

# 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 and pandemic response

# 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 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. |
| <b><i>Strategic Support Core Service</i></b>     |  |
| <b>City Clerk Management and Administration</b>  | Provides administrative oversight for the department, including financial management, human resources, and analytical support.   |
| <b>Pandemic Response</b>                         | Provides for the coordination and delivery of emergency services and recovery activities in response to the COVID-19 pandemic.   |

## Office of the City Clerk

### Department Budget Summary

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#### Expected 2021-2022 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.

#### 2021-2022 Key Budget Actions

- Reduces ongoing funding for the Office of the City Clerk's non-personal/equipment budget by \$5,230 to reflect savings from the new reprographics contract.

#### Operating Funds Managed

N/A

# Office of the City Clerk

## Department Budget Summary

|   | 2019-2020<br>Actuals *** | 2020-2021<br>Adopted | 2021-2022<br>Forecast | 2021-2022<br>Proposed |
|---|--------------------------|----------------------|-----------------------|-----------------------|
| <b>Dollars by Core Service</b>                              |                          |                      |                       |                       |
| City Clerk Services   | 2,166,061                | 2,145,350            | 2,296,251             | 2,291,021             |
| Emergency Event - Strategic Support - Council Appointees    | 28,021                   | 0                    | 0                     | 0                     |
| Strategic Support - City Council Appointees                 | 231,871                  | 284,310              | 295,671               | 295,671               |
| Strategic Support - Other - Council Appointees              | 2,758,946                | 4,598,000            | 2,990,000             | 2,990,000             |
| <b>Total</b>  | <b>\$5,184,898</b>       | <b>\$7,027,660</b>   | <b>\$5,581,922</b>    | <b>\$5,576,692</b>    |
| <b>Dollars by Category</b>                                  |                          |                      |                       |                       |
| <i>Personal Services and Non-Personal/Equipment</i>         |                          |                      |                       |                       |
| Salaries/Benefits   | 2,182,957                | 2,215,574            | 2,338,717             | 2,338,717             |
| Overtime  | 6,107                    | 0                    | 0                     | 0                     |
| <b>Subtotal Personal Services</b>                           | <b>\$2,189,065</b>       | <b>\$2,215,574</b>   | <b>\$2,338,717</b>    | <b>\$2,338,717</b>    |
| Non-Personal/Equipment                                      | 221,888                  | 198,086              | 237,205               | 231,975               |
| <b>Total Personal Services &amp; Non-Personal/Equipment</b> | <b>\$2,410,953</b>       | <b>\$2,413,660</b>   | <b>\$2,575,922</b>    | <b>\$2,570,692</b>    |
| <i>Other Costs*</i>   |                          |                      |                       |                       |
| City-Wide Expenses  | 2,773,946                | 4,614,000            | 3,006,000             | 3,006,000             |
| General Fund Capital  | 0                        | 0                    | 0                     | 0                     |
| Gifts   | 0                        | 0                    | 0                     | 0                     |
| Housing Loans and Grants                                    | 0                        | 0                    | 0                     | 0                     |
| Other   | 0                        | 0                    | 0                     | 0                     |
| Overhead Costs  | 0                        | 0                    | 0                     | 0                     |
| <b>Total Other Costs</b>                                    | <b>\$2,773,946</b>       | <b>\$4,614,000</b>   | <b>\$3,006,000</b>    | <b>\$3,006,000</b>    |
| <b>Total</b>  | <b>\$5,184,898</b>       | <b>\$7,027,660</b>   | <b>\$5,581,922</b>    | <b>\$5,576,692</b>    |

\* 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 2020-2021 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 2019-2020 Actuals column reflect those included in the 2019-2020 Adopted Budget.

\*\*\* 2019-2020 Actuals may not subtotal due to rounding.

**Office of the City Clerk**  
**Department Budget Summary**

|   | <b>2019-2020<br/>Actuals ***</b> | <b>2020-2021<br/>Adopted</b> | <b>2021-2022<br/>Forecast</b> | <b>2021-2022<br/>Proposed</b> |
|---|----------------------------------|------------------------------|-------------------------------|-------------------------------|
| <b>Dollars by Fund</b>                      |                                  |                              |                               |                               |
| General Fund (001)                          | 5,156,878                        | 7,027,660                    | 5,581,922                     | 5,576,692                     |
| Gift Trust Fund (139)                       | 0                                | 0                            | 0                             | 0                             |
| Coronavirus Relief Fund (401)               | 28,021                           | 0                            | 0                             | 0                             |
| <b>Total</b>                                | <b>\$5,184,898</b>               | <b>\$7,027,660</b>           | <b>\$5,581,922</b>            | <b>\$5,576,692</b>            |
| <b>Positions by Core Service**</b>          |                                  |                              |                               |                               |
| City Clerk Services                         | 13.00                            | 12.00                        | 12.00                         | 12.00                         |
| Strategic Support - City Council Appointees | 2.00                             | 2.00                         | 2.00                          | 2.00                          |
| <b>Total</b>                                | <b>15.00</b>                     | <b>14.00</b>                 | <b>14.00</b>                  | <b>14.00</b>                  |

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\*\* The positions displayed in the 2019-2020 Actuals column reflect those included in the 2019-2020 Adopted Budget.

\*\*\* 2019-2020 Actuals may not subtotal due to rounding.

**Office of the City Clerk**  
**Department Budget Summary**

|   | 2019-2020<br>Actuals** | 2020-2021<br>Adopted | 2021-2022<br>Forecast | 2021-2022<br>Proposed | 2021-2022<br>Proposed<br>Positions |
|---|------------------------|----------------------|-----------------------|-----------------------|------------------------------------|
| <b>Dollars by Program*</b>                            |                        |                      |                       |                       |                                    |
| <b>City Clerk Services</b>                            |                        |                      |                       |                       |                                    |
| Facilitate the City's Legislative Process             | 2,166,061              | 2,145,350            | 2,296,251             | 2,291,021             | 12.00                              |
| <b>Sub-Total</b>                                      | <b>2,166,061</b>       | <b>2,145,350</b>     | <b>2,296,251</b>      | <b>2,291,021</b>      | <b>12.00</b>                       |
| <b>Strategic Support - City Council Appointees</b>    |                        |                      |                       |                       |                                    |
| Clerk Management and Administration                   | 231,871                | 284,310              | 295,671               | 295,671               | 2.00                               |
| <b>Sub-Total</b>                                      | <b>231,871</b>         | <b>284,310</b>       | <b>295,671</b>        | <b>295,671</b>        | <b>2.00</b>                        |
| <b>Strategic Support - Other - Council Appointees</b> |                        |                      |                       |                       |                                    |
| Clerk Gifts   | 0                      | 0                    | 0                     | 0                     | 0.00                               |
| Clerk Other Departmental - City-Wide                  | 2,758,946              | 4,598,000            | 2,990,000             | 2,990,000             | 0.00                               |
| <b>Sub-Total</b>                                      | <b>2,758,946</b>       | <b>4,598,000</b>     | <b>2,990,000</b>      | <b>2,990,000</b>      | <b>0.00</b>                        |
| <b>Total</b>  | <b>\$5,184,898</b>     | <b>\$7,027,660</b>   | <b>\$5,581,922</b>    | <b>\$5,576,692</b>    | <b>14.00</b>                       |

\* 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.

\*\* 2019-2020 Actuals may not subtotal due to rounding.

**Office of the City Clerk**  
**Budget Reconciliation**  
**Personal Services and Non-Personal/Equipment**  
**(2020-2021 Adopted to 2021-2022 Proposed)**

|   | Positions    | All<br>Funds (\$) | General<br>Fund (\$) |
|---|--------------|-------------------|----------------------|
| <b>Prior Year Budget (2020-2021):</b>                       | <b>14.00</b> | <b>2,413,660</b>  | <b>2,413,660</b>     |
| <b>Base Adjustments</b>                                     |              |                   |                      |
| <b>Technical Adjustments to Costs of Ongoing Activities</b> |              |                   |                      |
| • Salary/benefit changes                                    |              | 123,143           | 123,143              |
| • City Council Meeting Interpretation Services              |              | 30,000            | 30,000               |
| • Contractual Services: Granicus and Municode               |              | 8,684             | 8,684                |
| • Budget Realignment: FirstNet Support                      |              | 435               | 435                  |
| <b>Technical Adjustments Subtotal:</b>                      | <b>0.00</b>  | <b>162,262</b>    | <b>162,262</b>       |
| <b>2021-2022 Forecast Base Budget:</b>                      | <b>14.00</b> | <b>2,575,922</b>  | <b>2,575,922</b>     |
| <b>Budget Proposals Recommended</b>                         |              |                   |                      |
| 1. Reprographics Contractual Services Savings               |              | (5,230)           | (5,230)              |
| <b>Total Budget Proposals Recommended</b>                   | <b>0.00</b>  | <b>(5,230)</b>    | <b>(5,230)</b>       |
| <b>2021-2022 Proposed Budget Total</b>                      | <b>14.00</b> | <b>2,570,692</b>  | <b>2,570,692</b>     |

**Office of the City Clerk**

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

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| <b>2021-2022 Proposed Budget Changes</b>  | <b>Positions</b> | <b>All Funds (\$)</b> | <b>General Fund (\$)</b> |
|---|------------------|-----------------------|--------------------------|
| <b>1. Reprographics Contractual Services Savings</b>  |                  | <b>(5,230)</b>        | <b>(5,230)</b>           |
| <i>Strategic Support CSA<br/>City Clerk Services Core Service<br/>Facilitate the City's Legislative Process Program</i>   |                  |                       |                          |
| <p>This action reduces the Office of the City Clerk's non-personal/equipment budget by \$5,230 on an ongoing basis to reflect savings in the reprographics (printing) contract. The Finance and Information Technology Departments have jointly worked to re-procure the City's reprographics contract for copier, scanner, fax devices support, and administration software and tools. Savings in the amount of \$363,000 will be generated in the General Fund, \$462,000 in all funds, across all departments from lower rental costs for the multi-function devices and significantly lower cost per copy and consumption rates. Savings can be realized with new green-print options and central administration of devices. (Ongoing savings: \$5,230)</p> |                  |                       |                          |
| <b>2021-2022 Proposed Budget Changes Total</b>  | <b>0.00</b>      | <b>(5,230)</b>        | <b>(5,230)</b>           |








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**Office of the City Clerk**  
**Performance Summary**

**Facilitate the City's Legislative Process**

*Performance Measures*

|  | 2019-2020<br>Actual | 2020-2021<br>Target | 2020-2021<br>Estimated | 2021-2022<br>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                                 | \$5,424             | \$4,085             | \$5,587                | \$5,587             |
|  % 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                                  | 95%                 | 95%                 | 95%                    | 95%                 |
|  % of Council synopses completed and posted online within three business days after the Council meeting       | 72%                 | 95%                 | 90%                    | 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             | 88%                 | 95%                 | 90%                    | 95%                 |

**Office of the City Clerk**  
**Performance Summary**

**Facilitate the City's Legislative Process**

*Activity and Workload Highlights*

|   | 2019-2020<br>Actual | 2020-2021<br>Forecast | 2020-2021<br>Estimated | 2021-2022<br>Forecast |
|---|---------------------|-----------------------|------------------------|-----------------------|
| # of meetings staffed <sup>1</sup>                                  | 145                 | 200                   | 200                    | 200                   |
| # of board/commission applications processed                        | 138                 | 250                   | 220                    | 250                   |
| # of contracts processed <sup>2</sup>                               | 2,315               | 2,565                 | 2,600                  | 2,306                 |
| # of grants processed (Council Office and Arena Community Fund)     | 299                 | 513                   | 200                    | 420                   |
| # of Statements of Economic Interests/Family Gift Reports processed | 2,288               | 3,565                 | 3,000                  | 2,979                 |
| # of campaign filings processed                                     | 108                 | 800                   | 200                    | 475                   |
| # of ads placed in legal publications                               | 348                 | 300                   | 300                    | 300                   |
| # of Lobbyist Reports processed                                     | 623                 | 636                   | 680                    | 680                   |
| # of Ordinances and Resolutions processed                           | 603                 | 555                   | 500                    | 555                   |
| # of Council Actions recorded, processed, and tracked               | 1,661               | 2,000                 | 2,000                  | 2,000                 |
| # of Public Records Act requests processed                          | 779                 | 920                   | 800                    | 910                   |
| # of internal requests for information/ documents processed         | 376                 | 600                   | 200                    | 454                   |

<sup>1</sup> Meetings defined as City Council meetings and study sessions; Council Committees; Civil Service, Council Salary Setting and Council Appointment Advisory Commissions, Board of Fair Campaign and Political Practices, Charter Review Commission, and the Redistricting Commission.

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

# Office of the City Clerk

## Departmental Position Detail

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| Position               | 2020-2021<br>Adopted | 2021-2022<br>Proposed | 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                  | -           |
| 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                  | -           |
| <b>Total Positions</b> | <b>14.00</b>         | <b>14.00</b>          | <b>0.00</b> |

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