



Department Description

The Office of the City Clerk has built on core services in order to expand its role of providing public access infrastructure. The Department offers a vital portal to the residents of San Diego through which participation in, and knowledge of, local government is enhanced. Legislative documents such as City Council agendas are available both in the office and online—with all back-up or exhibit material included for ease of access. The Summary Sheet, Results, and Minutes that capture the actions by the Legislative Body, are also available online and organized by Council Meeting. In addition, campaign finance disclosure, lobbyist reports, and statements of economic interests are retained and available for public inspection. The City Clerk is the filing officer for the City and administers municipal elections, coordinates public hearings, and disseminates information regarding legislative actions and policy decisions to City departments, other agencies, and the public. As official record keeper, the City Clerk maintains custody of City records.

The Department's mission is:

To provide accurate information and maximize access to municipal government

Goals and Objectives

The following goals and objectives represent the action plan for the Department:

Goal 1: Provide support to the Mayor and City Council as they work to serve the residents of San Diego

Every division within the Office of the City Clerk works to support the Mayor and City Council, as they work to serve the residents of San Diego. One important way of accomplishing this is by providing public access infrastructure to information relating to the legislative process. Over the next one to two years, the Department will continue to accomplish this goal by focusing on the following objectives:

- Prepare and distribute docket materials in a timely, efficient, and streamlined manner
- Effectively coordinate and administer public hearings, the resolutions and ordinances database, and Proposition 218 protest processes

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Goal 2: Administer municipal elections and serve as filing officer for the City of San Diego

Proper administration of the election process serves the people's right to exercise their vote by ensuring an expeditious, complete process. The timely and accurate handling of disclosure documents provides another example of the ways in which the Office of the City Clerk acts as a critical, foundational source for information. Over the next one to two years, the Department will continue to accomplish this goal by focusing on the following objectives:

- Effectively administer and coordinate municipal elections
- Serve as filing officer by processing the City's campaign finance disclosure reports, Statements of Economic Interests, and lobbyist registrations and reports
- Effectively support the election/appointment process for board and commission members

Goal 3: Provide access to the City's official record and legislative documents in as many different mediums as possible in order to reach the broadest possible customer base

The Office of the City Clerk provides the foundation for access to information in the City of San Diego. To this end, the Department is dedicated to remaining on the cutting edge of information storage and retrieval. Over the next one to two years, the Department will move toward accomplishing this goal by focusing on the following objectives:

- Maintain and preserve City Council proceedings and related documents (e.g., minutes, result sheets, resolutions/ordinances, contracts/agreements, leases/deeds/change orders)
- Expand electronic filing options within the City of San Diego where appropriate
- Apply technology effectively to provide increased and improved access to materials online

Goal 4: Support the City's records management program

A viable records management program ensures that each department can maximize its operational goals by making information more readily available for service delivery. Over the next one to two years, the Department will move toward accomplishing the goal by focusing on the following objectives:

- Work closely with department directors to update their records schedules in order to assist them in retaining and organizing records for optimal operation and access by the public
- Expand and develop a citywide records management training program to support department records coordinators

Goal 5: Manage Public Access Infrastructure and epitomize effective customer service

The Office of the City Clerk is an independent department known for its impartiality, integrity, and exceptional customer service based on its ever-increasing ability to provide the public access to municipal government in an efficient, timely, professional, and courteous manner via the latest technology available. Over the next one or two years, the Department will move toward accomplishing this goal by focusing on the following objectives:

- Utilize best business practices for effective service delivery and apply flexibility to resource allocation across divisions
- Apply technology effectively to provide increased and improved access to materials online, and increase staff's ability to respond quickly and accurately to customer requests
- Realize efficiencies by coordinating activities and standardizing processes across the City.
- Ensure a high level of integrity and honesty in performance of work duties

Goal 6: Train for improved inter-departmental communication and efficiencies

The Office of the City Clerk has a hand in almost every aspect of City business, bridging the legislative and executive sides of government. Over the next one to two years, the Department will move toward accomplishing this goal by focusing on the following objectives:

- Provide appropriate training to both executive and legislative entities in the areas of records management, conflict of interest code update, statements of economic interests, and protocol in Council Chambers
- Communicate effectively across the City, utilizing Cable 24 to televise Council Docket information, records management training videos, and group presentations on a variety of topics, to reach the largest audience in the most efficient manner

Service Efforts and Accomplishments

With an emphasis on customer service, Legislative Services worked to obtain information from the City Council, Redevelopment Agency, and Housing Authority dockets to create a “Public Summary Sheet” which provides information about all of the items being considered in Council Chambers at a given meeting. In addition, the online version of the City Council Docket has been streamlined to enhance information delivery while maintaining the detail through links to exhibit materials. This division also took on the task of updating historical information related to the online Resolution and Ordinance database.

The Elections and Information Services team was a critical component in fulfilling Charter-mandated requirements related to the Redistricting Commission which is formed every decade after the national census. The current process is of great historical interest as the addition of a new Council District is the first since 1963. The Elections team is building the library of campaign disclosure statements available online for public access, in addition to posting lobbyist registrations and reports to the Internet. As more statements become electronically available, the public's benefit from rapid, ready access to campaign and lobbyist information will continue to grow. In laying the groundwork for the 2011 annual filing of statements of economic interests that occurs in the spring of 2012, the team trained 42 liaisons from 36 departments, agencies, boards, and commissions on the use of electronic filing enabling the liaisons to better assist designated employees and appointees with their disclosure responsibilities. The team also oversaw its fifth "Prop 218" water rate increase process which yielded the second-largest number of responses to date.

In order to assist City departments in updating their Records Disposition Schedules by the end of the fiscal year, the Records Management Division has created a collaborative site in SharePoint and provided 25 hours of training to 39 Records Coordinators representing 27 departments. The Division continues its efforts to create a pictorial database of all historical Mayoral Artifacts on the Web. This fiscal year, 558 artifacts have been added to the online gallery; ultimately, the goal is to get 95 percent of them online. College interns and volunteers have assisted in documenting content descriptions of 250 boxes of archival material which will provide more effective access by members of the public, and assist in a strategy for long-term preservation.

Key Performance Indicators

Performance Measure	Actual FY2010	Actual FY2011
1. Level of public outreach achieved	88%	94%
2. Percent of current legislative and election-related records made viewable online within a specified timeframe	65%	74%
3. Percent of historical legislative and election-related records made viewable online within a fiscal year	39%	51%
4. Number of hours of training provided to City staff within the fiscal year	136	217



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Department Summary

	FY2011 Budget	FY2012 Adopted	FY2011–2012 Change
Positions	45.43	45.39	(0.04)
Personnel Expenditures	\$ 3,872,784	\$ 3,865,900	\$ (6,884)
Non-Personnel Expenditures	890,679	911,151	20,472
Total Department Expenditures	\$ 4,763,463	\$ 4,777,051	\$ 13,588
Total Department Revenue	\$ 56,747	\$ 18,352	\$ (38,395)

General Fund

Department Expenditures

	FY2011 Budget	FY2012 Adopted	FY2011–2012 Change
City Clerk	\$ 1,096,881	\$ 1,183,829	\$ 86,948
Elections & Information Management	998,120	1,069,505	71,385
Legislative Services	1,787,966	1,671,641	(116,325)
Records Management	880,496	852,076	(28,420)
Total	\$ 4,763,463	\$ 4,777,051	\$ 13,588

Department Personnel

	FY2011 Budget	FY2012 Adopted	FY2011–2012 Change
City Clerk	3.43	3.39	(0.04)
Elections & Information Management	12.00	13.00	1.00
Legislative Services	20.00	19.00	(1.00)
Records Management	10.00	10.00	0.00
Total	45.43	45.39	(0.04)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Equipment/Support for Information Technology Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	\$ 450,570	\$ -
Non-Discretionary Adjustment Total expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	228,255	-
Support for Outside Legal Counsel Increase of outside legal counsel expenditures for the upcoming City Attorney election. Best practice is to seek outside legal advice and representation on matters pertaining to this election.	0.00	25,000	-
Hourly Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	0.39	15,571	-
Reduction in Overtime Reduction of overtime expenditures.	0.00	(4,884)	-

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Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Reduction in Travel and Training Reduction of travel and training expenditures.	0.00	(6,903)	-
Publishing Services Managed Competition Savings Adjustment to reflect savings to Publishing Services client departments realized by the Managed Competition winning bid.	0.00	(21,395)	-
Reduction of Non-Personnel Expenditures Reduction of promotional advertising, postage, mailing, and copy supplies. Reduction may impact legal noticing and posting requirements.	0.00	(45,000)	-
Revised Revenue Adjustment to reflect Fiscal Year 2012 revenue projections.	0.00	-	(38,395)
Total	0.39	\$ 641,214	\$ (38,395)

Expenditures by Category

	FY2011 Budget	FY2012 Adopted	FY2011-2012 Change
PERSONNEL			
Salaries and Wages	\$ 2,266,053	\$ 2,302,386	\$ 36,333
Fringe Benefits	1,606,731	1,563,514	(43,217)
PERSONNEL SUBTOTAL	\$ 3,872,784	\$ 3,865,900	\$ (6,884)
NON-PERSONNEL			
Supplies	\$ 55,374	\$ 50,374	\$ (5,000)
Contracts	258,043	268,217	10,174
Information Technology	467,397	450,570	(16,827)
Energy and Utilities	109,704	118,064	8,360
Other	161	23,926	23,765
NON-PERSONNEL SUBTOTAL	\$ 890,679	\$ 911,151	\$ 20,472
Total	\$ 4,763,463	\$ 4,777,051	\$ 13,588

Revenues by Category

	FY2011 Budget	FY2012 Adopted	FY2011-2012 Change
Charges for Current Services	\$ 46,395	\$ 8,000	\$ (38,395)
Fines, Forfeitures, and Penalties	600	600	-
Other Revenue	9,752	9,752	-
Total	\$ 56,747	\$ 18,352	\$ (38,395)

Personnel Expenditures

Job Number	Job Class	Job Title / Wages	FY2011 Budget	FY2012 Adopted	Salary Range	Total
Salaries and Wages						
20000012	1105	Administrative Aide 1	1.00	1.00	\$36,962 - \$44,533	\$ 44,756
20000024	1107	Administrative Aide 2	3.00	3.00	42,578 - 51,334	147,938
20000119	1218	Associate Management Analyst	6.00	6.00	54,059 - 65,333	378,484
20001106	2138	City Clerk	1.00	1.00	34,694 - 207,210	133,860
20000539	1535	Clerical Assistant 2	3.00	2.00	29,931 - 36,067	72,494
90000539	1535	Clerical Assistant 2 - Hourly	0.21	0.19	29,931 - 36,067	5,687

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Personnel Expenditures (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2011 Budget	FY2012 Adopted	Salary Range	Total
20000370	1395	Deputy City Clerk 1	16.00	17.00	32,968 - 39,811	668,410
20000371	1396	Deputy City Clerk 2	2.00	2.00	37,835 - 45,781	92,018
20001168	2214	Deputy Director	1.00	3.00	46,966 - 172,744	309,650
20001204	2252	Deputy Director, Legislative Services	1.00	0.00	46,966 - 172,744	-
20001205	2253	Deputy Director, Records Management	1.00	0.00	46,966 - 172,744	-
90000346	1382	Legislative Recorder 1 - Hourly	0.22	0.00	41,558 - 50,232	-
20000347	1383	Legislative Recorder 2	5.00	5.00	43,618 - 52,770	210,553
90000347	1383	Legislative Recorder 2 - Hourly	0.00	0.20	43,618 - 52,770	8,724
20000172	1237	Payroll Specialist 1	1.00	1.00	33,093 - 39,832	38,836
20000927	1879	Senior Clerk/Typist	1.00	1.00	36,067 - 43,514	43,456
20000950	1899	Stock Clerk	2.00	2.00	30,056 - 36,275	71,824
20000756	1746	Word Processing Operator	1.00	1.00	31,491 - 37,918	38,108
		Bilingual - Regular				17,472
		Overtime Budgeted				20,116
Salaries and Wages Subtotal			45.43	45.39		\$ 2,302,386
Fringe Benefits						
		Employee Offset Savings				\$ 31,766
		Flexible Benefits				276,229
		Long-Term Disability				13,020
		Medicare				29,206
		Other Post-Employment Benefits				265,804
		Retiree Medical Trust				91
		Retirement 401 Plan				365
		Retirement ARC				772,285
		Retirement DROP				6,115
		Retirement Offset Contribution				7,213
		Risk Management Administration				44,132
		Supplemental Pension Savings Plan				72,956
		Unemployment Insurance				8,624
		Workers' Compensation				35,708
Fringe Benefits Subtotal						\$ 1,563,514
Total Personnel Expenditures						\$ 3,865,900