

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: 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 2020-2021 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 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.

2020-2021 Key Budget Actions

- Eliminates 1.0 filled Office Specialist II position which will impact the timeliness and responsiveness to requests to both internal and external customers.
- Reduces Non-Personal/Equipment funding by \$70,000 to recognize anticipated savings related to training, travel, and supplies and materials.

Operating Funds Managed

N/A

Office of the City Clerk
Department Budget Summary

	2018-2019 Actuals ***	2019-2020 Adopted	2020-2021 Forecast	2020-2021 Adopted
Dollars by Core Service				
City Clerk Services	2,098,156	2,310,962	2,320,701	2,145,350
Strategic Support - City Council Appointees	313,480	350,712	286,402	284,310
Strategic Support - Other - Council Appointees	3,433,052	4,724,580	2,760,342	4,598,000
Total	\$5,844,688	\$7,386,254	\$5,367,445	\$7,027,660
Dollars by Category				
<i>Personal Services and Non-Personal/Equipment</i>				
Salaries/Benefits	2,102,741	2,307,588	2,323,017	2,215,574
Overtime	14,465	0	0	0
Subtotal Personal Services	\$2,117,206	\$2,307,588	\$2,323,017	\$2,215,574
Non-Personal/Equipment	278,975	334,086	268,086	198,086
Total Personal Services & Non-Personal/Equipment	\$2,396,181	\$2,641,674	\$2,591,103	\$2,413,660
<i>Other Costs*</i>				
City-Wide Expenses	3,448,507	4,702,000	2,733,000	4,614,000
Gifts	0	42,580	43,342	0
Other	0	0	0	0
Other - Capital	0	0	0	0
Overhead Costs	0	0	0	0
Total Other Costs	\$3,448,507	\$4,744,580	\$2,776,342	\$4,614,000
Total	\$5,844,688	\$7,386,254	\$5,367,445	\$7,027,660

* 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 2019-2020 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 2018-2019 Actuals column reflect those included in the 2018-2019 Adopted Budget.

*** 2018-2019 Actuals may not subtotal due to rounding.

Office of the City Clerk
Department Budget Summary

	2018-2019 Actuals ***	2019-2020 Adopted	2020-2021 Forecast	2020-2021 Adopted
Dollars by Fund				
General Fund (001)	5,844,688	7,343,674	5,324,103	7,027,660
Gift Trust Fund (139)	0	42,580	43,342	0
Total	\$5,844,688	\$7,386,254	\$5,367,445	\$7,027,660
Positions by Core Service**				
City Clerk Services	13.00	13.00	13.00	12.00
Strategic Support - City Council Appointees	2.00	2.00	2.00	2.00
Total	15.00	15.00	15.00	14.00

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** The positions displayed in the 2018-2019 Actuals column reflect those included in the 2018-2019 Adopted Budget.

*** 2018-2019 Actuals may not subtotal due to rounding.

Office of the City Clerk
Department Budget Summary

	2018-2019 Actuals**	2019-2020 Adopted	2020-2021 Forecast	2020-2021 Adopted	2020-2021 Adopted Positions
Dollars by Program*					
City Clerk Services					
Facilitate the City's Legislative Process	2,098,156	2,310,962	2,320,701	2,145,350	12.00
Sub-Total	2,098,156	2,310,962	2,320,701	2,145,350	12.00
Strategic Support - City Council Appointees					
Clerk Management and Administration	313,480	350,712	286,402	284,310	2.00
Sub-Total	313,480	350,712	286,402	284,310	2.00
Strategic Support - Other - Council Appointees					
Clerk Gifts	0	42,580	43,342	0	0.00
Clerk Other Departmental - City-Wide	3,433,052	4,682,000	2,717,000	4,598,000	0.00
Sub-Total	3,433,052	4,724,580	2,760,342	4,598,000	0.00
Total	\$5,844,688	\$7,386,254	\$5,367,445	\$7,027,660	14.00

* 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.

** 2018-2019 Actuals may not subtotal due to rounding.

Office of the City Clerk
Budget Reconciliation
Personal Services and Non-Personal/Equipment
(2019-2020 Adopted to 2020-2021 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2019-2020):	15.00	2,641,674	2,641,674
Base Adjustments			
One-Time Prior Year Expenditures Deleted			
• Rebudget: Electronic Document Management System		(66,000)	(66,000)
One-time Prior Year Expenditures Subtotal:	0.00	(66,000)	(66,000)
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes		14,929	14,929
• Professional Development Program		500	500
Technical Adjustments Subtotal:	0.00	15,429	15,429
2020-2021 Forecast Base Budget:	15.00	2,591,103	2,591,103
Budget Proposals Approved			
1. City Clerk's Office Staffing	(1.00)	(90,115)	(90,115)
2. City Clerk's Office Non-Personal/Equipment Savings		(70,000)	(70,000)
3. City Retirement Contributions Pre-Funding		(17,328)	(17,328)
Total Budget Proposals Approved	(1.00)	(177,443)	(177,443)
2020-2021 Adopted Budget Total	14.00	2,413,660	2,413,660

Office of the City Clerk

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








2020-2021 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. City Clerk's Office Staffing <i>Strategic Support CSA</i> <i>City Clerk Services Core Service</i> <i>Facilitate the City's Legislative Process Program</i> This action eliminates 1.0 Office Specialist I/II. Due to the elimination, customer service to both internal and external customers will be affected as timeliness and responsiveness to requests will be delayed. The workload will be absorbed by the remaining staff. (Ongoing savings: \$91,167)	(1.00)	(90,115)	(90,115)
2. City Clerk's Office Non-Personal/Equipment Savings <i>Strategic Support CSA</i> <i>City Clerk Services Core Service</i> <i>Facilitate the City's Legislative Process Program</i> This action reduces the ongoing non-personal/equipment funding by \$70,000 to recognize anticipated savings for expenses related to training, traveling, and supplies and materials. There will be limited impact to service levels and performance measures. (Ongoing savings: \$70,000)		(70,000)	(70,000)
3. City Retirement Contributions Pre-Funding <i>Strategic Support CSA</i> <i>Strategic Support Core Service</i> <i>Program: Department-wide</i> This action reduces the Office of the City Clerk's Personal Services appropriation by \$17,328, all in the General Fund, to reflect the anticipated expenditure savings associated with lower retirement contributions from the prepayment of the City's retirement costs for both the Tier 1 pension costs and the Unfunded Actuarial Liability in the Federated City Employees' Retirement System Plan and the Police and Fire Department Retirement Plan. By the City making annual prepayments of its employer contributions to the Retirement Plans in lieu of biweekly contributions, this will generate approximately \$13.9 million in savings in all funds, \$11.4 million in the General Fund. In the General Fund, these savings will be offset by an estimated loss in interest earnings of \$2.6 million and costs in TRANS debt service of \$1.4 million, giving a total net savings of \$7.4 million. (Ongoing savings: \$17,328)		(17,328)	(17,328)
2020-2021 Adopted Budget Changes Total	(1.00)	(177,443)	(177,443)

Office of the City Clerk

Performance Summary

Facilitate the City's Legislative Process

Performance Measures

	2018-2019 Actual	2019-2020 Target	2019-2020 Estimated	2020-2021 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	\$3,966	\$3,095	\$4,085	\$4,085
 % 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

	2018-2019 Actual	2019-2020 Forecast	2019-2020 Estimated	2020-2021 Forecast
# of meetings staffed ¹	192	200	200	200
# of board/commission applications processed	137	250	200	250
# of contracts processed ²	2,416	2,944	2,302	2,565
# of grants processed (Council Office and Arena Community Fund)	418	700	495	513
# of Statements of Economic Interests/Family Gift Reports processed	3,425	3,100	3,400	3,565
# of campaign filings processed	437	800	500	800
# of ads placed in legal publications	287	300	300	300
# of Lobbyist Reports processed	832	250	636	636
# of Ordinances and Resolutions processed	539	550	555	555
# of Council Actions recorded, processed, and tracked	1,774	2,150	2,000	2,000
# of Public Records Act requests processed	1,066	650	920	920
# of internal requests for information/ documents processed	498	600	500	600

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

² Data includes contracts and grants processed.

Office of the City Clerk

Departmental Position Detail

Position	2019-2020 Adopted	2020-2021 Adopted	Change
Analyst I/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	0.00	(1.00)
Records Specialist	1.00	1.00	-
Senior Account Clerk	1.00	1.00	-
Senior Analyst	1.00	1.00	-
Staff Specialist	3.00	3.00	-
Total Positions	15.00	14.00	(1.00)

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