

ADMINISTRATIVE SERVICES

Domestic Partnership Registration

Administrative Services is responsible for the registration of Domestic Partnerships. The City of Oakland defines Domestic Partnership as a relationship between two cohabiting people, unrelated by either blood or marriage, regardless of gender, who are over the age of 18, share the common necessities of life, have resided together for at least six months prior to filing an Affidavit of Domestic Partnership, and who share responsibility for the common living expenses of food, shelter, and medical care.

Boards and Commissions

Administrative Services is responsible for maintaining the official files for commission appointments, preparing the legislation appointing members, and preparing the Boards and Commissions directory. The City of Oakland has over forty Boards and Commissions on which more than four hundred citizens serve as members. The system of Boards and Commissions provides an opportunity for residents who have special experience, expertise, and interests to participate in the City's decision-making processes by advising the City Council on numerous issues. These groups provide a forum of greater community participation and input into local government to facilitate making quality decisions. Although each City Board or Commission has a different purpose and function, all serve in an advisory capacity to the City Council by addressing community needs. Board members and commissioners perform an invaluable service in assisting the Council to fulfill its obligations to the citizens of Oakland.

AGENDA MANAGEMENT SERVICES

Agenda Management Services produces and distributes the weekly City Council meeting and committee agendas. As key staff for Council meetings, Agenda Management staff prepares the legislative agenda, verify that legal notices have been posted or published, schedule public hearings, and complete the necessary arrangements to ensure effective meetings. Agenda Management is responsible for recording the decisions that comprise the various legislative processes reflecting our representative government.

In addition, Agenda Management staff records and maintains the official minutes of the Oakland Redevelopment Agency (ORA), City Council, and various committees.

POLITICAL COMPLIANCE SERVICES

Political Compliance Services is responsible for administering municipal elections, including those of the offices of the Mayor, City Council, City Auditor, and the Board of Education. This unit accepts filings of statements of economic interest and campaign disclosures. Political Compliance Services also conducts voter registration outreach activities throughout the year.

Political Compliance Services assists candidates in meeting their legal responsibilities before, during and after an election. From pre-election planning to certification of election results and filing of final campaign disclosure statements, this unit manages the process that forms the foundation of our democratic government system.

CITY-WIDE RECORDS MANAGEMENT SERVICES

City-Wide Records Management Services oversees the preservation and protection of the public record. Records Management Services is required to maintain and index the Minutes, Ordinances, and Resolutions adopted by the legislative body. This unit also ensures that other municipal records are readily accessible to the public. The public record, under the conservatorship of the Office of the City Clerk, provides fundamental integrity to the structure of our government.

UNITED STATES PASSPORT APPLICATION ACCEPTANCE

The Office of the City Clerk has been designated as an agent of the United States Department of State for the purpose of accepting applications for passports and administering oaths in connection with these passports. All these services are provided Mondays through Thursdays from 9:00 AM to 12:00 PM and 1:30 PM to 4:00 PM and Fridays from 9:00 AM to 12:00 PM. For information regarding this service, please call (510) 238-7979.

WELCOME TO THE OFFICE OF THE CITY CLERK AND CLERK OF THE COUNCIL

The Office of the City Clerk is committed to providing the highest level of service at all times. We are here to serve you, whether you are a member of the community, a public official or a government employee. Utilizing traditional paper files as well as the Legislative Information System (LIS) and Legistar, our staff researches data, provides copies, and responds to your inquiries. We take pride in our ability to provide you with the most up-to-date, accurate information concerning our local legislative process, and we encourage you to make use of our resources.

THE ROLE OF THE CITY CLERK

The appointed City Clerk is responsible to the City Council, the City Administrator, and the general public. The City Clerk is required to accomplish certain duties as prescribed in Government Code Section 40800 and statutes of the State of California. The City Clerk is a member of the Municipal Corporation, whose duties are the custodian of official city records, performing functions comparable to those of the Secretary of State, and similar to the combined functions of the County Clerk, Registrar of Voters, and the Clerk of the Board of Supervisors for Alameda County.

MISSION STATEMENT

It is the Mission of the Office of the City Clerk to enable the public to fully participate in the governmental process, by providing accurate information and services in a professional manner, and thus enabling the public to make informed decisions affecting the quality of life.

The following documents are available for public viewing/access:

- Agreements*
- Annexations*
- Audio-Visual Tapes of Council Proceedings
- Campaign Disclosures for Public Officials and City Employees
- Certifications
- City Budget
- City Charter*
- City Council Agendas*
- City Council Minutes*
- City of Oakland Governing Codes
- City of Oakland Directory of Public Officials (appointed and elected)
- Contracts*
- City Ordinances & Resolutions*
- Deeds & Related Documents for City-Owned Properties*
- Election Information*
- Franchises*
- Leases*
- Master Fee Schedules
- Municipal Codes/Administrative Codes
- Notices of Hearings of Appeals
- Notices of Openings on Boards and Commissions
- Oakland Redevelopment Agency Minutes*
- Office Administration for Appointed Officials/Sworn Personnel
- Official Advertising of Legal Notices
- Official Notices
- Openings of Bids for Public Works Projects
- Permits
- Resolutions
- Street Vacations*
- Subdivision Information Maps*
- Voter Registration Applications

*From the date of incorporation, 1852.

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OCC Brochure

THE OFFICE OF THE CITY CLERK



in the

City of Oakland

- Agenda Management Services
- Political Compliance Services
- City-Wide Records Management Services
- Domestic Partnership Registration
- Boards and Commissions
- United States Passport Application Acceptance

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