

**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: 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 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.
<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 2019-2020 Service Delivery

- Administer Sunshine/Open Government Reforms to provide transparent legislative services.
- Ensuring 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 pertaining to 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 State of California elections code.

2019-2020 Key Budget Actions

- Rebudgets funding for an Electronic Document Management System.

Operating Funds Managed

N/A

City Clerk's Office
Department Budget Summary

	2017-2018 Actuals***	2018-2019 Adopted	2019-2020 Forecast	2019-2020 Adopted
Dollars by Core Service				
City Clerk Services	2,007,373	2,518,146	2,310,962	2,310,962
Strategic Support - City Council Appointees	676,061	268,398	284,712	350,712
Strategic Support - Other - Council Appointees	3,112,205	4,840,388	2,688,719	4,724,580
Total	\$5,795,638	\$7,626,932	\$5,284,393	\$7,386,254
Dollars by Category				
Personal Services and Non-Personal/Equipment				
Salaries/Benefits	2,233,488	2,451,154	2,307,588	2,307,588
Overtime	15,341	0	0	0
Subtotal Personal Services	\$2,248,829	\$2,451,154	\$2,307,588	\$2,307,588
Non-Personal/Equipment	419,605	315,390	268,086	334,086
Total Personal Services & Non-Personal/Equipment	\$2,668,434	\$2,766,544	\$2,575,674	\$2,641,674
Other Costs*				
City-Wide Expenses	3,127,205	4,817,669	2,666,000	4,702,000
Gifts	0	42,719	42,719	42,580
Total Other Costs	\$3,127,205	\$4,860,388	\$2,708,719	\$4,744,580
Total	\$5,795,638	\$7,626,932	\$5,284,393	\$7,386,254

* 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 amounts in the 2018-2019 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.

** The positions displayed in the 2017-2018 Actuals column reflect those included in the 2017-2018 Adopted Budget.

*** 2017-2018 Actuals may not subtotal due to rounding.

City Clerk's Office
Department Budget Summary

	2017-2018 Actuals*	2018-2019 Adopted	2019-2020 Forecast	2019-2020 Adopted
Dollars by Fund				
General Fund (001)	5,795,638	7,584,213	5,241,674	7,343,674
Gift Trust Fund (139)	0	42,719	42,719	42,580
Total	\$5,795,638	\$7,626,932	\$5,284,393	\$7,386,254
Positions by Core Service				
City Clerk Services	13.00	13.00	13.00	13.00
Strategic Support - City Council Appointees	2.00	2.00	2.00	2.00
Total	15.00	15.00	15.00	15.00

* 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

	2017-2018 Actuals	2018-2019 Adopted	2019-2020 Forecast	2019-2020 Adopted	2019-2020 Adopted Positions
Dollars by Program**					
City Clerk Services					
Facilitate the City's Legislative Process	2,007,373	2,518,146	2,310,962	2,310,962	13.00
Sub-Total	2,007,373	2,518,146	2,310,962	2,310,962	13.00
Strategic Support - City Council Appointees					
Clerk Management and Administration	676,061	268,398	284,712	350,712	2.00
Sub-Total	676,061	268,398	284,712	350,712	2.00
Strategic Support - Other - Council Appointees					
Clerk Gifts	0	42,719	42,719	42,580	0.00
Clerk Other Departmental - City-Wide	3,112,205	4,797,669	2,646,000	4,682,000	0.00
Sub-Total	3,112,205	4,840,388	2,688,719	4,724,580	0.00
Total	\$5,795,638	\$7,626,932	\$5,284,393	\$7,386,254	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.

** 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

Budget Reconciliation
Personal Services and Non-Personal/Equipment
(2018-2019 Adopted to 2019-2020 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2018-2019):	15.00	2,766,544	2,766,544
<hr/> Base Adjustments <hr/>			
One-Time Prior Year Expenditures Deleted			
• Rebudget: Electronic Document Management System		(93,000)	(93,000)
One-time Prior Year Expenditures Subtotal:	0.00	(93,000)	(93,000)
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes and the following position reallocations: - 3.0 Staff Technician to 3.0 Staff Specialist		(143,566)	(143,566)
• Print Management Annualization Costs		(4,304)	(4,304)
• Electronic Document Management System		50,000	50,000
Technical Adjustments Subtotal:	0.00	(97,870)	(97,870)
2019-2020 Forecast Base Budget:	15.00	2,575,674	2,575,674
<hr/> Budget Proposals Approved <hr/>			
1. Rebudget: Electronic Document Management System		66,000	66,000
Total Budget Proposals Approved	0.00	66,000	66,000
2019-2020 Adopted Budget Total	15.00	2,641,674	2,641,674

Office of the City Clerk

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








2019-2020 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Rebudget: Electronic Document Management System		66,000	66,000
<i>Strategic Support CSA</i>			
<i>Strategic Support Core Service</i>			
<i>Clerk Management and Administration Program</i>			
<p>This action rebudgets unexpended 2018-2019 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>			
2019-2020 Adopted Budget Changes Total	0.00	66,000	66,000

Office of the City Clerk

Performance Summary

Facilitate the City's Legislative Process

Performance Measures

	2017-2018 Actual	2018-2019 Target	2018-2019 Estimated	2019-2020 Target
 % of complete City Council Agenda packets available online 10 days prior to Council meeting	100%	100%	100%	100%
 Estimated cost to document and track legislative actions per Council meeting	\$3,284	\$3,095	\$3,203	\$3,095
 % of Public Records Act requests received and fulfilled by the Clerk's Office within 10 days of request	96%	100%	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	85%	95%	85%	95%
 % of Resolutions/Ordinances posted online within 3 business days of receipt from the City Attorney's Office	99%	100%	99%	100%
 % of customers rating customer service experience with the Clerk's Office as good or excellent	91%	95%	90%	95%

Office of the City Clerk

Performance Summary

Facilitate the City's Legislative Process

Activity and Workload Highlights

	2017-2018 Actual	2018-2019 Forecast	2018-2019 Estimated	2019-2020 Forecast
# of meetings staffed ¹	234	190	200	200
# of board/commission applications processed	179	250	200	250
# of contracts processed ²	2,188	2,200	2,538	2,944
# of grants processed (Council Office and Arena Community Fund)	544	700	650	700
# of Statements of Economic Interests/Family Gift Reports processed	3,223	3,000	3,096	3,100
# of campaign filings processed	882	800	500	800
# of ads placed in legal publications	252	300	300	300
# of Lobbyist Reports processed	325	250	250	250
# of Ordinances and Resolutions processed	516	550	525	550
# of Council Actions recorded, processed, and tracked	1,610	1,000	2,030	2,150
# of Public Records Act requests processed	886	750	650	650
# of internal requests for information/ documents processed	489	750	585	600

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	2018-2019 Adopted	2019-2020 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 Specialist	0.00	3.00	3.00
Staff Technician	3.00	0.00	(3.00)
Total Positions	15.00	15.00	0.00

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