

**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

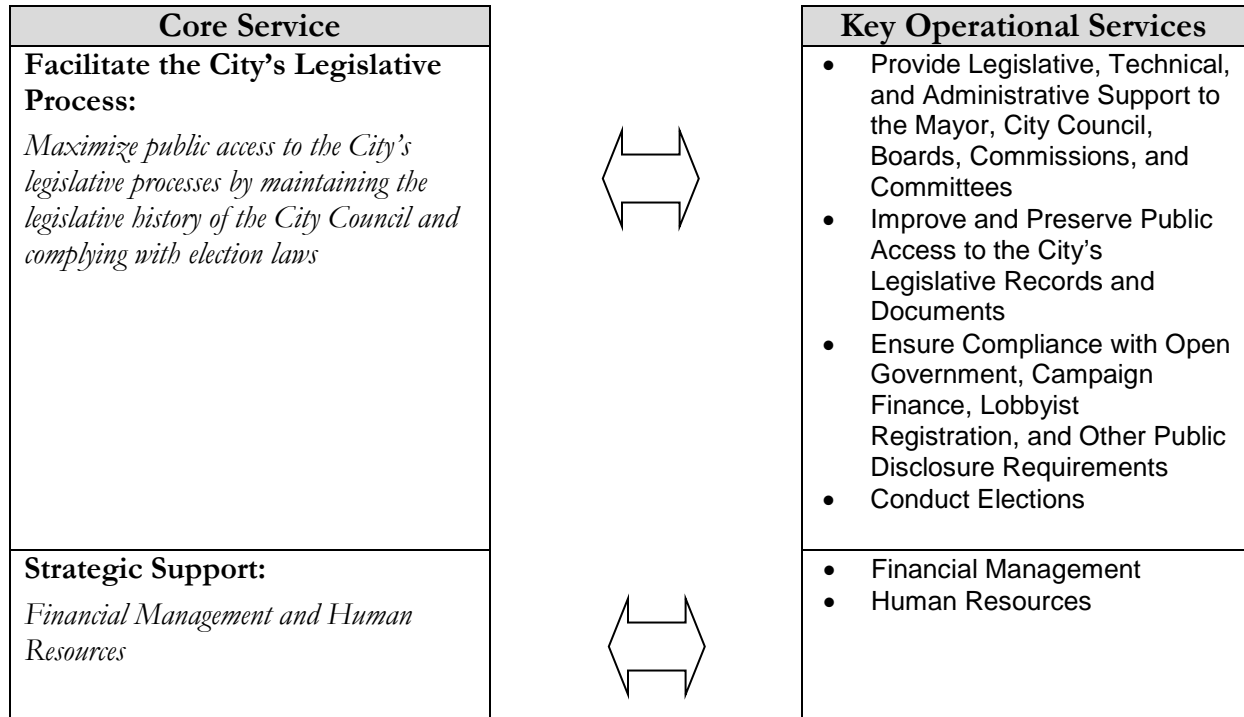
Core Service

Facilitate the City's Legislative Process
Maximize public access to the City's legislative processes by maintaining the legislative history of the City Council and complying with election laws

Strategic Support: Financial Management and Human Resources

Office of the City Clerk

Service Delivery Framework



Office of the City Clerk

Department Budget Summary

Expected 2014-2015 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.
- Proceed with the consolidation of several of the City's Boards and Commissions with an eye on efficiency and enhanced service delivery.

2014-2015 Key Budget Actions

- The rebudget of \$308,000 for an Electronic Document Management System (EDMS) will allow the Office of the City Clerk to continue to procure a system that will increase efficiency, allow City staff and the public to access documents, promote more transparency, and address the current backlog of documents to be scanned and converted.

Operating Funds Managed

N/A

Office of the City Clerk

Department Budget Summary

	2012-2013 Actual 1	2013-2014 Adopted 2	2014-2015 Forecast 3	2014-2015 Adopted 4	% Change (2 to 4)
Dollars by Core Service					
Facilitate the City's Legislative Process	\$ 1,565,854	\$ 2,165,902	\$ 1,937,013	\$ 2,291,667	5.8%
Strategic Support	229,329	90,309	214,989	220,463	144.1%
Total	\$ 1,795,183	\$ 2,256,211	\$ 2,152,002	\$ 2,512,130	11.3%
Dollars by Category					
Personal Services					
Salaries/Benefits	\$ 1,585,451	\$ 1,813,281	\$ 1,909,072	\$ 1,961,200	8.2%
Overtime	4,621	0	0	0	N/A
Subtotal	\$ 1,590,072	\$ 1,813,281	\$ 1,909,072	\$ 1,961,200	8.2%
Non-Personal/Equipment					
	205,111	442,930	242,930	550,930	24.4%
Total	\$ 1,795,183	\$ 2,256,211	\$ 2,152,002	\$ 2,512,130	11.3%
Dollars by Fund					
General Fund	\$ 1,795,183	\$ 2,256,211	\$ 2,152,002	\$ 2,512,130	11.3%
Total	\$ 1,795,183	\$ 2,256,211	\$ 2,152,002	\$ 2,512,130	11.3%
Authorized Positions by Core Service					
Facilitate the City's Legislative Process	14.00	14.00	13.00	13.00	(7.1%)
Strategic Support	1.00	1.00	2.00	2.00	100.0%
Total	15.00	15.00	15.00	15.00	0.0%

Office of the City Clerk

Budget Reconciliation

(2013-2014 Adopted to 2014-2015 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2013-2014):	15.00	2,256,211	2,256,211
<hr/> Base Adjustments <hr/>			
One-Time Prior Year Expenditures Deleted			
• Rebudget: Electronic Document Management System		(200,000)	(200,000)
One-time Prior Year Expenditures Subtotal:	0.00	(200,000)	(200,000)
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes		95,791	95,791
Technical Adjustments Subtotal:	0.00	95,791	95,791
2014-2015 Forecast Base Budget:	15.00	2,152,002	2,152,002
<hr/> Budget Proposals Approved <hr/>			
1. Office of the City Clerk Salary Program		52,128	52,128
2. Rebudget: Electronic Document Management System		308,000	308,000
Total Budget Proposals Approved	0.00	360,128	360,128
2014-2015 Adopted Budget Total	15.00	2,512,130	2,512,130

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		52,128	52,128
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 to reflect a 3% salary increase that was negotiated and agreed to by the City and four bargaining units, including Municipal Employees' Federation (MEF), Confidential Employees' Organization (CEO), Association of Legal Professionals of San José (ALP), and the International Union of Operating Engineers, Local No. 3 (OE#3), effective June 22, 2014. In addition, a 3% salary increase is included for those employees in Unit 99 and for Council Appointees. These salary increases were approved by the City Council on June 3, 2014. Agreements were also reached with other bargaining units; however, due to the timing of those agreements and the publication of memorandums necessary for the final budget adoption, those adjustments will be included in the 2013-2014 Annual Report as appropriate. (Ongoing costs: \$52,128)</p>			
Performance Results: N/A (Final Budget Modification)			
2. Rebudget: Electronic Document Management System		308,000	308,000
Strategic Support CSA <i>Facilitate the City's Legislative Process</i>			
<p>This action rebudgets unexpended 2013-2014 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)			
2014-2015 Adopted Budget Changes Total	0.00	360,128	360,128

Office of the City Clerk

Performance Summary

Facilitate the City's Legislative Process

Performance Measures

	2012-2013 Actual	2013-2014 Target	2013-2014 Estimated	2014-2015 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	\$3,250	\$3,250
 % 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%	85%
 % of Council synopses completed and posted online within three business days after the Council meeting	60%*	90%	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**	100%

Changes to Performance Measures from 2013-2014 Adopted Budget: No

* The 2012-2013 Actual was low due to a combination of staffing turnover and increased workload; however, the Office of the City Clerk expects to end 2013-2014 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

	2012-2013 Actual	2013-2014 Forecast	2013-2014 Estimated	2014-2015 Forecast
# of meetings staffed*	212	272	289	272
# of board/commission applications processed	300	100	106	100
# of contracts processed**	1,667	1,300	1,300	1,300
# of grants processed (Council Office and Arena Community Fund)	600	700	670	700
# of Statements of Economic Interests processed	2,163	1,100	1,100	1,100
# of campaign filings processed	556	550	560	550
# of ads placed in legal publications	241	295	250	295
# of Lobbyist Reports processed	285	320	320	320
# of Ordinances and Resolutions processed	534	500	500	500
# of Council Actions recorded, processed, and tracked	1,105	1,050	901	1,050
# of Public Records Act requests processed	1,163	1,100	1,100	1,100
# of internal requests for information/ documents processed	1,116	1,200	1,200	1,200

Changes to Activity & Workload Highlights from 2013-2014 Adopted Budget: No

* Meetings defined as City Council meetings and study sessions; Council Committees; Civil Service, Elections, and Council Salary Setting Commissions; and Project Diversity Screening Committee.

** Data includes contracts and grants processed.

Office of the City Clerk

Departmental Position Detail

Position	2013-2014 Adopted	2014-2015 Adopted	Change
Account Clerk II	1.00	1.00	-
Analyst II	4.00	4.00	-
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	-
Staff Technician	3.00	3.00	-
Total Positions	15.00	15.00	0.00

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