



# Memorandum

**TO:** MAYOR REED  
**SUBJECT:** BUDGET DOCUMENT

**FROM:** Councilmember Xavier Campos  
**DATE:** 5/23/12

Approved

Date 5/23/12

## RECOMMENDATION

That the following recommendation be enacted.

### Proposal

Program/Project Title: 1 FTE Compliance Analyst

Amount of City Funding Required: \$ 124,000

Fund Type (i.e. General Fund, C&C funds, etc.) General Fund

Anticipated Outcomes: Requested funding changes would affect benefits or services for San José residents, businesses, community groups, etc., as described below: (Use as much space as required.)

This proposal would reinstate an Analyst position dedicated to compliance monitoring, review, and audit functions. The position would be dedicated to providing 1) analytical support for ethics compliance functions in the Office of the City Clerk to previous service levels. The would focus on compliance with state and City ethics and disclosure requirements. Key tasks include supporting the Statements of Economic interest (Form 700) process (identifying designated employees, training, accepting, reviewing and monitoring compliance); campaign finance disclosure filings by candidates and committees; Council compliance (time and income, disclosure of fundraising, tickets, etc.); and lobbyist reporting, 2) Codification of amendments to the City Charter, Municipal Code, and Council Policy Manual, 3) The final processing, execution, and tracking of all City contracts, grants, and other documents. Ancillary duties would include a) assist in the restoration of service for Mayor and Council support (Human Resources, Budget, Fiscal, Grant Management, and Compliance) and support for Council Committees; b) assist in the implementation of Board and Commission structural improvements such as revisions to the Municipal Code and Council Policies; commissioner and staff training, and improved Brown Act/ Sunshine compliance; c) response to Public records Act inquiries.

### Funding Source

Program/Project Title: Office of Employee relations Fiscal Reform Staffing

Amount of City Funding Change: \$ 145,000

Fund Type (i.e. General Fund, C&C funds, etc.) General Fund

Anticipated Outcomes: Requested funding changes would affect benefits or services for San José residents, businesses, community groups, etc., as described below: (Use as much space as required.)

The suggested funding recommendation would shift in half the allocated funding level of 2 additional Employee Relations staffers to allow both the Offices of Employee Relations and City Clerk to hire one FTE employee for operational assistance. This recommendation would allow us to maximize our resources to ensure we are able to meet all Departmental, Employee, and Public requests.

If the City Managers office is able to find an alternative source of funding to reinstate the Compliance Analyst position, while retaining the one-time funding for 2 Senior Executive Analysts they should have the discretion to utilize the alternative funding sources.

Department or Organization: Office of the City Clerk

Department or Organization Contact (Please list contact information for the individual that certified cost estimates contained within your recommendation.)

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This change is:

X One-time             Ongoing

The City Service Area to which the change best relates:

- Community and Economic Development Services
- Environmental and Utility Services
- Neighborhood Services
- Public Safety
- Strategic Support
- Transportation and Aviation Services