

**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

Facilitate the City's Legislative Process

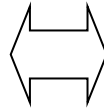
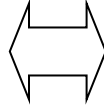
Maximize public access to the City's legislative processes by administering the democratic processes such as elections, access to City records, and all legislative actions ensuring transparency to the public, and serve as a compliance officer for federal, State, and local statutes including the Political 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

Core Service
Facilitate the City's Legislative Process: <i>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 for federal, State, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act</i>
Strategic Support: <i>Financial Management and Human Resources</i>



Key Operational Services
<ul style="list-style-type: none">• Provide Legislative, Technical, and Administrative Support to the Mayor, City Council, Boards, Commissions, and Committees• Improve and Preserve Public Access to the City's Legislative Records and Documents• Ensure Compliance with Open Government, Campaign Finance, Lobbyist Registration, and Other Public Disclosure Requirements• Conduct Elections
<ul style="list-style-type: none">• Financial Management• Human Resources

Office of the City Clerk

Department Budget Summary

Expected 2015-2016 Service Delivery

- Maintain Sunshine/Open Government Reforms to provide transparent legislative services.
- Create and distribute agenda packets, synopses, and minutes for all City Council meetings and City Council Rules and Open Government Committee meetings. In addition, prepare and distribute minutes for all other Council Committees.
- Provide 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.
- Provide access to the City's legislative records and documents.
- Maintain and improve 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.

2015-2016 Key Budget Actions

N/A

Operating Funds Managed

N/A

Office of the City Clerk

Department Budget Summary

	2013-2014 Actual 1	2014-2015 Adopted 2	2015-2016 Forecast 3	2015-2016 Adopted 4	% Change (2 to 4)
Dollars by Core Service					
Facilitate the City's Legislative Process	\$ 1,723,515	\$ 2,291,667	\$ 1,991,510	\$ 2,364,271	3.2%
Strategic Support	222,092	220,463	236,867	243,883	10.6%
Total	\$ 1,945,607	\$ 2,512,130	\$ 2,228,377	\$ 2,608,154	3.8%
Dollars by Category					
Personal Services					
Salaries/Benefits	\$ 1,655,270	\$ 1,961,200	\$ 1,985,447	\$ 2,040,224	4.0%
Overtime	1,858	0	0	0	0.0%
Subtotal	\$ 1,657,128	\$ 1,961,200	\$ 1,985,447	\$ 2,040,224	4.0%
Non-Personal/Equipment	288,479	550,930	242,930	567,930	3.1%
Total	\$ 1,945,607	\$ 2,512,130	\$ 2,228,377	\$ 2,608,154	3.8%
Dollars by Fund					
General Fund	\$ 1,945,607	\$ 2,512,130	\$ 2,228,377	\$ 2,608,154	3.8%
Total	\$ 1,945,607	\$ 2,512,130	\$ 2,228,377	\$ 2,608,154	3.8%
Authorized Positions by Core Service					
Facilitate the City's Legislative Process	14.00	13.00	13.00	13.00	0.0%
Strategic Support	1.00	2.00	2.00	2.00	0.0%
Total	15.00	15.00	15.00	15.00	0.0%

Office of the City Clerk

Budget Reconciliation

(2014-2015 Adopted to 2015-2016 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2014-2015):	15.00	2,512,130	2,512,130
<hr/> Base Adjustments <hr/>			
One-Time Prior Year Expenditures Deleted			
● Rebudget: Electronic Document Management System		(308,000)	(308,000)
One-time Prior Year Expenditures Subtotal:	0.00	(308,000)	(308,000)
Technical Adjustments to Costs of Ongoing Activities			
● Salary/benefit changes and the following position reallocation: - 1.0 Analyst II to 1.0 Senior Analyst		23,747	23,747
● Changes in professional development funding		500	500
Technical Adjustments Subtotal:	0.00	24,247	24,247
2015-2016 Forecast Base Budget:	15.00	2,228,377	2,228,377
<hr/> Budget Proposals Approved <hr/>			
1. Office of the City Clerk Salary Program		54,777	54,777
2. Rebudget: Electronic Document Management System		325,000	325,000
Total Budget Proposals Approved	0.00	379,777	379,777
2015-2016 Adopted Budget Total:	15.00	2,608,154	2,608,154

Office of the City Clerk

Budget Changes By Department








Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Office of the City Clerk Salary Program		54,777	54,777
Strategic Support CSA <i>Facilitate the City's Legislative Process</i> <i>Strategic Support</i>			
<p>This action increases the Office of the City Clerk personal services allocation (\$54,777 in the General Fund) to reflect salary increases that were negotiated and agreed to by the City and 10 bargaining units, including Association of Building, Mechanical, and Electrical Inspectors (ABMEI), Association of Engineers and Architects (AEA), Association of Legal Professionals of San José (ALP), Association of Maintenance Supervisory Personnel (AMSP), City Association of Management Personnel (CAMP), Confidential Employees' Organization (CEO), International Association of Fire Fighters (IAFF), International Brotherhood of Electrical Workers (IBEW), International Union of Operating Engineers, Local #3 (OE3), and Municipal Employees' Federation (MEF), effective June 21, 2015. In addition, a salary increase is included for employees in Unit 99 and for Council Appointees. These salary increases were approved by the City Council on June 23, 2015. Further details on the salary increases by each employee group, can be found at: https://www.sanjoseca.gov/index.aspx?NID=505. (Ongoing costs: \$45,231)</p>			
Performance Results: N/A (Final Budget Modification)			
2. Rebudget: Electronic Document Management System		325,000	325,000
Strategic Support CSA <i>Facilitate the City's Legislative Process</i>			
<p>This action rebudgets unexpended 2014-2015 funds 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>			
Performance Results: N/A (Final Budget Modification)			
2015-2016 Adopted Budget Changes Total		379,777	379,777

Office of the City Clerk

Performance Summary

Facilitate the City's Legislative Process

Performance Measures

	2013-2014 Actual	2014-2015 Target	2014-2015 Estimated	2015-2016 Target
 % of complete City Council Agenda packets available online 10 days prior to Council meeting	95%	95%	95%	95%
 Estimated cost to document and track legislative actions per Council meeting	\$3,250	\$3,250	\$2,100	\$3,075
 % of Public Records Act requests received and fulfilled by the Clerk's Office within 10 days of request	98%	98%	98%	98%
 % City contracts that have all required documents after compliance check	85%	85%	85%	95%
 % of Council synopses completed and posted online within three business days after the Council meeting	60%*	95%	85%	95%
 % of Resolutions/Ordinances posted online within 3 business days of receipt from the City Attorney's Office	95%	95%	95%	95%
 % of customers rating customer service experience with the Clerk's Office as good or excellent	N/A**	100%	N/A**	N/A**

Changes to Performance Measures from 2014-2015 Adopted Budget: No

* The 2013-2014 Actual was low due to a combination of staffing turnover and increased workload; however, the Office of the City Clerk expects to end 2014-2015 at 85%.

** Data collection and methodology are currently under review by the Office of the City Clerk.

Office of the City Clerk

Performance Summary

Facilitate the City's Legislative Process

Activity and Workload Highlights

	2013-2014 Actual	2014-2015 Forecast	2014-2015 Estimated	2015-2016 Forecast
# of meetings staffed*	212	272	289	213
# of board/commission applications processed	300	100	106	250
# of contracts processed**	1,667	1,300	1,300	1,500
# of grants processed (Council Office and Arena Community Fund)	600	700	670	600
# of Statements of Economic Interests/Family Gift Reports processed	2,163	1,100	2,100	2,312
# of campaign filings processed	556	550	560	400
# of ads placed in legal publications	241	295	250	250
# of Lobbyist Reports processed	285	320	320	300
# of Ordinances and Resolutions processed	534	500	500	500
# of Council Actions recorded, processed, and tracked	1,105	1,050	901	1,100
# of Public Records Act requests processed	1,163	1,100	1,100	1,000
# of internal requests for information/ documents processed	1,116	1,200	1,200	1,000

Changes to Activity & Workload Highlights from 2014-2015 Adopted Budget: Yes¹

* Meetings defined as City Council meetings and study sessions; Council Committees; Civil Service, Elections, and Council Salary Setting Commissions; and Council Appointment Advisory Commission.

** Data includes contracts and grants processed.

¹ Changes to Activity & Workload Highlights from 2014-2015 Adopted Budget:

↳ “# of Statements of Economic Interests” has been changed to “# of Statements of Economic Interests/Family Gift Reports processed” to more accurately capture the body of work being performed.

Office of the City Clerk

Departmental Position Detail

Position	2014-2015 Adopted	2015-2016 Adopted	Change
Account Clerk II	1.00	1.00	-
Analyst II	4.00	3.00	(1.00)
Assistant City Clerk	1.00	1.00	-
City Clerk	1.00	1.00	-
Legislative Secretary	4.00	4.00	-
Office Specialist II	1.00	1.00	-
Senior Analyst	0.00	1.00	1.00
Staff Technician	3.00	3.00	-
Total Positions	15.00	15.00	0.00

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