

# City Clerk







## Mission Statement

To provide accurate information and maximize access to municipal government.

## Department Description

The City Clerk's multi-faceted office functions have evolved in response to the needs of legislative bodies and their constituents. As clerk to the City Council, the office records and preserves Council proceedings and provides procedural and technical support where needed. Office staff administers municipal elections, coordinates public hearings, and assists the public and other City staff in conducting business. The Office also 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.

## Service Efforts and Accomplishments

In collaboration with the Mayor's Office, the City Clerk is working to automate the "Council Action Request" process. Currently, the process is performed manually. The automated process will save the City both time and money and provide easy access to City government for the residents and visitors of San Diego.

The Office of the City Clerk implemented the "Real Time Motion" during Council meetings. This effort facilitates the Councilmembers' voting process and also assists the public in understanding what is being voted upon.

In an effort to provide wider access to the docket and in response to a suggestion from a member of the public, the City Clerk implemented a televised list of docketed items. City Cable TV broadcasts the City docket periodically throughout the weekend prior to the City Council meeting.

In addition, the Office of the City Clerk began scanning and uploading all exhibit or back-up material for items presented to City Council. This allowed members of the public to electronically access material prior to Council meetings.

# City Clerk

## Service Efforts and Accomplishments

The Elections and Information Services Division has implemented mandatory electronic filing of disclosure statements for campaign committees with contributions or expenditures of \$10,000 or more in connection with a City election. As more statements become available electronically, the public's benefit from rapid, ready access to campaign information will continue to grow.

The Records Management Division has implemented a new Imaging Program with full text retrieval and 100 percent quality assurance. The program began as a pilot and has now become permanent with two high-volume scanners. The Records Center is in the process of expanding its available storage area and will soon be taking in large volumes of maps. By the end of Fiscal Year 2008, the Records Management Division will have the updated Records Disposition Schedules available on the Intranet so that they are accessible to all City employees. The Division also plans to digitize photos of mayoral artifacts.

## Budget Dollars at Work

- 3.9 Million City Council docket and exhibit pages prepared and distributed annually
- 6,805 City Council meetings and Mayoral approved actions recorded, documented, and processed annually
- 14,016 Records storage transactions completed annually
- 3,500 Disclosure statements received, reviewed, and acted upon within 15 days of filing annually

## Department Summary

City Clerk				
	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL	FY 2007-2008 CHANGE
Positions	45.00	45.00	<b>45.00</b>	0.00
Personnel Expense	\$ 3,241,306	\$ 3,403,729	\$ <b>3,604,351</b>	\$ 200,622
Non-Personnel Expense	\$ 521,056	\$ 720,815	\$ <b>803,910</b>	\$ 83,095
<b>TOTAL</b>	\$ 3,762,362	\$ 4,124,544	\$ <b>4,408,261</b>	\$ 283,717

## Department Staffing

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
<b>GENERAL FUND</b>			
<b>City Clerk</b>			
Administration	2.00	2.00	<b>1.00</b>
Elections & Information Management	3.00	3.00	<b>11.00</b>
Legislative Services	20.00	20.00	<b>19.00</b>
Records Management	18.00	18.00	<b>10.00</b>
Support Services	2.00	2.00	<b>4.00</b>
<b>Total</b>	<b>45.00</b>	<b>45.00</b>	<b>45.00</b>

Department Expenditures

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
<b>GENERAL FUND</b>			
<b>City Clerk</b>			
Administration	\$ 359,054	\$ 329,813	\$ 276,951
Elections & Information Management	\$ 294,047	\$ 361,389	\$ 833,602
Legislative Services	\$ 1,533,087	\$ 1,620,362	\$ 1,726,328
Records Management	\$ 1,416,467	\$ 1,616,301	\$ 1,105,964
Support Services	\$ 159,707	\$ 196,679	\$ 465,416
<b>Total</b>	<b>\$ 3,762,362</b>	<b>\$ 4,124,544</b>	<b>\$ 4,408,261</b>

Significant Budget Adjustments

GENERAL FUND

City Clerk	Positions	Cost	Revenue
<b>Salary and Benefit Adjustments</b>	0.00	\$ 175,914	\$ 0
Adjustments to reflect the annualization of the Fiscal Year 2007 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.			
<b>Increase to Retiree Health Care-Other Post-Employment Benefits (OPEB)</b>	0.00	\$ 87,462	\$ 0
Addition of funds to be applied towards the total liability for retiree health care.			
<b>Council Dockets and Exhibit</b>	0.00	\$ 56,681	\$ 0
The transfer of funds between object accounts for print shop services and photocopies; the requested increases are necessary to meet the increased cost of printing the Council docket, exhibit materials, and other public records, as mandated by the Brown Act.			
<b>Chamber Upgrades</b>	0.00	\$ 50,000	\$ 0
Increase to support repairs and improvements to the City Council Chambers in regards to: voting lights, speaker priority system, and access to the microphones for individuals with disabilities, as outlined in the City Clerk's CIP request and Five Year Financial Outlook.			

# City Clerk

## Significant Budget Adjustments

### GENERAL FUND

City Clerk	Positions	Cost	Revenue
<p><b>Hourly Temp Help</b></p> <p>Temporary pool and/or provisional employment will assist the Clerk's office with various critical tasks as follows: staff turnover necessitates immediate replacement to continue to meet mandates such as City Charter requirements, the Brown Act, and the Strong Mayor form of government. Also, heavier-than-normal workload due to Special Council meetings, processing supplemental docket items, the implementation and transition of the upcoming docket automation, and scanning and uploading contracts and deeds to the web to coincide with subsequent and future items adopted by Council.</p>	0.00 \$	29,563 \$	0
<p><b>Records Storage</b></p> <p>Increase is necessary to meet contract requirements with Corovan and the cost of storing vital records as mandated by the City Charter.</p>	0.00 \$	6,690 \$	0
<p><b>Service Level Agreement with Redevelopment Agency</b></p> <p>Service level agreement initiated to provide scanning service to the Redevelopment Agency.</p>	0.00 \$	0 \$	12,000
<p><b>Support for Information Technology</b></p> <p>Funding is allocated according to a zero-based annual review of information technology funding requirements and priority analyses.</p>	0.00 \$	(1,915) \$	0
<p><b>Position Swap</b></p> <p>Swap 1.00 Assistant City Clerk position to 1.00 Deputy Director for the Records Management section.</p>	0.00 \$	(9,342) \$	0
<p><b>Non-Discretionary</b></p> <p>Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.</p>	0.00 \$	(28,361) \$	0
<p><b>Vacancy Savings</b></p> <p>Adjustments in personnel expense from positions that are projected to be vacant for a period of time in Fiscal Year 2008 due to personnel transition and salary differentials for new employees.</p>	0.00 \$	(82,975) \$	0

## Expenditures by Category

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
<b>PERSONNEL</b>			
Salaries & Wages	\$ 2,148,151	\$ 2,244,746	\$ 2,307,240

**Expenditures by Category**

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
<b>PERSONNEL</b>			
Fringe Benefits	\$ 1,093,155	\$ 1,158,983	\$ <b>1,297,111</b>
<b>SUBTOTAL PERSONNEL</b>	\$ 3,241,306	\$ 3,403,729	\$ <b>3,604,351</b>
<b>NON-PERSONNEL</b>			
Supplies & Services	\$ 254,391	\$ 290,824	\$ <b>383,788</b>
Information Technology	\$ 182,076	\$ 339,364	\$ <b>351,736</b>
Energy/Utilities	\$ 80,596	\$ 86,634	\$ <b>64,393</b>
Equipment Outlay	\$ 3,993	\$ 3,993	\$ <b>3,993</b>
<b>SUBTOTAL NON-PERSONNEL</b>	\$ 521,056	\$ 720,815	\$ <b>803,910</b>
<b>TOTAL</b>	\$ 3,762,362	\$ 4,124,544	\$ <b>4,408,261</b>

**Revenues by Category**

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
<b>GENERAL FUND</b>			
Charges for Current Services	\$ 8,100	\$ 18,625	\$ <b>18,625</b>
Transfers from Other Funds	\$ -	\$ -	\$ <b>12,000</b>
Other Revenues	\$ 24,000	\$ 24,000	\$ <b>24,000</b>
<b>TOTAL</b>	\$ 32,100	\$ 42,625	\$ <b>54,625</b>

**Salary Schedule**

**GENERAL FUND**

**City Clerk**

<i>Class</i>	<i>Position Title</i>	<i>FY 2007 Positions</i>	<i>FY 2008 Positions</i>	<i>Salary</i>	<i>Total</i>
1105	Administrative Aide I	0.00	<b>1.00</b>	\$ 43,820	\$ 43,820
1107	Administrative Aide II	2.00	<b>2.00</b>	\$ 50,686	\$ 101,372
1218	Assoc Management Analyst	5.00	<b>6.00</b>	\$ 64,539	\$ 387,233
1237	Payroll Specialist I	1.00	<b>1.00</b>	\$ 39,515	\$ 39,515
1349	Info Systems Analyst III	1.00	<b>1.00</b>	\$ 71,601	\$ 71,601
1383	Legislative Recorder II	5.00	<b>5.00</b>	\$ 52,941	\$ 264,707
1395	Deputy City Clerk I	15.00	<b>15.00</b>	\$ 39,366	\$ 590,493
1396	Deputy City Clerk II	3.00	<b>2.00</b>	\$ 43,610	\$ 87,219
1535	Clerical Assistant II	3.00	<b>3.00</b>	\$ 35,402	\$ 106,205
1617	Micrographics Clerk	1.00	<b>1.00</b>	\$ 33,907	\$ 33,907
1746	Word Processing Operator	1.00	<b>1.00</b>	\$ 37,844	\$ 37,844
1857	Sr Legislative Recorder	1.00	<b>0.00</b>	\$ -	\$ -
1879	Sr Clerk/Typist	1.00	<b>1.00</b>	\$ 43,313	\$ 43,313
1899	Stock Clerk	2.00	<b>2.00</b>	\$ 36,017	\$ 72,033
2108	Asst City Clerk	1.00	<b>0.00</b>	\$ -	\$ -
2138	City Clerk	1.00	<b>1.00</b>	\$ 138,000	\$ 138,000

# City Clerk

## Salary Schedule

### GENERAL FUND

#### City Clerk

<i>Class</i>	<i>Position Title</i>	<i>FY 2007 Positions</i>	<i>FY 2008 Positions</i>	<i>Salary</i>	<i>Total</i>
2252	Deputy Director, Legislative Services	1.00	<b>1.00</b>	\$ 106,411	\$ 106,411
2253	Deputy Director, Elections & Info Mgmt	0.00	<b>1.00</b>	\$ 106,409	\$ 106,409
2253	Deputy Director, Records Mgmt	1.00	<b>1.00</b>	\$ 101,089	\$ 101,089
	Vacancy Factor Adjustment	0.00	<b>0.00</b>	\$ -	\$ (69,330)
	Bilingual - Regular	0.00	<b>0.00</b>	\$ -	\$ 15,836
	Temporary Help	0.00	<b>0.00</b>	\$ -	\$ 29,563
	<b>Total</b>	45.00	<b>45.00</b>	\$	<b>2,307,240</b>
<b>CITY CLERK TOTAL</b>		45.00	<b>45.00</b>	\$	<b>2,307,240</b>