

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
<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.
City Clerk Pandemic Response	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

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.
- Rebudgets one-time funding of \$80,000 from the Office of the City Manager's Non-Personal/Equipment to the Office of the City Clerk for interpretation services for the Charter Review and Redistricting Commissions.

Operating Funds Managed

N/A

Office of the City Clerk
Department Budget Summary

	2019-2020 Actuals ***	2020-2021 Adopted	2021-2022 Forecast	2021-2022 Adopted
Dollars by Core Service				
City Clerk Services	2,166,061	2,145,350	2,296,251	2,371,021
Strategic Support - City Council Appointees	259,892	284,310	295,671	295,671
Strategic Support - Other - Council Appointees	2,758,946	4,598,000	2,990,000	3,978,790
Total	\$5,184,898	\$7,027,660	\$5,581,922	\$6,645,482
Dollars by Category				
<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
Subtotal Personal Services	\$2,189,065	\$2,215,574	\$2,338,717	\$2,338,717
Non-Personal/Equipment	221,888	198,086	237,205	311,975
Total Personal Services & Non-Personal/Equipment	\$2,410,953	\$2,413,660	\$2,575,922	\$2,650,692
<i>Other Costs*</i>				
City-Wide Expenses	2,773,946	4,614,000	3,006,000	3,994,790
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
Total Other Costs	\$2,773,946	\$4,614,000	\$3,006,000	\$3,994,790
Total	\$5,184,898	\$7,027,660	\$5,581,922	\$6,645,482

* 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

	2019-2020 Actuals ***	2020-2021 Adopted	2021-2022 Forecast	2021-2022 Adopted
Dollars by Fund				
General Fund (001)	5,156,878	7,027,660	5,581,922	6,645,482
Gift Trust Fund (139)	0	0	0	0
Coronavirus Relief Fund (401)	28,021	0	0	0
Total	\$5,184,898	\$7,027,660	\$5,581,922	\$6,645,482
Positions by Core Service**				
City Clerk Services	13.00	12.00	12.00	12.00
Strategic Support - City Council Appointees	2.00	2.00	2.00	2.00
Total	15.00	14.00	14.00	14.00

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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 Actuals**	2020-2021 Adopted	2021-2022 Forecast	2021-2022 Adopted	2021-2022 Adopted Positions
Dollars by Program*					
City Clerk Services					
Facilitate the City's Legislative Process	2,166,061	2,145,350	2,296,251	2,371,021	12.00
Sub-Total	2,166,061	2,145,350	2,296,251	2,371,021	12.00
Strategic Support - City Council Appointees					
Clerk Management and Administration	231,871	284,310	295,671	295,671	2.00
Clerk Pandemic Response	28,021	0	0	0	0.00
Sub-Total	259,892	284,310	295,671	295,671	2.00
Strategic Support - Other - Council Appointees					
Clerk Other Departmental - City-Wide	2,758,946	4,598,000	2,990,000	3,978,790	0.00
Sub-Total	2,758,946	4,598,000	2,990,000	3,978,790	0.00
Total	\$5,184,898	\$7,027,660	\$5,581,922	\$6,645,482	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.

** 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 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2020-2021):	14.00	2,413,660	2,413,660
Base Adjustments			
Technical Adjustments to Costs of Ongoing Activities			
• 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
Technical Adjustments Subtotal:	0.00	162,262	162,262
2021-2022 Forecast Base Budget:	14.00	2,575,922	2,575,922
Budget Proposals Approved			
1. Reprographics Contractual Services Savings		(5,230)	(5,230)
2. Rebudget: Commission Interpretation Services		80,000	80,000
Total Budget Proposals Approved	0.00	74,770	74,770
2021-2022 Adopted Budget Total	14.00	2,650,692	2,650,692

Office of the City Clerk








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

2021-2022 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Reprographics Contractual Services Savings		(5,230)	(5,230)
<i>Strategic Support CSA City Clerk Services Core Service 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>			
2. Rebudget: Commission Interpretation Services		80,000	80,000
<i>Strategic Support CSA City Clerk Services Core Service Facilitate the City's Legislative Process Program</i>			
<p>This action rebudgets one-time funding from the Office of the City Manager's non-personal/equipment budget to the Office of the City Clerk's non-personal/equipment budget by \$80,000 to support commission interpretation services for the Charter Review Commission and Redistricting Commission. (Ongoing costs: \$0)</p>			
2021-2022 Adopted Budget Changes Total	0.00	74,770	74,770

Office of the City Clerk
Performance Summary

Facilitate the City's Legislative Process

Performance Measures

	2019-2020 Actual	2020-2021 Target	2020-2021 Estimated	2021-2022 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 Actual	2020-2021 Forecast	2020-2021 Estimated	2021-2022 Forecast
# of meetings staffed ¹	145	200	200	200
# of board/commission applications processed	138	250	220	250
# of contracts processed ²	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

¹ 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.

² Data includes contracts and grants processed.

Office of the City Clerk

Departmental Position Detail

Position	2020-2021 Adopted	2021-2022 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	-
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	14.00	14.00	0.00

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