The position may be elected or appointed. Over 80% of all California cities have transitioned from elected to appointed city clerks. Appointed city clerks are professional employees who perform duties including, but not limited to keeping a list of all legislation adopted by the City Council, certifying official documents, responding to Public Records Act requests, publishing legal notices, maintaining City Council minutes and other official records of the City, administering oaths of office, attending City Council meetings, and acting as the election official for the City.

Currently, the City of Martinez has both an elected City Clerk and an appointed Assistant City Clerk, resulting in a duplication of efforts between the two officials. The elected City Clerk performs only ceremonial duties of administering oaths of office and signing official city documents, while the appointed full-time Assistant City Clerk performs these same ceremonial duties as well as all other daily functions of the City Clerk's office, including, but not limited to supervision of other City staff, responding to Public Records Act requests, managing City records, preparing agendas, resolutions, ordinances, minutes, and agreements, handling claims and subpoenas, and serving as the signing officer for compliance with the Fair Political Practices Commission for all City officials. The appointed Assistant City Clerk is a professional and experienced City employee, with training to perform increasingly complex administrative and technical duties, as well as interface with the public seeking services. By contrast, the elected City Clerk is not required to have any professional training or knowledge regarding the position, but need only be a registered voter in the City of Martinez. The elected City Clerk is elected to a four-year term, with the current term expiring in fall 2024.

MEASURE __. The Martinez City Council placed Measure __ on the ballot to allow voters, by simple majority, to decide whether to make the City Clerk office an appointed position, rather than an elected position, so that all duties would be continued to be performed by a full-time professional employee experienced in performing all city clerk duties and eliminating the duplication of some of the ceremonial duties currently performed by an elected City Clerk. The authority to appoint a full-time professional employee as City Clerk would be delegated to the City Manager.

A "yes" vote will eliminate the City Clerk as an elected position, upon the expiration of the term of the current elected City Clerk.

A "no" vote maintains the City Clerk as an elected position.



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