

Office of the City Clerk

Toni J. Taber, City Clerk

MISSION

Maximize public access to municipal government

CITY SERVICE AREA

Strategic Support

CORE SERVICES

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 2022-2023 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.

2022-2023 Key Budget Actions

- Adds 1.0 Senior Supervisor of Administration and 1.0 Principal Office Specialist positions to continue higher levels of support for legislative and election services, provide direct support for the City's Boards and Commissions, schedule and facilitate virtual and hybrid meetings, and manage documentation associated with current elections.
- Adds 1.0 Analyst position to continue the provision of additional fiscal, grant, human resources, policy, and administrative support for the Mayor and City Council Offices.
- Adds 1.0 Analyst position, through June 30, 2023, to address the high volume of city-wide contract intake processing and compliance review.
- Adds ongoing funding of \$250,000, in the City-Wide Expenses section of this document, divided evenly among the ten Council Districts to continue support of neighborhood festival events.

Operating Funds Managed

N/A

Office of the City Clerk

Department Budget Summary

	2020-2021 Actuals ***	2021-2022 Adopted	2022-2023 Forecast	2022-2023 Proposed
Dollars by Core Service				
City Clerk Services	2,242,164	2,371,021	2,464,006	2,996,449
Strategic Support - City Council Appointees	361,665	295,671	308,740	308,740
Strategic Support - Other - Council Appointees	4,019,991	3,978,790	3,364,996	3,614,996
Total	\$6,623,820	\$6,645,482	\$6,137,742	\$6,920,185
Dollars by Category				
<i>Personal Services and Non-Personal/Equipment</i>				
Salaries/Benefits	2,327,277	2,338,717	2,473,134	3,001,413
Overtime	13,885	0	0	0
Subtotal Personal Services	\$2,341,162	\$2,338,717	\$2,473,134	\$3,001,413
Non-Personal/Equipment	248,866	311,975	283,612	287,776
Total Personal Services & Non-Personal/Equipment	\$2,590,028	\$2,650,692	\$2,756,746	\$3,289,189
<i>Other Costs*</i>				
City-Wide Expenses	4,033,792	3,994,790	3,380,996	3,630,996
General Fund Capital	0	0	0	0
Housing Loans and Grants	0	0	0	0
Other	0	0	0	0
Other - Capital	0	0	0	0
Overhead Costs	0	0	0	0
Total Other Costs	\$4,033,792	\$3,994,790	\$3,380,996	\$3,630,996
Total	\$6,623,820	\$6,645,482	\$6,137,742	\$6,920,185

* 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 2021-2022 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 2020-2021 Actuals column reflect those included in the 2020-2021 Adopted Budget.

*** 2020-2021 Actuals may not subtotal due to rounding.

Office of the City Clerk

Department Budget Summary

	2020-2021 Actuals ***	2021-2022 Adopted	2022-2023 Forecast	2022-2023 Proposed
Dollars by Fund				
General Fund (001)	6,610,407	6,645,482	6,137,742	6,920,185
Coronavirus Relief Fund (401)	13,413	0	0	0
Total	\$6,623,820	\$6,645,482	\$6,137,742	\$6,920,185
Positions by Core Service**				
City Clerk Services	12.00	12.00	12.00	16.00
Strategic Support - City Council Appointees	2.00	2.00	2.00	2.00
Total	14.00	14.00	14.00	18.00

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** The positions displayed in the 2020-2021 Actuals column reflect those included in the 2020-2021 Adopted Budget.

*** 2020-2021 Actuals may not subtotal due to rounding.

Office of the City Clerk

Department Budget Summary

	2020-2021	2021-2022	2022-2023	2022-2023	2022-2023
	Actuals**	Adopted	Forecast	Proposed	Proposed Positions

Dollars by Program*

City Clerk Services

Facilitate the City's Legislative Process	2,242,164	2,371,021	2,464,006	2,996,449	16.00
Sub-Total	2,242,164	2,371,021	2,464,006	2,996,449	16.00

Strategic Support - City Council Appointees

Clerk Management and Administration	348,252	295,671	308,740	308,740	2.00
Clerk Pandemic Response	13,413	0	0	0	0.00
Sub-Total	361,665	295,671	308,740	308,740	2.00

Strategic Support - Other - Council Appointees

Clerk Other Departmental - City-Wide	4,018,792	3,978,790	3,364,996	3,614,996	0.00
Clerk Other Operational - Administration	1,199	0	0	0	0.00
Sub-Total	4,019,991	3,978,790	3,364,996	3,614,996	0.00

Total	\$6,623,820	\$6,645,482	\$6,137,742	\$6,920,185	18.00
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Office of the City Clerk

Budget Reconciliation

Personal Services and Non-Personal/Equipment

(2021-2022 Adopted to 2022-2023 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2021-2022):	14.00	2,650,692	2,650,692
<hr/> Base Adjustments <hr/>			
One-Time Prior Year Expenditures Deleted			
• Rebudget: Commission Interpretation Services		(80,000)	(80,000)
One-time Prior Year Expenditures Subtotal:	0.00	(80,000)	(80,000)
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes and the following position reallocation: -1.0 Senior Account Clerk to 1.0 Principal Account Clerk		134,417	134,417
• Contractual Services: Granicus and Municode		51,637	51,637
Technical Adjustments Subtotal:	0.00	186,054	186,054
2022-2023 Forecast Base Budget:	14.00	2,756,746	2,756,746
<hr/> Budget Proposals Recommended <hr/>			
1. Legislative and Election Services Staffing	2.00	252,068	252,068
2. Mayor/Council District Office Administrative Support	1.00	146,414	146,414
3. Contracts Processing and Coordination Staffing	1.00	133,961	133,961
Total Budget Proposals Recommended	4.00	532,443	532,443
2022-2023 Proposed Budget Total	18.00	3,289,189	3,289,189

Office of the City Clerk

Budget Changes by Department

Personal Services and Non-Personal/Equipment

2022-2023 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Legislative and Election Services Staffing	2.00	252,068	252,068

Strategic Support CSA
City Clerk Services Core Service
Facilitate the City's Legislative Process Program

This action adds 1.0 Senior Supervisor of Administration position and continues one temporary position on an ongoing basis by adding 1.0 Principal Office Specialist position to the Legislative and Election Services division. The Senior Supervisor of Administration position will help coordinate activities for 28 Boards and Commissions including recruitment of up to 70 seats. The Principal Office Specialist position will focus on scheduling and facilitating virtual and hybrid meetings, manage documentation associated with current elections, and provide assistance to the Records team. (Ongoing costs: \$274,762)

2. Mayor/Council District Office Administrative Support	1.00	146,414	146,414
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Strategic Support CSA
City Clerk Services Core Service
Facilitate the City's Legislative Process Program

This action continues a temporary position on an ongoing basis by adding 1.0 Analyst position to support the Mayor and Council Offices. Currently there are two Analysts and one Senior Analyst positions who support ten council district offices and provide human resources, fiscal, and budget support to the Mayor's Office. Due to the increased workload in recent years and coverage requirements when a member of the team is out of the office, permanent additional staffing is required to mitigate high overtime usage. The addition of the Analyst position will provide improved coverage for the Mayor and Council Offices, provide more equitable distribution of support, and help reduce overtime that has been necessary to keep up with the workload. (Ongoing costs: \$146,414)

Office of the City Clerk

Budget Changes by Department

Personal Services and Non-Personal/Equipment

2022-2023 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
3. Contracts Processing and Coordination Staffing	1.00	133,961	133,961

Strategic Support CSA

City Clerk Services Core Service

Facilitate the City's Legislative Process Program

This action continues a temporary position on an ongoing basis by adding 1.0 Analyst position, through June 30, 2023, to the Records, Contracts, PRA, and Compliance division to provide support reviewing the high volume of submitted contracts for compliance and discrepancies and working with the City's Open Government Manager to guide staff in submitting their department's contracts. The Analyst position will help oversee the coordination and implementation of new document management software, migration of documents to a new server as needed, and provide staff training of the electronic database system including how to provide digitized records to the public in accordance with Council Policy and State mandates. (Ongoing costs: \$0)








2022-2023 Proposed Budget Changes Total	4.00	532,443	532,443
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Office of the City Clerk

Performance Summary

Facilitate the City's Legislative Process

Performance Measures

	2020-2021 Actual	2021-2022 Target	2021-2022 Estimated	2022-2023 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	\$4,279	\$5,587	\$4,407	\$4,407
 % 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	90%	95%	95%	95%
 % of Council synopses completed and posted online within three business days after the Council meeting	90%	95%	90%	95%
 % of Resolutions/Ordinances posted online within 3 business days of receipt from the City Attorney's Office	100%	100%	99%	100%
 % of customers rating customer service experience with the Clerk's Office as good or excellent	87%	95%	90%	95%

Office of the City Clerk

Performance Summary

Facilitate the City's Legislative Process

Activity and Workload Highlights

	2020-2021 Actual	2021-2022 Forecast	2021-2022 Estimated	2022-2023 Forecast
# of meetings staffed ¹	195	200	200	200
# of board/commission applications processed	190	250	150	250
# of contracts processed ²	2,492	2,306	2,600	2,408
# of grants processed (Council Office and Arena Community Fund)	161	420	200	292
# of Statements of Economic Interests/Family Gift Reports processed	2,188	2,979	2,500	2,633
# of campaign filings processed	303	475	200	283
# of ads placed in legal publications	360	300	300	300
# of Lobbyist Reports processed	785	680	600	747
# of Ordinances and Resolutions processed	690	555	500	613
# of Council Actions recorded, processed, and tracked	1,713	2,000	2,000	2,000
# of Public Records Act requests processed	781	910	700	875
# of internal requests for information/ documents processed	202	454	200	359

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
Department Position Detail

Position	2021-2022 Adopted	2022-2023 Proposed	Change
Analyst I/II	3.00	5.00	2.00
Assistant City Clerk	1.00	1.00	-
City Clerk	1.00	1.00	-
Legislative Secretary	3.00	3.00	-
Principal Account Clerk	0.00	1.00	1.00
Principal Office Specialist	0.00	1.00	1.00
Records Specialist	1.00	1.00	-
Senior Account Clerk	1.00	0.00	(1.00)
Senior Analyst	1.00	1.00	-
Senior Supervisor of Administration	0.00	1.00	1.00
Staff Specialist	3.00	3.00	-
Total Positions	14.00	18.00	4.00
