

**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: Financial Management and Human Resources

# Office of the City Clerk

## 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 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. |
| <b><i>Strategic Support Core Service</i></b>               |  |
| <b>City Clerk Financial Management and Human Resources</b> | Provides administrative oversight for the department, including financial management, human resources, and analytical support.   |

# Office of the City Clerk

## Department Budget Summary

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### 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

N/A

### Operating Funds Managed

N/A

# Office of the City Clerk

## Department Budget Summary

|   | <u>2016-2017</u><br><u>Actuals*</u> | <u>2017-2018</u><br><u>Adopted</u> | <u>2018-2019</u><br><u>Forecast</u> | <u>2018-2019</u><br><u>Proposed</u> |
|---|-------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| <b>Dollars by Core Service</b>                              |                                     |                                    |                                     |                                     |
| City Clerk Services   | n/a                                 | 2,318,770                          | 2,429,450                           | 2,425,146                           |
| 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                           | 2,669,719                           |
| <b>Total</b>  | <b>n/a</b>                          | <b>\$7,736,330</b>                 | <b>\$5,366,285</b>                  | <b>\$5,363,263</b>                  |
| <b>Dollars by Category</b>                                  |                                     |                                    |                                     |                                     |
| <i>Personal Services and Non-Personal/Equipment</i>         |                                     |                                    |                                     |                                     |
| Salaries/Benefits   | 2,017,083                           | 2,326,445                          | 2,451,154                           | 2,451,154                           |
| Overtime  | 6,557                               | 0                                  | 0                                   | 0                                   |
| <b>Subtotal Personal Services</b>                           | <b>\$2,023,640</b>                  | <b>\$2,326,445</b>                 | <b>\$2,451,154</b>                  | <b>\$2,451,154</b>                  |
| Non-Personal/Equipment                                      | 269,942                             | 551,694                            | 226,694                             | 222,390                             |
| <b>Total Personal Services &amp; Non-Personal/Equipment</b> | <b>\$2,293,582</b>                  | <b>\$2,878,139</b>                 | <b>\$2,677,848</b>                  | <b>\$2,673,544</b>                  |
| <i>Other Costs**</i>  |                                     |                                    |                                     |                                     |
| City-Wide Expenses  | n/a                                 | 4,816,754                          | 2,647,000                           | 2,647,000                           |
| Gifts   | n/a                                 | 41,437                             | 41,437                              | 42,719                              |
| Overhead Costs  | n/a                                 | 0                                  | 0                                   | 0                                   |
| <b>Total Other Costs</b>                                    | <b>n/a</b>                          | <b>\$4,858,191</b>                 | <b>\$2,688,437</b>                  | <b>\$2,689,719</b>                  |
| <b>Total</b>  | <b>n/a</b>                          | <b>\$7,736,330</b>                 | <b>\$5,366,285</b>                  | <b>\$5,363,263</b>                  |

\* 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.

# Office of the City Clerk

## Department Budget Summary

|   | <u>2016-2017</u><br><u>Actuals*</u> | <u>2017-2018</u><br><u>Adopted</u> | <u>2018-2019</u><br><u>Forecast</u> | <u>2018-2019</u><br><u>Proposed</u> |
|---|-------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| <b>Dollars by Fund</b>                      |                                     |                                    |                                     |                                     |
| General Fund (001)                          | n/a                                 | 7,694,893                          | 5,324,848                           | 5,320,544                           |
| Gift Trust Fund (139)                       | n/a                                 | 41,437                             | 41,437                              | 42,719                              |
| <b>Total</b>                                | <b>n/a</b>                          | <b>\$7,736,330</b>                 | <b>\$5,366,285</b>                  | <b>\$5,363,263</b>                  |
| <b>Authorized Positions by Core Service</b> |                                     |                                    |                                     |                                     |
| City Clerk Services                         | n/a                                 | 13.00                              | 13.00                               | 13.00                               |
| Strategic Support - City Council Appointees | n/a                                 | 2.00                               | 2.00                                | 2.00                                |
| <b>Total</b>                                | <b>n/a</b>                          | <b>15.00</b>                       | <b>15.00</b>                        | <b>15.00</b>                        |

# Office of the City Clerk

## Department Budget Summary

|   | 2016-2017<br>Actuals* | 2017-2018<br>Adopted | 2018-2019<br>Forecast | 2018-2019<br>Proposed | 2018-2019<br>Proposed<br>FTE |
|---|-----------------------|----------------------|-----------------------|-----------------------|------------------------------|
| <b>Dollars by Program**</b>                           |                       |                      |                       |                       |                              |
| <b>City Clerk Services</b>                            |                       |                      |                       |                       |                              |
| Facilitate the City's Legislative Process             | n/a                   | 2,318,770            | 2,429,450             | 2,425,146             | 13.00                        |
| <b>Sub-Total</b>                                      | <b>n/a</b>            | <b>2,318,770</b>     | <b>2,429,450</b>      | <b>2,425,146</b>      | <b>13.00</b>                 |
| <b>Strategic Support - City Council Appointees</b>    |                       |                      |                       |                       |                              |
| Clerk Management and Administration                   | n/a                   | 579,369              | 268,398               | 268,398               | 2.00                         |
| <b>Sub-Total</b>                                      | <b>n/a</b>            | <b>579,369</b>       | <b>268,398</b>        | <b>268,398</b>        | <b>2.00</b>                  |
| <b>Strategic Support - Other - Council Appointees</b> |                       |                      |                       |                       |                              |
| 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             | 2,627,000             | 0.00                         |
| <b>Sub-Total</b>                                      | <b>n/a</b>            | <b>4,838,191</b>     | <b>2,668,437</b>      | <b>2,669,719</b>      | <b>0.00</b>                  |
| <b>Total</b>  | <b>n/a</b>            | <b>\$7,736,330</b>   | <b>\$5,366,285</b>    | <b>\$5,363,263</b>    | <b>15.00</b>                 |

\* 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 Proposed)

|   | <b>Positions</b> | <b>All Funds (\$)</b> | <b>General Fund (\$)</b> |
|---|------------------|-----------------------|--------------------------|
| <b>Prior Year Budget (2017-2018):</b>                       | <b>15.00</b>     | <b>2,878,139</b>      | <b>2,878,139</b>         |
| <hr/> <b>Base Adjustments</b> <hr/>                         |                  |                       |                          |
| <b>One-Time Prior Year Expenditures Deleted</b>             |                  |                       |                          |
| • Rebudget: Electronic Document Management System           |                  | (325,000)             | (325,000)                |
| <b>One-time Prior Year Expenditures Subtotal:</b>           | <b>0.00</b>      | <b>(325,000)</b>      | <b>(325,000)</b>         |
| <b>Technical Adjustments to Costs of Ongoing Activities</b> |                  |                       |                          |
| • Salary/benefit changes                                    |                  | 124,709               | 124,709                  |
| <b>Technical Adjustments Subtotal:</b>                      | <b>0.00</b>      | <b>124,709</b>        | <b>124,709</b>           |
| <b>2018-2019 Forecast Base Budget:</b>                      | <b>15.00</b>     | <b>2,677,848</b>      | <b>2,677,848</b>         |
| <hr/> <b>Budget Proposals Recommended</b> <hr/>             |                  |                       |                          |
| 1. Print Management   |                  | (4,304)               | (4,304)                  |
| <b>Total Budget Proposals Recommended</b>                   | <b>0.00</b>      | <b>(4,304)</b>        | <b>(4,304)</b>           |
| <hr/>   |                  |                       |                          |
| <b>2018-2019 Proposed Budget Total</b>                      | <b>15.00</b>     | <b>2,673,544</b>      | <b>2,673,544</b>         |

# Office of the City Clerk

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

| <b>2018-2019 Proposed Budget Changes</b>   | <b>Positions</b> | <b>All Funds (\$)</b> | <b>General Fund (\$)</b> |
|--|------------------|-----------------------|--------------------------|
| <b>1. Print Management</b>   |                  | <b>(4,304)</b>        | <b>(4,304)</b>           |
| <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 costs: \$8,608)</p> |                  |                       |                          |
| <b>2018-2019 Proposed Budget Changes Total</b>   | <b>0.00</b>      | <b>(4,304)</b>        | <b>(4,304)</b>           |










# Office of the City Clerk

## Performance Summary

### Facilitate the City's Legislative Process

#### *Performance Measures*

|   | 2016-2017<br>Actual | 2017-2018<br>Target | 2017-2018<br>Estimated | 2018-2019<br>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 <sup>1</sup>    | 100%                | 90%                    | 95%                 |

<sup>1</sup> 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*

|   | <b>2016-2017<br/>Actual</b> | <b>2017-2018<br/>Forecast</b> | <b>2017-2018<br/>Estimated</b> | <b>2018-2019<br/>Forecast</b> |
|---|-----------------------------|-------------------------------|--------------------------------|-------------------------------|
| # of meetings staffed <sup>1</sup>                                  | 191                         | 175                           | 190                            | 190                           |
| # of board/commission applications processed                        | 424                         | 250                           | 200                            | 250                           |
| # of contracts processed <sup>2</sup>                               | 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 | 4047                        | 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                           |

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

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

# Office of the City Clerk

## Departmental Position Detail

| <b>Position</b>        | <b>2017-2018<br/>Adopted</b> | <b>2018-2019<br/>Proposed</b> | <b>Change</b> |
|------------------------|------------------------------|-------------------------------|---------------|
| 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                          | -             |
| <b>Total Positions</b> | <b>15.00</b>                 | <b>15.00</b>                  | <b>0.00</b>   |

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