

# City Clerk's Office



## Budget Presentation

Fiscal Year 2019-2020

# Responsibilities of the City Clerk

- Thousands of statutes and regulations exist which protect democracy and provide a system of “checks and balances”.
- It is the City Clerk’s responsibility to ensure compliance with these laws, which are complex, and constantly changing and evolving.
- The City Clerk, as the local official, must have the professional education, training, and knowledge necessary to understand and administer these laws.

# Roles of the Office of the City Clerk

- Elections Official
- Local Legislation Auditor (ordinances and the municipal code)
- Political Reform Filing Officer (campaign finance and statement of economic interest forms)
- Records & Archives (research and preservation)
- Public Inquires and Relationships (PRAs)
- City Council Support Services (agendas, minutes)

# Highlights of FY2018-2019

- Granicus – Added Boards and Commissions. eComments, and Minute Maker
- Began tracking department performance measures
- Created a candidate handbook for the special election
- Completed the 2018 election for city council districts 1, 3, 5, and 7. Also started the process for a special election for district 2
- Began talks with departments regarding records inventory and records management
- City Council approved a resolution to implement a Citywide Records Management Program

# Future projects for FY2019-2020

- Continue working with departments to update their records retention schedule and develop policies and procedures for records management
- Working with the County Clerk on the new election process - California Voter's Choice Act (Voting Centers and mail ballots only)
- The primary election will now be held in March instead of June beginning in 2020
- The 2020 election will include districts 2, 4, 6 and the Mayor; it could also include ballot measures

# Performance Measures FY19

- Agenda items
  - Consent Calendar – 288
  - Presentations – 96
  - Timed Items – 108
  - General Administration Items – 126
  - Council Items – 35
  - Closed Session Items – 59
  - Supplements – 88

# Notable Items

- Agendas are posted more than 72 hours in advanced
- City Council meeting videos and the approved minutes are posted to the website Friday after the Thursday meeting
- 91% of Netfile filers of the Form 700 (SEI) were submitted on time and electronically compared to 85% last year
- 347 notices and publications were posted by the City Clerk's Office. The time to post notices has gone down by 5 minutes per posting due to the electronic Kiosk
- We processed 410 PRA's

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## Requests for Mayor's Proposed Budget

- Vendor (MuniCode) increase of \$7,900 – Funded
- Records Management Consultant - \$50,000 – Not funded.
- New position: Records Supervisor - \$61,000 – Not funded
- Funding for dais nameplates - \$1,500 – Not funded
- Training increase (records management and city clerk training) - \$1,000 – Not funded
- Travel increase (records management and city clerk training) - \$5,300 – Not funded



# Questions?