

City Clerk's Office



Budget Presentation

Fiscal Year 2020-2021

Office of the City Clerk Mission Statement

The mission of the Office of the City Clerk is to provide quality public service and connect the public with the legislative process. We strive to ensure that the City's legislative processes are transparent by providing easy access to information. The Office of the City Clerk is often the first department members of the public contact when seeking general information regarding the City. Through efficient use of City resources, we are able to ensure the preservation of the City of Fresno's legislative history.

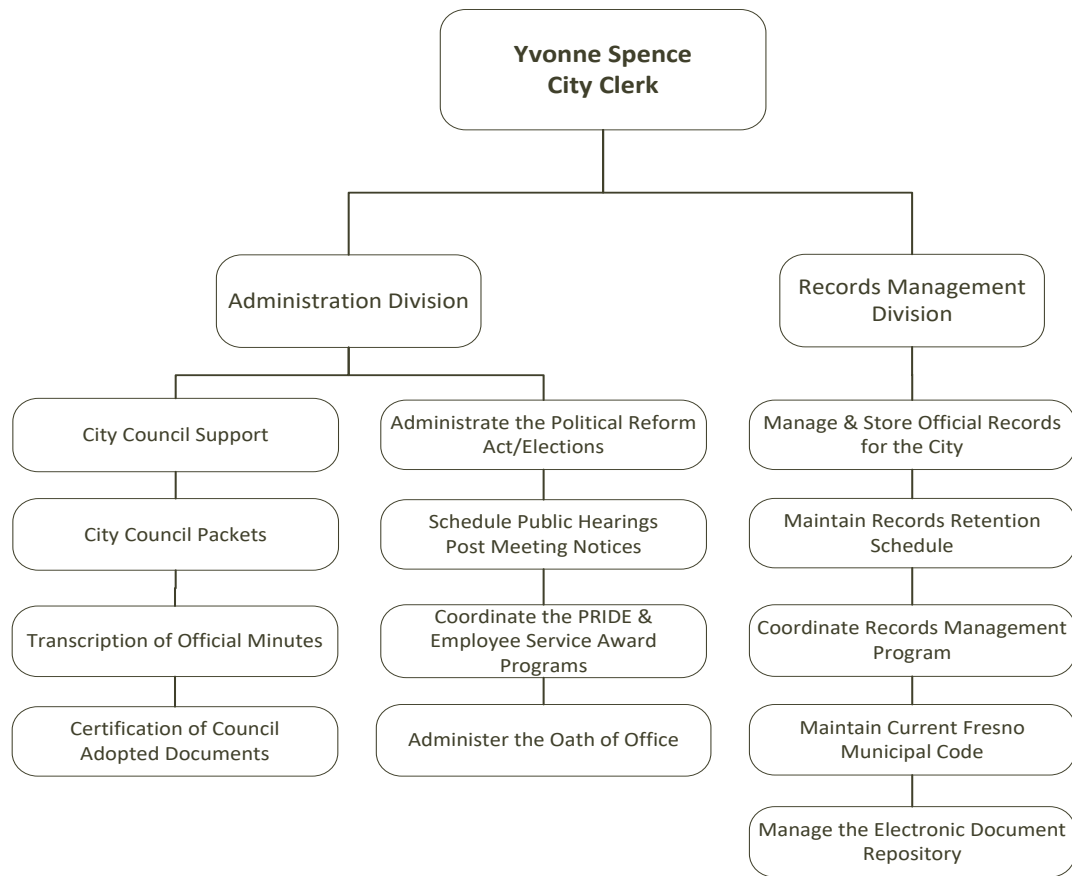
Roles of the Office of the City Clerk

- 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)

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.

Office of the City Clerk



Highlights of FY2019-2020

- Developed policies and procedures for records management, electronic signatures, and re-wrote the Administrative Order for the City Council Agenda Process to reflect the current practice
- Worked with the County Clerk on the new election process - California Voter's Choice Act (Voting Centers and mail ballots only)
- The primary election for districts 2, 4, 6 and the Mayor was held in March 2020 instead of June 2020; there was no run-off during this election because everyone won their seat outright saving the City \$20,500
- Successfully implemented and managed Zoom meetings for regular, special, and emergency meetings with break out rooms for closed session items

Future projects for FY2020-2021

- Updating our Agenda Management Software
- Update the Records Retention Schedule
- Microfilm/Digitize Historic Records
- Work with ISD and ECS to Improve how Laserfiche Works for our Document Portal
- Work with the County to Train on New Roles for the Election in 2022
- Provide Form 700 (SEI) Zoom Training by Department to Meet the Filing Deadline 100%

Notable Items

- 97% of filers of the Form 700 (SEI) were submitted on time and electronically compared to 91% last year
- 445 notices and publications were posted by the City Clerk's Office this year versus 347 notices and publications posted last year.
- We processed 573 PRA's this year versus 410 PRA's processed last year
- Total Resolutions Conformed in FY19-20 – 246
- Total Ordinances/Bills Conformed in FY19-20 - 83

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Requests for Mayor's Proposed Budget

- Microfilming Funding - \$45,000
- Funding to make the Front Door to the City Clerk's Office ADA Accessible - \$7,000
- Training and travel increase (Records Management, and City Clerk training) - \$7,800
- Records Management Consultant - \$50,000
- New position: Records Supervisor - \$64,400
- TOTAL REQUESTED: \$174,200

Questions?