

Office of the City Clerk

Toni J. Taber, City Clerk

MISSION

Maximize public access to municipal government

CITY SERVICE AREA

Strategic Support

CORE SERVICES

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 and Emergency Response and Recovery.

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 processes such as elections, access to City records, and all legislative actions ensuring transparency to the public. Serves 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.
<i>Strategic Support Core Service</i>	
City Clerk Management and Administration	Provides administrative oversight for the department and City Council Offices, including financial management, human resources, and analytical support.
City Clerk Emergency Response and Recovery	Provides for the coordination and delivery of emergency services and recovery activities.

Office of the City Clerk

Department Budget Summary

Expected 2024-2025 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.

2024-2025 Key Budget Actions

- Eliminates 1.0 Analyst position that support City-wide contract management and Public Records Act (PRA) requests for the Mayor and Council Offices.
- Adds one-time non-personal/equipment funding of \$80,000 to pilot the use of Artificial Intelligence interpretation services for all City Council and Council Committee meetings.
- Adds ongoing funding of \$75,000 through a new City-Wide Expenses appropriation to pilot an external review of Council Appointee performance with an outside consultant.

Operating Funds Managed

N/A

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Department Budget Summary

	2022-2023 Actuals ***	2023-2024 Adopted ****	2024-2025 Forecast	2024-2025 Proposed
Dollars by Core Service				
City Clerk Services	2,928,138	3,690,851	3,720,967	3,618,571
Strategic Support - City Council Appointees	548,928	197,596	209,145	209,145
Strategic Support - Other - Council Appointees	5,563,952	6,203,926	5,406,102	5,481,102
Total	\$9,041,019	\$10,092,373	\$9,336,214	\$9,308,818
Dollars by Category				
<i>Personal Services and Non-Personal/Equipment</i>				
Salaries/Benefits	2,905,533	3,058,986	3,394,499	3,212,103
Overtime	21,729	0	0	0
Subtotal Personal Services	\$2,927,261	\$3,058,986	\$3,394,499	\$3,212,103
Non-Personal/Equipment	401,919	798,461	519,613	599,613
Total Personal Services & Non-Personal/Equipment	\$3,329,181	\$3,857,447	\$3,914,112	\$3,811,716
<i>Other Costs *</i>				
City-Wide Expenses	5,711,838	6,234,926	5,422,102	5,497,102
Housing Loans and Grants	0	0	0	0
Other	0	0	0	0
Other - Capital	0	0	0	0
Overhead Costs	0	0	0	0
Total Other Costs	\$5,711,838	\$6,234,926	\$5,422,102	\$5,497,102
Total	\$9,041,019	\$10,092,373	\$9,336,214	\$9,308,818

* 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 2022-2023 Actuals column reflect those included in the 2022-2023 Adopted Budget.

*** 2022-2023 Actuals may not subtotal due to rounding.

**** The amounts in the 2023-2024 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.

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Department Budget Summary

	2022-2023 Actuals ***	2023-2024 Adopted ****	2024-2025 Forecast	2024-2025 Proposed
Dollars by Fund				
General Fund (001)	9,041,019	10,092,373	9,336,214	9,308,818
American Rescue Plan Fund (402)	0	0	0	0
Total	\$9,041,019	\$10,092,373	\$9,336,214	\$9,308,818
Positions by Core Service **				
City Clerk Services	16.00	17.00	17.00	16.00
Strategic Support - City Council Appointees	2.00	1.00	1.00	1.00
Total	18.00	18.00	18.00	17.00

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** The position counts displayed in the 2022-2023 Actuals column reflect those included in the 2022-2023 Adopted Budget.

*** 2022-2023 Actuals may not subtotal due to rounding.

**** The amounts in the 2023-2024 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

	2022-2023	2023-2024	2024-2025	2024-2025	2024-2025
	Actuals **	Adopted	Forecast	Proposed	Proposed Positions

Dollars by Program*

City Clerk Services					
Facilitate the City's Legislative Process	2,928,138	3,690,851	3,720,967	3,618,571	16.00
Sub-Total	2,928,138	3,690,851	3,720,967	3,618,571	16.00
Strategic Support - City Council Appointees					
Clerk Emergency Response and Recovery	134,436	15,000	0	0	0.00
Clerk Management and Administration	414,493	182,596	209,145	209,145	1.00
Sub-Total	548,928	197,596	209,145	209,145	1.00
Strategic Support - Other - Council Appointees					
Clerk Other Departmental - City-Wide	5,563,952	6,203,926	5,406,102	5,481,102	0.00
Sub-Total	5,563,952	6,203,926	5,406,102	5,481,102	0.00
Total	\$9,041,019	\$10,092,373	\$9,336,214	\$9,308,818	17.00

* 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.

** 2022-2023 Actuals may not subtotal due to rounding.

Office of the City Clerk

Budget Reconciliation

Personal Services and Non-Personal/Equipment

(2023-2024 Adopted to 2024-2025 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2023-2024):	18.00	3,857,447	3,857,447
<hr/> Base Adjustments			
One-Time Prior Year Expenditures Deleted			
• City Council and Committee Meeting Interpretation Services		(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		335,513	335,513
• Software/Information Services: GILES		33,645	33,645
• Contract Services: Elected Official Ethics Training		7,000	7,000
• Contract Services: Agenda Management System		2,984	2,984
• Contract Services: Disclosure Documentation		2,523	2,523
Technical Adjustments Subtotal:	0.00	381,665	381,665
2024-2025 Forecast Base Budget:	18.00	3,914,112	3,914,112
<hr/> Budget Proposals Recommended			
1. Automated Interpretation Services		80,000	80,000
2. Contracts and Public Records Staffing	(1.00)	(182,396)	(182,396)
Total Budget Proposals Recommended	(1.00)	(102,396)	(102,396)
2024-2025 Proposed Budget Total	17.00	3,811,716	3,811,716

Office of the City Clerk

Budget Changes by Department

Personal Services and Non-Personal/Equipment

2024-2025 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Automated Interpretation Services		80,000	80,000

Strategic Support – Council Appointees CSA
City Clerk Services Core Service
Facilitate the City’s Legislative Process Program

This action adds one-time non-personal/equipment funding of \$80,000 to fund contractual services for an Artificial Intelligence (AI) interpretation services software, which provides Spanish, Vietnamese, and over 50 other languages for interpretation services for City Council and Council Committee meetings and study sessions. The 2023-2024 Adopted Operating Budget allocated one-time non-personal/equipment funding of \$400,000 – of which \$75,000 was ongoing – to fund both in-person and online Spanish and Vietnamese interpretation services for all City Council Committee meetings including the City Council Rules and Open Government Committee meetings, and City Council meetings and study sessions. Last year’s allocation provided sufficient funding to provide one-time bridge funding for live interpretation services until a technology-based and more cost-effective solution could be explored. This action adds \$80,000 one-time to an approved Base Budget level of \$125,000 for interpretation services. To ensure the seamless transition of accurate interpretations services, the recommended funding of \$80,000 will allow for the deployment of AI functionality at all City Council Committee meetings, while the existing funding of \$125,000 will support continued live in-person interpretation services at all City Council meetings through 2024-2025. Should the AI interpretation services software prove effective, it will be deployed in City Council meetings beginning in 2025-2026; total funding for these services will be evaluated as part of next year’s budget process. In person interpretation for other languages will continue to be available upon request. (Ongoing costs: \$0)

Office of the City Clerk

Budget Changes by Department

Personal Services and Non-Personal/Equipment

2024-2025 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
2. Contracts and Public Records Staffing	(1.00)	(182,396)	(182,396)

***Strategic Support – Council Appointees CSA
City Clerk Services Core Service
Facilitate the City’s Legislative Process Program***

As a cost reduction to help bring the General Fund into structural alignment, this action eliminates 1.0 vacant Analyst I/II position from the Records, Contracts, and Public Records Act (PRA) Compliance team, dedicated to supporting the Mayor and City Council Offices. This position coordinates Mayor and City Council PRA request responses, maintains an electronic document management system, and manages the filing of executed City-wide contracts. Prior to 2023-2024, PRA request responses were managed directly between the Mayor and City Council Offices and the City Manager’s Office Open Government Manager. Elimination of this position will shift PRA-related duties to Mayor and Council Office staff to ensure compliance and timely completion of PRA requests in accordance with City Council Policy or State mandates. (Ongoing savings: \$184,706)








2024-2025 Proposed Budget Changes Total	(1.00)	(102,396)	(102,396)
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Office of the City Clerk

Performance Summary

Facilitate the City's Legislative Process

Performance Measures

	2022-2023 Actual	2023-2024 Target	2023-2024 Estimated	2024-2025 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	\$4,798	\$4,962	\$4,941	\$4,941
 % of Public Records Act requests received and fulfilled by the Clerk's Office within 10 days of request	87% ¹	100%	70% ¹	100%
 % of City contracts that have all required documents after a compliance check	80%	95%	95%	95%
 % of Council synopses completed and posted online within 3 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	100%	100%	100%	100%
 % of customers rating customer service experience with the Clerk's Office as good or excellent	92%	95%	90%	95%

¹ Reflects both Clerk's and Mayor-Council requests. For part of 2022-2023 and all of 2023-2024, the Clerk's Office assumed responsibility for tracking and coordinating Mayor-Council PRA requests.

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Performance Summary

Facilitate the City's Legislative Process

Activity and Workload Highlights

	2022-2023 Actual	2023-2024 Forecast	2023-2024 Estimated	2024-2025 Forecast
# of meetings staffed ¹	173	200	200	200
# of board/commission applications processed	262	250	150	250
# of contracts processed ²	2,723	3,926	2,600	2,408
# of grants processed (Council Office and Arena Community Fund)	306	290	200	292
# of Statements of Economic Interest/Family Gift Reports processed	3,715	2,500	2,500	2,633
# of campaign filings processed	91	339	200	283
# of ads placed in legal publications	337	300	300	300
# of Lobbyist Reports processed	532	660	600	747
# of Ordinances and Resolutions processed	621	680	500	613
# of Council Actions recorded, processed, and tracked	913	1,500	2,000	2,000
# of Public Records Act requests processed	192 ³	310 ³	180 ³	100
# of internal requests for information/documents processed	147	250	400	300

¹ Meetings are defined as City Council meetings and study sessions, Council Committees, Civil Service, Council Salary Setting, Council Appointment Advisory Commission, and Board of Fair Campaign and Political Practices.

² Data includes contracts and grants processed.

³ The numbers reflect both Clerk's and Mayor-Council requests. For part of 2022-2023 and all of 2023-2024, Clerk's Office assumed responsibility for tracking and coordinating Mayor-Council PRA requests. It is important to note that a single request could result in hundreds of responsive documents.

Office of the City Clerk
Department Position Detail

Position	2023-2024 Adopted	2024-2025 Proposed	Change
Analyst I/II	5.00	4.00	(1.00)
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	-
Total Positions	18.00	17.00	(1.00)