

# Office of the City Clerk

Toni J. Taber, City Clerk

## MISSION

*Maximize public access to municipal government*

## CITY SERVICE AREA

*Strategic Support*

## CORE SERVICES

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### CITY CLERK SERVICES

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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

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**Strategic Support:** City Clerk Management and Administration and Emergency Response and Recovery.

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## Office of the City Clerk

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### Service Delivery Framework

PROGRAM	DESCRIPTION
<b><i>City Clerk Services Core Service</i></b>	
<b>Facilitate the City's Legislative Process</b>	Maximizes public access to the City's legislative process by administering the democratic processes 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.
<b><i>Strategic Support Core Service</i></b>	
<b>City Clerk Management and Administration</b>	Provides administrative oversight for the department, including financial management, human resources, and analytical support.
<b>City Clerk Emergency Response and Recovery</b>	Provides for the coordination and delivery of emergency services and recovery activities.

## Office of the City Clerk

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### Department Budget Summary

#### Expected 2023-2024 Service Delivery

- Administer Sunshine/Open Government Reforms to provide transparent legislative services.
- Ensure the public has access to information regarding 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 about Ordinances, Resolutions, and Charter Amendments.
- 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 regarding government business records including the City's legislative records and documents.
- Administer access to information 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 the State of California elections code.

#### 2023-2024 Key Budget Actions

- Adds 1.0 Analyst position to support contract management and public records act requests.
- Adds one-time non-personal/equipment funding of \$400,000, of which \$75,000 is ongoing, to provide onsite and virtual interpretation services for all City Council meetings, study sessions, and City Council committee meetings.

#### Operating Funds Managed

N/A

# Office of the City Clerk

## Department Budget Summary

	2021-2022 Actuals ***	2022-2023 Adopted ****	2023-2024 Forecast	2023-2024 Adopted
<b>Dollars by Core Service</b>				
City Clerk Services	3,133,286	2,996,449	3,144,882	3,690,851
Strategic Support - City Council Appointees	619,074	597,740	182,597	197,596
Strategic Support - Other - Council Appointees	972,475	6,798,632	4,929,102	6,203,926
<b>Total</b>	<b>\$4,724,835</b>	<b>\$10,392,821</b>	<b>\$8,256,581</b>	<b>\$10,092,373</b>
<b>Dollars by Category</b>				
<b>Personal Services and Non-Personal/Equipment</b>				
Salaries/Benefits	2,624,196	3,001,413	2,911,710	3,058,986
Overtime	23,637	0	0	0
<b>Subtotal Personal Services</b>	<b>\$2,647,834</b>	<b>\$3,001,413</b>	<b>\$2,911,710</b>	<b>\$3,058,986</b>
Non-Personal/Equipment	821,927	287,776	399,769	798,461
<b>Total Personal Services &amp; Non-Personal/Equipment</b>	<b>\$3,469,760</b>	<b>\$3,289,189</b>	<b>\$3,311,479</b>	<b>\$3,857,447</b>
<b>Other Costs *</b>				
City-Wide Expenses	987,374	6,814,632	4,945,102	6,234,926
Housing Loans and Grants	0	0	0	0
Other	267,701	289,000	0	0
Other - Capital	0	0	0	0
Overhead Costs	0	0	0	0
<b>Total Other Costs</b>	<b>\$1,255,075</b>	<b>\$7,103,632</b>	<b>\$4,945,102</b>	<b>\$6,234,926</b>
<b>Total</b>	<b>\$4,724,835</b>	<b>\$10,392,821</b>	<b>\$8,256,581</b>	<b>\$10,092,373</b>

\* 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.

\*\* The position counts displayed in the 2021-2022 Actuals column reflect those included in the 2021-2022 Adopted Budget.

\*\*\* 2021-2022 Actuals may not subtotal due to rounding.

\*\*\*\* The amounts in the 2022-2023 Adopted Budget column may vary from the published Adopted Budget due to the realignment of Other Costs (primarily City-Wide Expenses and General Fund Capital) between Departments.

# Office of the City Clerk

## Department Budget Summary

	2021-2022 Actuals ***	2022-2023 Adopted ****	2023-2024 Forecast	2023-2024 Adopted
<b>Dollars by Fund</b>				
General Fund (001)	4,452,506	10,103,821	8,256,581	10,092,373
American Rescue Plan Fund (402)	272,329	289,000	0	0
<b>Total</b>	<b>\$4,724,835</b>	<b>\$10,392,821</b>	<b>\$8,256,581</b>	<b>\$10,092,373</b>
<b>Positions by Core Service **</b>				
City Clerk Services	12.00	16.00	16.00	17.00
Strategic Support - City Council Appointees	2.00	2.00	1.00	1.00
<b>Total</b>	<b>14.00</b>	<b>18.00</b>	<b>17.00</b>	<b>18.00</b>

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# Office of the City Clerk

## Department Budget Summary

	2021-2022 Actuals **	2022-2023 Adopted	2023-2024 Forecast	2023-2024 Adopted	2023-2024 Adopted Positions
<b>Dollars by Program*</b>					
<b>City Clerk Services</b>					
Facilitate the City's Legislative Process	3,133,286	2,996,449	3,144,882	3,690,851	17.00
<b>Sub-Total</b>	<b>3,133,286</b>	<b>2,996,449</b>	<b>3,144,882</b>	<b>3,690,851</b>	<b>17.00</b>
<b>Strategic Support - City Council Appointees</b>					
Clerk Emergency Response and Recovery	272,329	289,000	0	15,000	0.00
Clerk Management and Administration	346,745	308,740	182,597	182,596	1.00
<b>Sub-Total</b>	<b>619,074</b>	<b>597,740</b>	<b>182,597</b>	<b>197,596</b>	<b>1.00</b>
<b>Strategic Support - Other - Council Appointees</b>					
Clerk Other Departmental - City-Wide	972,475	6,798,632	4,929,102	6,203,926	0.00
<b>Sub-Total</b>	<b>972,475</b>	<b>6,798,632</b>	<b>4,929,102</b>	<b>6,203,926</b>	<b>0.00</b>
<b>Total</b>	<b>\$4,724,835</b>	<b>\$10,392,821</b>	<b>\$8,256,581</b>	<b>\$10,092,373</b>	<b>18.00</b>

\* 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.

\*\* 2021-2022 Actuals may not subtotal due to rounding.

# Office of the City Clerk

## Budget Reconciliation

### Personal Services and Non-Personal/Equipment

(2023-2024 Proposed to 2023-2024 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
<b>Prior Year Budget (2022-2023):</b>	<b>18.00</b>	<b>3,289,189</b>	<b>3,289,189</b>
<hr/> <b>Base Adjustments</b> <hr/>			
<b>One-Time Prior Year Expenditures Deleted</b>			
• Contracts Processing and Coordination Staffing (1.0 Analyst II)	(1.00)	(133,961)	(133,961)
<b>One-time Prior Year Expenditures Subtotal:</b>	<b>(1.00)</b>	<b>(133,961)</b>	<b>(133,961)</b>
<b>Technical Adjustments to Costs of Ongoing Activities</b>			
• Salary/benefit changes		43,547	43,547
• Contract Services: Agenda Management System		99,470	99,470
• Training		6,000	6,000
• Contract Services: Granicus		2,810	2,810
• Contract Services: Municode		2,494	2,494
• Contract Services: SharePoint		1,930	1,930
<b>Technical Adjustments Subtotal:</b>	<b>0.00</b>	<b>156,251</b>	<b>156,251</b>
<b>2023-2024 Forecast Base Budget:</b>	<b>17.00</b>	<b>3,311,479</b>	<b>3,311,479</b>
<hr/> <b>Budget Proposals Approved</b> <hr/>			
1. City Council and Committee Meeting Interpretation Services		400,000	400,000
2. Contracts and Public Records Staffing	1.00	147,275	147,275
3. California Network and Telecommunications (CalNet) Program Savings		(1,308)	(1,308)
<b>Total Budget Proposals Approved</b>	<b>1.00</b>	<b>545,967</b>	<b>545,967</b>
<hr/> <b>2023-2024 Adopted Budget Total</b> <hr/>			
	<b>18.00</b>	<b>3,857,447</b>	<b>3,857,447</b>

## Office of the City Clerk

### Budget Changes by Department

#### Personal Services and Non-Personal/Equipment

2023-2024 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
<b>1. City Council and Committee Meeting Interpretation Services</b>		<b>400,000</b>	<b>400,000</b>

**Strategic Support CSA**  
**City Clerk Services Core Service**  
*Facilitate the City's Legislative Process Program*

This action adds one-time non-personal/equipment funding of \$400,000 (\$75,000 ongoing) to fund both in-person and online Spanish and Vietnamese interpretation services for all City Council meetings and study sessions, and all City Council committee meetings, including the City Council Rules and Open Government Committee meetings. Currently, the Clerk Office's Base Budget allocation for interpretation services is \$50,000, but recent expenditures with the onset of the pandemic and hybrid meetings have been approximately \$125,000. This action allocates \$75,000 ongoing to meet prior year expenditure levels. The allocation of \$400,000 in 2023-2024 provides sufficient capacity to ensure a higher level of in-person and online interpretation while the Clerk's Office, in partnership with the Office of Racial Equity, evaluates other technology options that could result in significantly reduced costs in the future while also providing consistent and reliable interpretation services. As a result, the budget for interpretation will be reevaluated as part of the 2024-2025 budget development process. (Ongoing costs: \$75,000)

<b>2. Contracts and Public Records Staffing</b>	<b>1.00</b>	<b>147,275</b>	<b>147,275</b>
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**Strategic Support CSA**  
**City Clerk Services Core Service**  
*Facilitate the City's Legislative Process Program*

This action continues 1.0 Analyst position on an ongoing basis to support contract management and public records act (PRA) requests. In 2022-2023, two temporary positions were approved to provide support for contract management and public records act management, and this action will continue the support permanently but with one position. This position will continue to provide PRA support and serve as the liaison between the Mayor and Council Offices by overseeing compliance and ensuring the requirements of fulfilling statutory deadlines for PRA requests are met. The position will coordinate questions and responses, communicate deadlines, receive pertinent documents from the Mayor and Council Offices for legal review, and respond to the requestor so the Mayor and Council Offices can focus on community initiatives and projects. The position will work with the Open Government Manager to guide staff in submitting requested records correctly and timely. The position will also continue to provide contract management support by filing completed executed contracts and overseeing the maintenance of the electronic document management system to provide digitized records to the public in accordance with Council Policy or State mandates. (Ongoing costs: \$148,558)



## Office of the City Clerk

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### Budget Changes by Department

#### Personal Services and Non-Personal/Equipment

<b>2023-2024 Adopted Budget Changes</b>	<b>Positions</b>	<b>All Funds (\$)</b>	<b>General Fund (\$)</b>
<b>3. California Network and Telecommunications (CalNet) Program Savings</b>		<b>(1,308)</b>	<b>(1,308)</b>

***Strategic Support CSA***

***City Clerk Services Core Service***

***Facilitate the City's Legislative Process Program***

This action decreases the Department's non-personal/equipment funding by \$1,308 on an ongoing basis to reflect cost savings for internet-based telephony and hardware related services. These funds are allocated to individual departmental budgets. The California Network and Telecommunications (CalNet) Program, managed by the California Department of Technology, awarded updated service contracts. The City uses a State contract for advantageous pricing and the service used by the City had a price reduction. Contractual savings from the new contract in the amount of \$210,882 will be generated in the General Fund, \$275,672 in all funds, across departments as a result of lower service costs. (Ongoing savings: \$1,308)

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<b>2023-2024 Adopted Budget Changes Total</b>	<b>1.00</b>	<b>545,967</b>	<b>545,967</b>
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# Office of the City Clerk

## Performance Summary

### Facilitate the City's Legislative Process

#### Performance Measures

	2021-2022 Actual	2022-2023 Target	2022-2023 Estimated	2023-2024 Target
 % of complete City Council Agenda packets available online 10 days before the Council meeting	100%	100%	100%	100%
 Estimated cost to document and track legislative actions per Council meeting	\$4,330	\$4,407	\$4,817	\$4,962
 % of Public Records Act requests received and fulfilled by the Clerk's Office within 10 days of request	97%	100%	99%	100%
 % of City contracts that have all required documents after a compliance check	94%	95%	95%	95%
 % of Council synopses completed and posted online within 3 business days after the Council meeting	97%	95%	97%	95%
 % of Resolutions/Ordinances posted online within 3 business days of receipt from the City Attorney's Office	95%	100%	100%	100%
 % of customers rating customer service experience with the Clerk's Office as good or excellent	100%	95%	90%	95%

# Office of the City Clerk

## Performance Summary

### Facilitate the City's Legislative Process

#### Activity and Workload Highlights

	2021-2022 Actual	2022-2023 Forecast	2022-2023 Estimated	2023-2024 Forecast
# of meetings staffed <sup>1</sup>	233	200	200	200
# of board/commission applications processed	120	250	175	250
# of contracts processed <sup>2</sup>	3,245	2,408	3,569	3,926
# of grants processed (Council Office and Arena Community Fund)	297	292	295	290
# of Statements of Economic Interest/Family Gift Reports processed	3,576	2,633	2,500	2,500
# of campaign filings processed	607	283	200	339
# of ads placed in legal publications	330	300	300	300
# of Lobbyist Reports processed	577	747	600	660
# of Ordinances and Resolutions processed	664	613	648	680
# of Council Actions recorded, processed, and tracked	1,675	2,000	2,000	1,500
# of Public Records Act requests processed	681	875	310 <sup>3</sup>	310 <sup>3</sup>
# of internal requests for information/documents processed	252	359	250	250

<sup>1</sup> Meetings are defined as City Council meetings and study sessions, Council Committees, Civil Service, Council Salary Setting and Council Appointment Advisory Commissions, Board of Fair Campaign and Political Practices, Charter Review Commission, and the Redistricting Commission.

<sup>2</sup> Data includes contracts and grants processed.

<sup>3</sup> The 2021-2022 Actual and 2022-2023 Forecast reflect the number of responsive records whereas the 2022-2023 Estimated and 2023-2024 Forecast reflects the number of requests.

**Office of the City Clerk**  
**Department Position Detail**

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Position	2022-2023 Adopted	2023-2024 Adopted	Change
Analyst I/II	5.00	5.00	-
Assistant City Clerk	1.00	1.00	-
City Clerk	1.00	1.00	-
Legislative Secretary	3.00	3.00	-
Principal Account Clerk	1.00	1.00	-
Principal Office Specialist	1.00	1.00	-
Records Specialist	1.00	1.00	-
Senior Analyst	1.00	1.00	-
Senior Supervisor of Administration	1.00	1.00	-
Staff Specialist	3.00	3.00	-
<b>Total Positions</b>	<b>18.00</b>	<b>18.00</b>	<b>0.00</b>

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