

Dixon Elected City Clerk Initiative - Impartial Analysis of Measure T

Measure T asks Dixon voters whether the office of City Clerk for the City of Dixon ("City") should be an elected rather than an appointed position. Measure T was placed on the ballot by a petition signed by the requisite number of voters.

State law requires general law cities, such as the City, to have a City Clerk. A City Clerk may be appointed or elected. A majority of California cities have an appointed City Clerk. City Clerks are elected offices under state law unless city voters elect to turn the City Clerk office into an appointed position. Dixon voters made the office of the City Clerk an appointed position in 1950. The Dixon Municipal Code authorizes the City Manager to appoint the City Clerk subject to ratification by the City Council. The current City Clerk is appointed and a full-time employee with the City.

State law establishes the basic functions and duties of the City Clerk. The City Clerk administers local processes and municipal services such as elections and access to City records, ensuring that all local legislative action is properly executed, recorded, and archived. The City Clerk prepares the meeting agendas and minutes for City Council meetings as well as for other City committees and commissions, verifies legal notices have been posted or published, accepts service of claims, lawsuits and official documents on behalf of the City, manages compliance with California conflict of interest filings regulations, and performs other duties required by law.

The City has established minimum training and experience requirements to ensure that the City Clerk can perform the duties of the position. The City Manager can appoint the best qualified individual regardless of that person's place of residence. The City Manager also conducts annual performance reviews of the City Clerk and can terminate the City Clerk at any time for unsatisfactory performance.

If Measure T passes, the City will lose the ability to establish minimum City Clerk training and experience requirements and will not be able to terminate the City Clerk for unsatisfactory performance. An elected City Clerk can only be removed at a general election or by recall. The only requirements for an elected City Clerk position are to be at least 18 years of age, be a registered voter of the City, and be a resident of the City.

If Dixon voters approve Measure T, Measure T will require the City Council to incur the costs of a special election for the election of a new City Clerk. The City Clerk elected at the special election will serve until the City's next general election on November 8, 2022. Subsequently, the City Clerk will be elected every 4 years. The City will bear the costs of all subsequent elections to elect the City Clerk.

A "YES" vote on Measure T will convert the office of the City Clerk to an elected position.

A "NO" vote on Measure T will leave the City Clerk as an appointed position.

/s/

Douglas White, City Attorney
City of Dixon

The above statement is an impartial analysis of Measure T. If you desire a copy of the Measure, please call the City Clerk at (707) 678-7000, and a copy will be mailed at no cost to you.