

Office of the City Clerk

Toni J. Taber, City Clerk

MISSION

Provide strategic support services and leadership to 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 Emergency Response and Recovery.

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 and administrator 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 and City Council Offices, including financial management, human resources, and analytical support.
City Clerk Emergency Response and Recovery	Provides for the coordination and delivery of emergency services and recovery activities.

Office of the City Clerk

Department Budget Summary

Expected 2025-2026 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 about Ordinances, Resolutions, and Charter Amendments.
- Provide live translations in over 50 languages for City Council and Council Committee meetings and study sessions using artificial intelligence technology.
- 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 the State of California elections code.

2025-2026 Key Budget Actions

- Adds one-time non-personal/equipment funding of \$94,200 for the implementation of an updated platform for the Government Information Library Electronic System (GILES).

Operating Funds Managed

N/A

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Department Budget Summary

	2023-2024 Actuals ***	2024-2025 Adopted ****	2025-2026 Forecast	2025-2026 Proposed
Dollars by Core Service				
City Clerk Services	3,496,214	3,618,571	3,725,329	3,819,529
Strategic Support - City Council Appointees	375,916	209,145	211,061	211,061
Strategic Support - Other - Council Appointees	3,236,550	6,599,907	3,227,512	3,227,512
Total	\$7,108,680	\$10,427,623	\$7,163,902	\$7,258,102
Dollars by Category				
<i>Personal Services and Non-Personal/Equipment</i>				
Salaries/Benefits	3,073,960	3,212,103	3,377,198	3,377,198
Overtime	9,984	0	0	0
Subtotal Personal Services	\$3,083,944	\$3,212,103	\$3,377,198	\$3,377,198
Non-Personal/Equipment	741,073	599,613	543,192	637,392
Total Personal Services & Non-Personal/Equipment	\$3,825,017	\$3,811,716	\$3,920,390	\$4,014,590
<i>Other Costs *</i>				
City-Wide Expenses	3,250,163	6,615,907	3,243,512	3,243,512
Housing Loans and Grants	0	0	0	0
Other	33,500	0	0	0
Other - Capital	0	0	0	0
Overhead Costs	0	0	0	0
Total Other Costs	\$3,283,663	\$6,615,907	\$3,243,512	\$3,243,512
Total	\$7,108,680	\$10,427,623	\$7,163,902	\$7,258,102

* 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 position counts displayed in the 2023-2024 Actuals column reflect those included in the 2023-2024 Adopted Budget.

*** 2023-2024 Actuals may not subtotal due to rounding.

**** The amounts in the 2024-2025 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.

Office of the City Clerk

Department Budget Summary

	2023-2024 Actuals ***	2024-2025 Adopted ****	2025-2026 Forecast	2025-2026 Proposed
Dollars by Fund				
General Fund (001)	7,108,680	10,427,623	7,163,902	7,258,102
Total	\$7,108,680	\$10,427,623	\$7,163,902	\$7,258,102
Positions by Core Service **				
City Clerk Services	17.00	16.00	16.00	16.00
Strategic Support - City Council Appointees	1.00	1.00	1.00	1.00
Total	18.00	17.00	17.00	17.00

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Office of the City Clerk

Department Budget Summary

	2023-2024 Actuals **	2024-2025 Adopted	2025-2026 Forecast	2025-2026 Proposed	2025-2026 Proposed Positions
Dollars by Program*					
City Clerk Services					
Facilitate the City's Legislative Process	3,496,214	3,618,571	3,725,329	3,819,529	16.00
Sub-Total	3,496,214	3,618,571	3,725,329	3,819,529	16.00
Strategic Support - City Council Appointees					
Clerk Emergency Response and Recovery	33,500	0	0	0	0.00
Clerk Management and Administration	342,416	209,145	211,061	211,061	1.00
Sub-Total	375,916	209,145	211,061	211,061	1.00
Strategic Support - Other - Council Appointees					
Clerk Other Departmental - City-Wide	3,235,994	6,599,907	3,227,512	3,227,512	0.00
Clerk Other Operational - Administration	556	0	0	0	0.00
Sub-Total	3,236,550	6,599,907	3,227,512	3,227,512	0.00
Total	\$7,108,680	\$10,427,623	\$7,163,902	\$7,258,102	17.00

* 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.

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Office of the City Clerk

Budget Reconciliation

Personal Services and Non-Personal/Equipment

(2024-2025 Adopted to 2025-2026 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2024-2025):	17.00	3,811,716	3,811,716
Base Adjustments			
One-Time Prior Year Expenditures Deleted			
• Automated 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		165,095	165,095
• Contract Services: Website Posting and Publication Services		16,400	16,400
• Contract Services: Electronic Filing System		3,924	3,924
• Contract Services: Agenda Management System		3,255	3,255
Technical Adjustments Subtotal:	0.00	188,674	188,674
2025-2026 Forecast Base Budget:	17.00	3,920,390	3,920,390
Budget Proposals Recommended			
1. Government Information Library Electronic System (GILES)		94,200	94,200
Total Budget Proposals Recommended	0.00	94,200	94,200
2025-2026 Proposed Budget Total	17.00	4,014,590	4,014,590

Office of the City Clerk

Budget Changes by Department





Personal Services and Non-Personal/Equipment

2025-2026 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Government Information Library Electronic System (GILES)		94,200	94,200
<i>Strategic Support – Council Appointees CSA City Clerk Services Core Service Facilitate the City’s Legislative Process Program</i>			
<p>This action adds one-time non-personal/equipment funding of \$94,200 for the implementation of an updated platform for the Government Information Library Electronic System (GILES), which is a records database that stores many legislative documents such as ordinances, resolutions, and contracts. The current system is antiquated and is constantly experiencing downtime and functional issues. At times, the current system requires services from a specialized outside consultant to resolve the issues and the City's Information Technology Department (ITD) staff to maintain. The one-time funding will modernize the platform and once completed, it will require less ITD staff time to maintain and will result in a net ongoing savings of \$56,000 due to the elimination of the ongoing maintenance costs currently included in the 2025-2026 Base Budget (\$96,000) which will be offset by the ongoing costs for licenses (\$40,000). (Ongoing savings: \$56,000)</p>			
2025-2026 Proposed Budget Changes Total		94,200	94,200

Office of the City Clerk






Performance Summary

Four Key Budget Performance Measure Measurement Areas

			
Access and Quality - How well does a service enable participation, visitation, and usage? How well does the service lead to its intended outcome, condition, state of compliance, or opportunity pathway?	Customer Satisfaction - How well does a service meet customer needs? How well does a service resolve a customer's problem? How well does a service deliver its intended experience for a customer?	Reliability and Responsiveness - How well does a service meet response time targets? How well does a service deliver resolution? How well does a service meet its efficiency goals?	Cost Effectiveness - How well does a service resource deliver its intended outcome? How well does a service resource deliver its intended output?

City Clerk Services

Performance Measures

		2023-2024 Actual	2024-2025 Target	2024-2025 Estimated	2025-2026 Target
	PM 1 % of Public Records Act requests received and fulfilled by the Clerk's Office within 10 days of Request	87%	100%	99%	100%
	PM 2 % of Resolutions/Ordinances posted online within 3 business days of receipt from the City Attorney's Office	50% ¹	100%	99%	100%
	PM 3 % of Council draft minutes completed and posted online within 3 business days after the Council meeting	98%	100%	99%	100%
	PM 4 Estimated cost to document and track legislative actions per Council meeting	\$5,280	\$4,941	\$5,741	\$5,741
	PM 5 % of customers rating customer service experience with the Clerk's Office as "good" or "excellent"	85%	95%	90%	95%

¹ The 2023-2024 Actual is low as a result of vacancies in the Office.

Office of the City Clerk

Performance Summary

City Clerk Services

Activity and Workload Highlights

		2023-2024 Actual	2024-2025 Forecast	2024-2025 Estimated	2025-2026 Forecast
	# of meetings staffed:				
AWH 1	- City Council Meetings and Study Sessions	53	50	50	50
	- Council Committee Meetings	84	88	88	88
	- Other ¹	37	30	30	30
	Legislative Support:				
AWH 2	- # of Council Actions recorded, processed, and tracked	1,405	2,000	1,500	1,500
	- # of Ordinances and Resolutions processed	655	613	500	700
	- # of Brown Act agendas posted online	752	780	780	780
	Council Support:				
AWH 3	- # of grants processed (Council Office and Arena Community Fund)	362	350	350	350
	- # of Onboarded Council staff (employees and volunteers)	126	130	130	130
	Public Records Act Requests:				
AWH 4	- # of requests processed (includes internal information / documents processed)	466 ²	100	200	200
	- # of documents supplied	42,741 ²	300	1,000	1,000
	# of elections conducted:				
AWH 5	- Consolidated	1	1	1	1
	- Standalone	0	2	2	1
	- Retirement Boards	1	1	1	1

¹ Includes Civil Service, Council Salary Setting, Council Appointment Advisory, Board of Fair Campaign and Political Practices.

² The 2023-2024 Actual reflects requests for both the Office of the City Clerk and Mayor/Council, but starting in 2024-2025, the elimination of a position resulted in less activity.

Data Sources: City Clerk Services

Number	Data Source
PM 1	Office of the City Clerk Internal Tracking
PM 2	Office of the City Clerk Internal Tracking
PM 3	Office of the City Clerk Internal Tracking
PM 4	Office of the City Clerk Internal Tracking; Payroll Report
PM 5	SurveyMonkey
AWH 1	Office of the City Clerk Internal Tracking; Legistar
AWH 2	Office of the City Clerk Internal Tracking
AWH 3	Office of the City Clerk Internal Tracking
AWH 4	Office of the City Clerk Internal Tracking
AWH 5	Office of the City Clerk Internal Tracking; CA Secretary of State Website

Office of the City Clerk
Department Position Detail

Position	2024-2025 Adopted	2025-2026 Proposed	Change
Analyst I/II	4.00	4.00	-
Assistant City Clerk	1.00	1.00	-
City Clerk	1.00	1.00	-
Legislative Secretary	3.00	3.00	-
Principal Account Clerk	1.00	1.00	-
Principal Office Specialist	1.00	1.00	-
Records Specialist	1.00	1.00	-
Senior Analyst	1.00	1.00	-
Senior Supervisor of Administration	1.00	1.00	-
Staff Specialist	3.00	3.00	-
Total Positions	17.00	17.00	0.00
