

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

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M *aximize 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: City Clerk Management and Administration

Office of the City Clerk

Service Delivery Framework

PROGRAM	DESCRIPTION
<i>City Clerk Services Core Service</i>	
Facilitate the City's Legislative Process	Maximizes public access to the City's legislative process by administering the democratic process such as elections, access to City records, and all legislative actions ensuring transparency to the public. Serves as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act.
<i>Strategic Support Core Service</i>	
City Clerk Management and Administration	Provides administrative oversight for the department, including financial management, human resources, and analytical support.

Office of the City Clerk

Department Budget Summary

Expected 2018-2019 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.

2018-2019 Key Budget Actions

- Rebudgets funding for an Electronic Document Management System.

Operating Funds Managed

N/A

City Clerk's Office
Department Budget Summary

	2016-2017 Actuals*	2017-2018 Adopted	2018-2019 Forecast	2018-2019 Adopted
Dollars by Core Service				
City Clerk Services	n/a	2,318,770	2,429,450	2,518,146
Strategic Support - City Council Appointees	n/a	579,369	268,398	268,398
Strategic Support - Other - Council Appointees	n/a	4,838,191	2,668,437	4,840,388
Total	n/a	\$7,736,330	\$5,366,285	\$7,626,932
Dollars by Category				
Personal Services and Non-Personal/Equipment				
Salaries/Benefits	2,017,083	2,326,445	2,451,154	2,451,154
Overtime	6,557	0	0	0
Subtotal Personal Services	\$2,023,640	\$2,326,445	\$2,451,154	\$2,451,154
Non-Personal/Equipment	269,942	551,694	226,694	315,390
Total Personal Services & Non-Personal/Equipment	\$2,293,582	\$2,878,139	\$2,677,848	\$2,766,544
Other Costs**				
City-Wide Expenses	n/a	4,816,754	2,647,000	4,817,669
Gifts	n/a	41,437	41,437	42,719
Overhead Costs	n/a	0	0	0
Total Other Costs	n/a	\$4,858,191	\$2,688,437	\$4,860,388
Total	n/a	\$7,736,330	\$5,366,285	\$7,626,932

* Some data for the 2016-2017 Actual column 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.

** Fund Balance, Transfers, and Reserves for funds that may be managed by this department have been excluded from this display. This information can be found in Source and Use of Funds Statements elsewhere in this document.

City Clerk's Office

Department Budget Summary

	<u>2016-2017</u> <u>Actuals*</u>	<u>2017-2018</u> <u>Adopted</u>	<u>2018-2019</u> <u>Forecast</u>	<u>2018-2019</u> <u>Adopted</u>
Dollars by Fund				
General Fund (001)	n/a	7,694,893	5,324,848	7,584,213
Gift Trust Fund (139)	n/a	41,437	41,437	42,719
Total	n/a	\$7,736,330	\$5,366,285	\$7,626,932
Positions by Core Service				
City Clerk Services	n/a	13.00	13.00	13.00
Strategic Support - City Council Appointees	n/a	2.00	2.00	2.00
Total	n/a	15.00	15.00	15.00

City Clerk's Office
Department Budget Summary

	2016-2017 Actuals*	2017-2018 Adopted	2018-2019 Forecast	2018-2019 Adopted	2018-2019 Adopted Positions
Dollars by Program**					
City Clerk Services					
Facilitate the City's Legislative Process	n/a	2,318,770	2,429,450	2,518,146	13.00
Sub-Total	n/a	2,318,770	2,429,450	2,518,146	13.00
Strategic Support - City Council Appointees					
Clerk Management and Administration	n/a	579,369	268,398	268,398	2.00
Sub-Total	n/a	579,369	268,398	268,398	2.00
Strategic Support - Other - Council Appointees					
Clerk Gifts	n/a	41,437	41,437	42,719	0.00
Clerk Other Departmental - City-Wide	n/a	4,796,754	2,627,000	4,797,669	0.00
Sub-Total	n/a	4,838,191	2,668,437	4,840,388	0.00
Total	n/a	\$7,736,330	\$5,366,285	\$7,626,932	15.00

* Data for the 2016-2017 Actual column 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.

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Office of the City Clerk

Budget Reconciliation

Personal Services and Non-Personal/Equipment

(2017-2018 Adopted to 2018-2019 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2017-2018):	15.00	2,878,139	2,878,139
<hr/> Base Adjustments <hr/>			
One-Time Prior Year Expenditures Deleted			
• Rebudget: 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		124,709	124,709
Technical Adjustments Subtotal:	0.00	124,709	124,709
2018-2019 Forecast Base Budget:	15.00	2,677,848	2,677,848
<hr/> Budget Proposals Approved <hr/>			
1. Print Management		(4,304)	(4,304)
2. Rebudget: Electronic Document Management System		93,000	93,000
Total Budget Proposals Approved	0.00	88,696	88,696
2018-2019 Adopted Budget Total	15.00	2,766,544	2,766,544

Office of the City Clerk

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








2018-2019 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Print Management		(4,304)	(4,304)
<i>Strategic Support CSA</i> <i>City Clerk Services Core Service</i> <i>Facilitate the City's Legislative Process Program</i>			
<p>This action reduces non-personal/equipment budget in 2018-2019 by \$4,304 to reflect anticipated savings from the implementation of a City-wide print management solution that will control print costs and minimize waste across the 220 multi-function devices the City operates. The new software will provide defaults to non-color and duplex printing that reduce color usage and paper consumption. The project will be implemented in January 2019 and projected savings of approximately \$4,304 in the first year and \$8,608 thereafter are anticipated to be realized. (Ongoing savings: \$8,608)</p>			
2. Rebudget: Electronic Document Management System		93,000	93,000
<i>Strategic Support CSA</i> <i>City Clerk Services Core Service</i> <i>Facilitate the City's Legislative Process Program</i>			
<p>This action rebudgets unexpended 2017-2018 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>			
2018-2019 Adopted Budget Changes Total	0.00	88,696	88,696

Office of the City Clerk

Performance Summary

Facilitate the City's Legislative Process

Performance Measures

	2016-2017 Actual	2017-2018 Target	2017-2018 Estimated	2018-2019 Target
 % of complete City Council Agenda packets available online 10 days prior to Council meeting	100%	95%	100%	100%
 Estimated cost to document and track legislative actions per Council meeting	\$3,050	\$3,095	\$3,203	\$3,095
 % of Public Records Act requests received and fulfilled by the Clerk's Office within 10 days of request	100%	100%	99%	100%
 % of City contracts that have all required documents after compliance check	99%	95%	85%	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	90%	100%	99%	100%
 % of customers rating customer service experience with the Clerk's Office as good or excellent	N/A ¹	100%	90%	95%

¹ Data collection and methodology determined in 2016-2017, data collection began April 2017.

Office of the City Clerk

Performance Summary

Facilitate the City's Legislative Process

Activity and Workload Highlights

	2016-2017 Actual	2017-2018 Forecast	2017-2018 Estimated	2018-2019 Forecast
# of meetings staffed ¹	191	175	190	190
# of board/commission applications processed	424	250	200	250
# of contracts processed ²	2,151	2,000	2,200	2,200
# of grants processed (Council Office and Arena Community Fund)	577	700	650	700
# of Statements of Economic Interests/Family Gift Reports processed	4,047	3,000	2,550	3,000
# of campaign filings processed	518	800	650	800
# of ads placed in legal publications	287	300	300	300
# of Lobbyist Reports processed	332	250	250	250
# of Ordinances and Resolutions processed	611	500	550	550
# of Council Actions recorded, processed, and tracked	1,110	1,000	1,050	1,000
# of Public Records Act requests processed	790	1,000	850	750
# of internal requests for information/ documents processed	788	1,000	850	750

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	2017-2018 Adopted	2018-2019 Adopted	Change
Analyst II	3.00	3.00	-
Assistant City Clerk	1.00	1.00	-
City Clerk	1.00	1.00	-
Legislative Secretary	3.00	3.00	-
Office Specialist II	1.00	1.00	-
Records Specialist	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

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