

City Clerk



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City Clerk



Office Description

From the City's earliest days of government, the City Clerk (Clerk) has played a role. The 1931 Charter outlined the duties of the Clerk, and the core functions of the Office remain, which include the following: supporting the legislative body, coordinating municipal elections, and managing the City's records management program. Today, the Office of the City Clerk has built upon these important services to strengthen its role of being a vital access point to local government.

In recent years, the Clerk has sought additional ways to serve the City's customers. The creative use of social media like Twitter and Facebook has allowed the Clerk to reach more customers. Tweets from Council Chambers provide immediate information about the disposition of an item.

The Clerk's Passport Acceptance Facility has proven to be a success. With its location in the lobby of the City Administration Building, it is a valuable resource that is easily accessible and centrally located.

The Clerk's Archives Access and Preservation Program provides ongoing efforts to preserve and digitize the City's valuable historical material. Each new service builds on the commitment of the City Clerk to act as a centralized resource for access to local government.

The Office's mission is:

To provide accurate information and maximize access to municipal government

The Office's vision is:

To enhance access to local government

Goals and Objectives

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

- Make City Council meeting dockets, supporting materials, docket summary sheets, results, minutes, late- arriving (SB 343) materials, and Closed Session dockets public
- Coordinate the noticing, oath of office, and tracking process for the City's boards and commissions
- Promptly process and respond as appropriate to requests for public records
- Provide reports and information at various Council and Committee meetings on topics related to the Department's core services
- Assist all City departments in keeping their retention file plans viable and current

Goal 2: *Administer the City's election process and serve as the filing officer for a variety of disclosure documents*

- Effectively administer and coordinate municipal elections and citizen petition processes
- Serve as filing officer of the City's campaign finance disclosure reports, statements of economic interests, and municipal lobbyist registrations and reports

Goal 3: *Embrace continuous improvement in order to maximize customer access to core services and official documents*

- Continue to expand electronic filing options within the City of San Diego where appropriate
- Provide online passport appointment scheduling
- Expand historical material available online through the Clerk's digital archives
- Make the City Council meeting dockets and supporting materials available to the public five days prior to a regularly scheduled Council meeting and provide email updates of all docket revisions and updates prior to the start of the Council meetings
- Supplemental docket items and supporting materials are available to the public at least 72 hours prior to the Council meeting and the Summary Sheet of the Docket is available by close of business Friday prior to regularly scheduled Council meeting
- Upload the results of the Council meetings and all late-arriving (SB 343) documents within 48 hours of the close of the meeting

Goal 4: *Continue to coordinate the City's records management program*

- Provide records management training to departments, Records Coordinators, Council staff, and Mayoral staff on best practices to expedite legislative and regulatory compliance of City records
- Establish guidelines, training, and resources for departments to maintain vital records to ensure continuity after a disruption or disaster
- Provide greater accessibility to the historical records of San Diego and preserve extremely fragile books, maps, and documents using proven conservation methods and materials

Goal 5: *Explore and develop new public access initiatives to make City government more transparent and accessible*

- Seek out access improvements to Council Chambers in order to maximize participation by all customer groups and minimize any challenges identified by the Office of ADA Compliance and Accessibility or based on language barriers
- Introduce a new and improved electronic docketing management system to streamline the City Council docket and make it easier to locate items of interest and review supporting documents online
- Provide accurate and efficient passport application processing services
- Expand the City's records management training by incorporating online and self-guided options to maximize participation

Key Performance Indicators

Performance Indicator	FY2017 Target	FY2017 Actual	FY2018 Target	FY2018 Actual	FY2019 Target
Percentage of customer service provided with accurate and thorough responses in a courteous, timely, and user-friendly manner	89%	94%	92%	95%	94%
Percentage of cutting-edge technology and industry best practices that enhanced efficiency, transparency, and accessibility	90%	93%	92%	100%	93%
Percentage of legal requirements adhered to including State and local mandates and deadlines relating to city government	99%	100%	98%	98%	100%
Percentage of specific City legislative-, election- and records-related actions and proceedings professionally facilitated and coordinated	100%	100%	100%	100%	100%



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Department Summary

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
FTE Positions (Budgeted)	46.32	47.32	47.32	0.00
Personnel Expenditures	\$ 4,001,746	\$ 4,593,637	\$ 4,835,350	\$ 241,713
Non-Personnel Expenditures	1,032,462	1,091,187	1,039,821	(51,366)
Total Department Expenditures	\$ 5,034,207	\$ 5,684,824	\$ 5,875,171	\$ 190,347
Total Department Revenue	\$ 171,815	\$ 94,582	\$ 157,582	\$ 63,000

General Fund

Department Expenditures

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
City Clerk	\$ 1,756,768	\$ 1,851,355	\$ 1,952,491	101,136
Elections & Information Services	733,826	935,935	1,053,535	117,600
Legislative Services	1,527,541	1,827,789	1,806,252	(21,537)
Records Management	1,016,072	1,069,745	1,062,893	(6,852)
Total	\$ 5,034,207	\$ 5,684,824	\$ 5,875,171	190,347

Department Personnel

	FY2017 Budget	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
City Clerk	6.50	6.82	6.50	(0.32)
Elections & Information Services	10.50	11.50	11.50	0.00
Legislative Services	19.32	19.00	18.32	(0.68)
Records Management	10.00	10.00	11.00	1.00
Total	46.32	47.32	47.32	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments	0.00	\$ 241,109	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			

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Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Standard Hour Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	0.00	604	-
Non-Discretionary Adjustment Adjustment to 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	(8,922)	-
Reduction of Non-Personnel Expenditures Reduction of non-personnel expenditures due to anticipated savings in travel and training expenses, printing services and supplies, and other miscellaneous expenses.	0.00	(14,000)	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(28,444)	-
Revenue from New or Revised User Fees Adjustment to reflect anticipated revenue changes from the implementation of new or revised user fee charges.	0.00	-	61,000
Otay Mesa Enhanced Infrastructure Financing District Addition of one-time reimbursable revenue related to Otay Mesa Enhanced Infrastructure Financing District (EIFD) formation.	0.00	-	2,000
Total	0.00 \$	190,347 \$	63,000

Expenditures by Category

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
PERSONNEL				
Personnel Cost	\$ 2,258,240	\$ 2,461,483	\$ 2,631,296	169,813
Fringe Benefits	1,743,505	2,132,154	2,204,054	71,900
PERSONNEL SUBTOTAL	4,001,746	4,593,637	4,835,350	241,713
NON-PERSONNEL				
Supplies	\$ 84,194	\$ 128,486	\$ 121,167	(7,319)
Contracts	339,925	336,236	310,309	(25,927)
Information Technology	473,189	490,905	462,461	(28,444)
Energy and Utilities	117,812	130,799	141,123	10,324
Other	4,706	4,761	4,761	-
Capital Expenditures	12,636	-	-	-
NON-PERSONNEL SUBTOTAL	1,032,462	1,091,187	1,039,821	(51,366)
Total	\$ 5,034,207	\$ 5,684,824	\$ 5,875,171	190,347

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Revenues by Category

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Charges for Services	\$ 160,325	\$ 82,782	\$ 145,782	63,000
Fines Forfeitures and Penalties	-	1,000	1,000	-
Licenses and Permits	11,244	10,800	10,800	-
Other Revenue	245	-	-	-
Total	\$ 171,815	\$ 94,582	\$ 157,582	63,000

Personnel Expenditures

Job Number	Job Title / Wages	FY2017 Budget	FY2018 Budget	FY2019 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000012	Administrative Aide 1	1.00	1.00	1.00	\$ 38,181 - 46,002	\$ 44,927
20000024	Administrative Aide 2	5.00	5.00	5.00	43,983 - 53,028	255,456
20000119	Associate Management Analyst	6.00	6.00	6.00	55,843 - 67,489	363,016
20001106	City Clerk	1.00	1.00	1.00	35,839 - 214,048	154,981
90000539	Clerical Assistant 2 - Hourly	0.15	0.15	0.15	30,919 - 37,257	5,589
20000370	Deputy City Clerk 1	18.00	18.00	17.00	34,056 - 41,125	667,130
20000371	Deputy City Clerk 2	3.00	3.00	4.00	39,084 - 47,292	176,736
20001168	Deputy Director	3.00	3.00	3.00	48,516 - 178,445	363,616
20000293	Information Systems Analyst 3	1.00	1.00	1.00	61,322 - 74,128	74,128
20000347	Legislative Recorder 2	4.00	4.00	4.00	45,057 - 54,511	214,943
90000347	Legislative Recorder 2 - Hourly	0.17	0.17	0.17	45,057 - 54,511	9,267
20000172	Payroll Specialist 1	1.00	1.00	1.00	35,039 - 42,175	42,175
20001234	Program Coordinator	1.00	1.00	1.00	23,764 - 142,455	108,465
20000779	Public Information Specialist	0.00	1.00	1.00	34,056 - 41,125	40,303
20000950	Stock Clerk	1.00	1.00	1.00	31,048 - 37,472	35,334
20000955	Storekeeper 1	1.00	1.00	1.00	35,753 - 42,887	35,753
	Bilingual - Regular					23,296
	Budgeted Vacancy Savings					(39,084)
	Overtime Budgeted					10,116
	Termination Pay Annual Leave					12,653
	Vacation Pay In Lieu					32,496
FTE, Salaries, and Wages Subtotal		46.32	47.32	47.32		\$ 2,631,296

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	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Fringe Benefits				
Employee Offset Savings	\$ 22,517	\$ 20,586	\$ 23,549	2,963
Flexible Benefits	432,633	545,006	559,709	14,703
Insurance	1,092	-	-	-
Long-Term Disability	5,808	-	-	-
Medicare	34,408	34,293	37,264	2,971
Other Post-Employment Benefits	242,751	270,045	281,704	11,659
Retiree Medical Trust	1,137	1,625	1,833	208
Retirement 401 Plan	976	888	1,778	890
Retirement ADC	775,403	1,005,277	1,047,385	42,108
Retirement DROP	11,366	12,706	12,745	39
Risk Management Administration	42,304	45,495	48,438	2,943
Supplemental Pension Savings Plan	125,350	146,844	145,927	(917)
Unemployment Insurance	4,005	4,301	4,285	(16)
Workers' Compensation	43,754	45,088	39,437	(5,651)
Fringe Benefits Subtotal	\$ 1,743,505	\$ 2,132,154	\$ 2,204,054	71,900
Total Personnel Expenditures		\$	4,835,350	