

Office of the
City Clerk
Toni J. Taber, City Clerk

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Maximize public access to municipal government

City Service Area

Strategic Support

Core Service

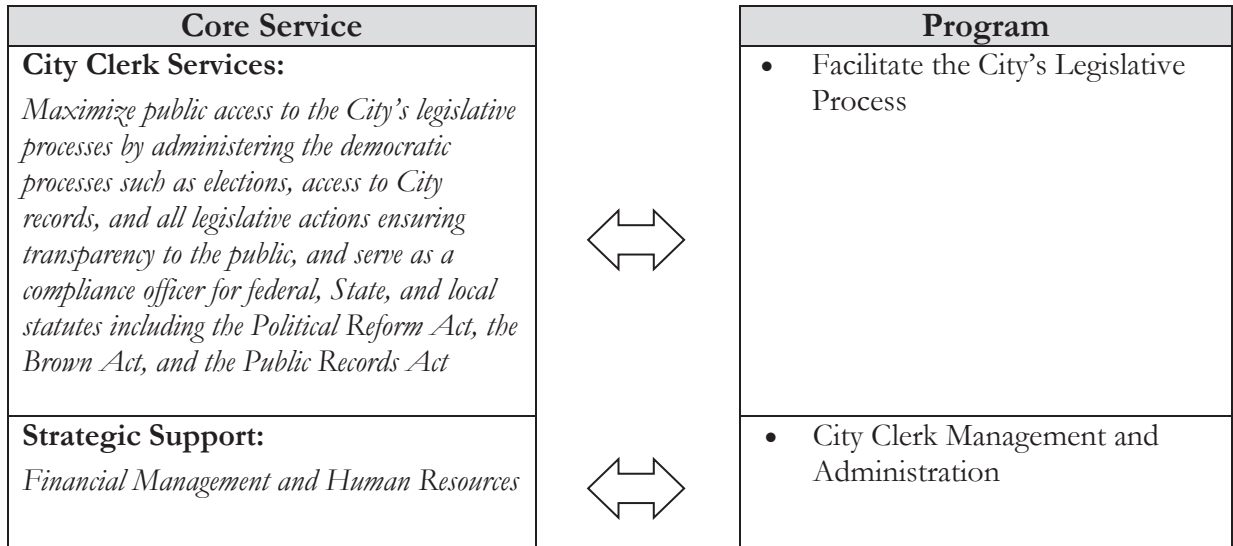
City Clerk Services

Maximize public access to the City's legislative processes by administering the democratic processes such as elections, access to City records, and all legislative actions ensuring transparency to the public, and serve as a compliance officer and administrator for federal, State, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act

Strategic Support: Financial Management and Human Resources

Office of the City Clerk

Service Delivery Framework



Office of the City Clerk

Department Budget Summary

Expected 2017-2018 Service Delivery

- Administer Sunshine/Open Government Reforms to provide transparent legislative services.
- Ensure the public has access to information regarding open meetings and open deliberations by creating and distributing agenda packets, synopses, and minutes for all City Council meetings and City Council Rules and Open Government Committee meetings. Additionally, provide legislative services to all other Council Committees by writing and distributing minutes for these meetings.
- Deliver fiscal, grant, budget, human resources, payroll, administrative, and technical support services to the Mayor's Office, City Council Offices, and for the City's Boards, Commissions, and Committees.
- Supply access to information law regarding government business records including the City's legislative records and documents.
- Administer access to information law regarding financial interests of officials and candidates by providing and improving compliance with open government, campaign finance, lobbyist registration, statements of economic interest, and other public disclosure requirements.
- Conduct elections for City Council, Retirement Boards, Civil Service Commission, City Charter amendments, potential issuance of bonds, and ballot measures in accordance with City Charter and State of California elections code.

2017-2018 Key Budget Actions

- Rebudgets funding of \$325,000 for an Electronic Document Management System.

Operating Funds Managed

N/A

Office of the City Clerk

Department Budget Summary

	2015-2016 ¹ Actual 1	2016-2017 ¹ Adopted 2	2017-2018 ¹ Forecast 3	2017-2018 Adopted 4
Dollars by Core Service				
City Clerk Services	n/a	n/a	n/a	\$ 2,298,770
Strategic Support	n/a	n/a	n/a	579,369
Strategic Support-Other Costs	n/a	n/a	n/a	4,858,191
Total	n/a	n/a	n/a	\$ 7,736,330
Dollars by Category				
Personal Services and Non-Personal/Equipment				
Salaries/Benefits	\$ 1,896,760	\$ 2,185,357	\$ 2,323,144	\$ 2,326,445
Overtime	10,623	0	0	0
Subtotal Personal Services	\$ 1,907,383	\$ 2,185,357	\$ 2,323,144	\$ 2,326,445
Non-Personal/Equipment	195,147	549,930	226,694	551,694
Total Personal Services & Non-Personal/Equipment	\$ 2,102,530	\$ 2,735,287	\$ 2,549,838	\$ 2,878,139
Other Costs				
City Clerk Gifts	n/a	n/a	n/a	\$ 41,437
City Clerk Other				
Departmental - City-Wide	n/a	n/a	n/a	4,816,754
Total Other Costs	n/a	n/a	n/a	\$ 4,858,191
Total	n/a	n/a	n/a	\$ 7,736,330
Dollars by Fund				
General Fund	n/a	n/a	n/a	\$ 7,694,893
Gift Trust Fund	n/a	n/a	n/a	41,437
Total	n/a	n/a	n/a	\$ 7,736,330
Authorized Positions by Core Service				
City Clerk Services	n/a	n/a	n/a	13.00
Strategic Support	n/a	n/a	n/a	2.00
Total	n/a	n/a	n/a	15.00

¹ Some data for the 2015-2016 Actual, 2016-2017 Adopted, and 2017-2018 Forecast columns are not available. With the change to a program-based budgeting model in 2017-2018, historical budget data by the new programs and core services is not available for prior periods. Beginning with the 2018-2019 Proposed Budget, data by program and core service will be provided for all budget periods.

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Department Budget Summary

	2015-2016 ¹ Actual	2016-2017 ¹ Adopted	2017-2018 ¹ Forecast	2017-2018 Adopted	2017-2018 Adopted FTE
Dollars by Program					
City Clerk Services					
Facilitate the City's					
Legislative Process	n/a	n/a	n/a	\$ 2,298,770	13.00
Sub-Total	n/a	n/a	n/a	\$ 2,298,770	13.00
City Clerk Strategic Support					
City Clerk Management and					
Administration	n/a	n/a	n/a	\$ 579,369	2.00
Sub-Total	n/a	n/a	n/a	\$ 579,369	2.00
City Clerk Strategic Support - Other					
City Clerk Gifts	n/a	n/a	n/a	\$ 41,437	
City Clerk Other					
Departmental - City-Wide	n/a	n/a	n/a	4,816,754	
Sub-Total	n/a	n/a	n/a	\$ 4,858,191	0.00
Total	n/a	n/a	n/a	\$ 7,736,330	15.00

¹ Data for the 2015-2016 Actual, 2016-2017 Adopted, and 2017-2018 Forecast columns are not available. With the change to a program-based budgeting model in 2017-2018, historical budget data by the new programs and core services is not available for prior periods. Beginning with the 2018-2019 Proposed Budget, data by program and core service will be provided for all budget periods.

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Budget Reconciliation

Personal Services and Non-Personal/Equipment (2016-2017 Adopted to 2017-2018 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2016-2017):	15.00	2,735,287	2,735,287
<hr/> Base Adjustments <hr/>			
One-Time Prior Year Expenditures Deleted			
• Electronic Document Management System		(325,000)	(325,000)
One-time Prior Year Expenditures Subtotal:	0.00	(325,000)	(325,000)
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes and the following position reallocation: 1.0 Legislative Secretary to 1.0 Records Specialist		137,787	137,787
• MuniCode Software		1,764	1,764
Technical Adjustments Subtotal:	0.00	139,551	139,551
2017-2018 Forecast Base Budget:	15.00	2,549,838	2,549,838
<hr/> Budget Proposals Approved <hr/>			
1. Alternative Pension Reform Measure F Implementation		3,301	3,301
2. Rebudget: Electronic Document Management System		325,000	325,000
Total Budget Proposals Approved	0.00	328,301	328,301
2017-2018 Adopted Budget Total	15.00	2,878,139	2,878,139

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Budget Changes By Department Personal Services and Non-Personal/Equipment








2017-2018 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Alternative Pension Reform Measure F Implementation		3,301	3,301
<i>Strategic Support CSA</i> <i>Core Service: Department-Wide</i> <i>Program: Department-Wide</i>			
<p>This action increases the Personal Services appropriation in various funds to account for additional retirement costs associated with the implementation of the Alternative Pension Reform Framework Settlement Agreement and the corresponding ballot measure, also known as Measure F, which was approved by the voters in November 2016. In 2015, the City entered into Alternative Pension Reform Framework Agreements with the eleven (11) bargaining units that represent City employees. The changes impact Tier 2 employees in the Federated City Employees' Retirement System and the Police and Fire Department Retirement Plan. As part of these Agreements, the City and the bargaining units agreed to enhance the Tier 2 pension benefits so that Tier 2 would be comparable to the CalPERS benefits at surrounding agencies. These revised pension benefits will assist with the recruitment and retention of City employees by making the City more competitive with other public agencies. The revised pension benefit structures have resulted in increased pension contribution rate costs for the City and employees. In addition, the revised pension contribution rates contain the unfunded liability associated with enhancing the Tier 2 benefit retroactively as each current employee's Tier 2 pension will be changed to the new formula retroactive to their date of hire. This cost is split on a 50/50 basis between the City and the Tier 2 employees. The Boards for the Federated City Employees Retirement System and the Police and Fire Department Retirement Plan approved the revised pension contribution rates factoring in Measure F on May 18, 2017 and June 1, 2017. (Ongoing costs: \$3,301)</p>			
2. Rebudget: Electronic Document Management System		325,000	325,000
<i>Strategic Support CSA</i> <i>Strategic Support Core Service</i> <i>Facilitate the City's Legislative Process</i>			
<p>This action rebudgets unexpended 2016-2017 non-personal/equipment funding for an Electronic Document Management System (EDMS), which will speed up scanning and conversion of existing hardcopy documents. The EDMS will increase efficiency, allow City staff and the public to access documents, and promote more transparency. This funding will also be used to address the current backlog of documents to be scanned and converted. (Ongoing costs: \$0)</p>			
2017-2018 Adopted Budget Changes Total	0.00	328,301	328,301

Office of the City Clerk

Performance Summary

Facilitate the City's Legislative Process

Performance Measures

	2015-2016 Actual	2016-2017 Target	2016-2017 Estimated	2017-2018 Target
 % of complete City Council Agenda packets available online 10 days prior to Council meeting	100%	95%	100%	95%
 Estimated cost to document and track legislative actions per Council meeting	\$2,809	\$3,175	\$3,053	\$3,095
 % of Public Records Act requests received and fulfilled by the Clerk's Office within 10 days of request	100%	98%	99%	100%
 % of City contracts that have all required documents after compliance check	99%	95%	95%	95%
 % of Council synopses completed and posted online within three business days after the Council meeting	95%	95%	90%	95%
 % of Resolutions/Ordinances posted online within 3 business days of receipt from the City Attorney's Office	89%	95%	99%	100%
 % of customers rating customer service experience with the Clerk's Office as good or excellent	N/A ¹	N/A ²	N/A ²	100%

¹ Data collection and methodology are currently under review by the Office of the City Clerk.

² Data collection and methodology determined in 2016-2017, data collection began April 2017.

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Performance Summary

Facilitate the City's Legislative Process

Activity and Workload Highlights

	2015-2016 Actual	2016-2017 Forecast	2016-2017 Estimated	2017-2018 Forecast
# of meetings staffed ¹	174	175	175	175
# of board/commission applications processed	100	250	400	250
# of contracts processed ²	1,905	1,700	2,000	2,000
# of grants processed (Council Office and Arena Community Fund)	584	700	700	700
# of Statements of Economic Interests/Family Gift Reports processed	3,108	3,000	3,000	3,000
# of campaign filings processed	669	500	650	800
# of ads placed in legal publications	344	300	300	300
# of Lobbyist Reports processed	238	200	250	250
# of Ordinances and Resolutions processed	489	500	500	500
# of Council Actions recorded, processed, and tracked	1,018	1,000	1,050	1,000
# of Public Records Act requests processed	972	1,000	1,000	1,000
# of internal requests for information/ documents processed	957	1,000	1,100	1,000

¹ Meetings defined as City Council meetings and study sessions; Council Committees; Civil Service, Elections, and Council Salary Setting Commissions; and Council Appointment Advisory Commission.

² Data includes contracts and grants processed.

Office of the City Clerk

Departmental Position Detail

Position	2016-2017 Adopted	2017-2018 Adopted	Change
Analyst II	3.00	3.00	-
Assistant City Clerk	1.00	1.00	-
City Clerk	1.00	1.00	-
Legislative Secretary	4.00	3.00	(1.00)
Office Specialist II	1.00	1.00	-
Records Specialist	0.00	1.00	1.00
Senior Account Clerk	1.00	1.00	-
Senior Analyst	1.00	1.00	-
Staff Technician	3.00	3.00	-
Total Positions	15.00	15.00	0.00