

**City Clerk**



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## Office Description

From the City of San Diego's earliest days of government, the City Clerk has played a role. The 1931 Charter outlined the duties of the Clerk and many of the core functions of the Office stand 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 core services to strengthen its role of providing public access infrastructure to the residents of San Diego. The Office is a vital access point to local government. The City's legislative documents are available online and include the City's Charter and Municipal Code which incorporate online historical information to track amendments and updates. City Council agendas are available both in the office and online with all supporting, or exhibit, material for ease of access. The Summary Sheet, Results, and Minutes that capture the actions of the legislative body are also available online and organized by Council meeting.

In addition, campaign finance disclosures, lobbyist reports, and statements of economic interests are retained and available for public inspection. The Clerk is the filing officer for the City and provides reminders, training and documentation regarding disclosure deadlines and State and local legal requirements. Hand-in-hand with the duties as filing official, the Clerk also acts as the elections official for the City, coordinating municipal elections and acting as the contact point for citizen initiative processes, including Charter Amendments, Referenda, and Recall efforts.

As the official record keeper, the Clerk maintains custody of City records and coordinates with department directors to keep their records disposition schedules up-to-date and viable. The Clerk works with the City's Office of Homeland Security to ensure that the City's vital records are properly stored off-site for use in the event of an emergency.

In recent years, the Clerk has sought out additional ways to serve the City's customers. A 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. An Archives Access and Preservation Program has allowed the Clerk to preserve and digitize much of the City's valuable historical material, making it accessible in ways that were never possible prior to the implementation of this valuable program.

The creative use of social media like Twitter and Facebook has allowed the Office of the City Clerk to reach more of its customers in a timely fashion. Tweets from Council Chambers provide immediate information about the

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disposition of an item. Revisions to the docket, upcoming deadlines, and even interesting historical trivia are all available to those who follow the Clerk.

The Office of the City Clerk acts as a centralized resource for those interested in local government. In addition to the various duties and responsibilities outlined above, the Clerk also ensures that important City business is properly noticed, supported, processed, and disseminated to City departments, other agencies, and the public.

The Office'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 Office:

### ***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 strives to support the Mayor and City Council as they 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 Office will continue to accomplish this goal by focusing on the following objectives:

- Distribute docket materials in a timely, efficient, and streamlined manner with an emphasis on electronic access initiatives that increase information availability while reducing cost
- Effectively coordinate and administer public hearings, the resolutions and ordinances database, and Proposition 218 protest processes

### ***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 Office will continue to accomplish this goal by focusing on the following objectives:

- Effectively administer and coordinate municipal elections and the appointment process for board and commission members
- Serve as filing officer by processing the City's campaign finance disclosure reports, statements of economic interests, and lobbyist registrations and reports

### ***Goal 3: Provide access to the City's official record and legislative documents in as many different media 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 Office is dedicated to seeking out and incorporating best practices with regard to information storage and retrieval. Over the next one to two years, the Office 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, and 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
- Utilize social media outlets and open data to provide timely updates on Council actions and improve access to City-related information

## **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 Office will move toward accomplishing the goal by focusing on the following objectives:

- Work closely with department directors to update their records disposition schedules in order to assist them in retaining and organizing records for optimal operation and access by the public
- Preserve and make accessible the extremely fragile and priceless historical records of San Diego
- Provide records management training to departments, Records Coordinators, Council and Mayoral staff on best practices to facilitate legislative and regulatory compliance of City records

## **Key Performance Indicators**

<b>Performance Indicator</b>	<b>Actual FY2014</b>	<b>Target FY2015</b>	<b>Actual FY2015</b>	<b>Target FY2016</b>
1. Level of public outreach achieved	95%	95%	96%	95%
2. Percent of current legislative and election-related records made viewable online within a specified timeframe	99%	95%	99%	95%
3. Percent of historical legislative and election-related records made viewable online within a fiscal year	99%	100%	100%	98%
4. Number of hours of training provided to City staff within the fiscal year <sup>1</sup>	306	273	274	300

1. Training hours are driven, in part, by external/occasional circumstances such as special elections, conflict of interest code updates, etc.

## **Service Efforts and Accomplishments**

With an emphasis on customer service, the Legislative Services Division continues to work toward a long-standing Office goal of increasing electronic access to information availability to its customers. Improvements have been made to the service delivery of a variety of legislative documents, including the City Council docket. As of December 2014, late-arriving (Senate Bill 343) docket materials were added to the searchable docket exhibit material available online, and access to historical docket information will be at the most transparent and complete level of accessibility in the City's history. In Fiscal Year 2016, it is anticipated that the City will contract for a new electronic workflow and docket management system that will further streamline the Council docket and enhance accessibility to docketed materials. In keeping with an emphasis on transparency, there has been a significant reduction in the time it takes to post the results of City Council actions online and to docket the minutes for Council approval.

During Fiscal Year 2015, in addition to the coordination and support of the November general election, the Elections & Information Services Division reviewed, accepted as filed, administered the verification of signatures for, and certified a referendary petition. Following several presentations by the Clerk to the Economic Development & Intergovernmental Relations Committee and the City Council, multiple sections of Chapter 2, Article 7, Division 27 of the San Diego Municipal Code relating to the recall process were amended to clarify procedures and make specific changes regarding the time in which an elected official is subject to recall, the supplemental petition, the circulation period, and proponent requirements. Code sections related to recall petition formatting requirements were removed from the Municipal Code for inclusion in the City Clerk Administrative Guidelines. Division staff began a review of recommendations regarding the redistricting process outlined in the City Charter and the Municipal Code.

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Echoing the Office goal of enhanced access, training was provided to City staff serving as department, agency, and board or commission liaisons for the annual filing of statements of economic interests. Additionally, staff assisted with docketing 33 revised conflict of interest codes. With an emphasis on public access, campaign disclosure statements, as well as lobbyist registrations and reports were posted online. Additionally, the Clerk continued work with its e-filing system vendor to augment the electronic searchability of lobbyist documents. Over 2,000 requests for information and assistance came to the Office from a variety of sources and helped focus core services and resource allocation.

Providing accurate information and greater access to municipal government has its foundation in a viable Records Management program which helps to facilitate the efficient administration of City records. In support of this tenet, the administrative regulation that outlines the responsibility of the City Clerk and all City departments for the systematic identification and preservation of the City's vital records was updated and approved for distribution in early Fiscal Year 2015. Vital records are those records necessary for the City to function and must be identified, filmed, and stored offsite to remain viable in the event of an emergency. In addition, the Records Division has embarked upon a transition from the current Office-specific records disposition schedules to building a more streamlined Master Records Retention Schedule (MRS). The first draft of the MRS was completed in Fiscal Year 2015. The next step will involve additional review and feedback from department directors so that the MRS can be finalized in Fiscal Year 2016.

Records training is a vital part of ensuring that City staff and department Records Coordinators are informed about new records technologies and best practices so that staff can effectively manage City records to ensure compliance with local, State, and federal laws and regulations. With the goal of enhancing training availability, the use of webinars was expanded in Fiscal Year 2015 since they have proven to be an effective method for reducing cost, leveraging limited staff, and reaching a wider audience citywide. In Fiscal Year 2016, new webinars will continue to be produced for widescale availability. In addition, in the spring of Fiscal Year 2015, the Records Division webpage was updated and expanded with additional content in the form of videos, pre-recorded webinars, FAQ's and informational articles to advance the objective of assisting City staff in the administration of City records. Further improvements include an Employee Learning and Development Training module which streamlined the registration process and helped track hours related to annual Records Management trainings.

In addition to the day-to-day business of the Records Division, the City Clerk's Archives Access and Preservation Project digitized fifty of San Diego's foundational books in the spring of 2015 that were placed online for public access. This progress will continue in Fiscal Year 2016, with an additional fifty books to be placed online. The new online Digital Archives will be unveiled in the spring of 2015. Citizens will be able to research numerous browsable collections of interest and non-circulated historical documents.

Further, the Office completed the second year of its partnership with the United States Department of State as a Passport Acceptance Facility on June 30, 2015. Passport agents on the Clerk's staff process applications for passport books and cards and provide passport photo services as needed, by appointment, and to walk-in customers at a convenient downtown location. During Fiscal Year 2015, the Facility relocated into its current space in the lobby of the City Administration Building. The Clerk also holds monthly Passport Fairs in conjunction with the naturalization ceremonies locally administered by the United States Department of Homeland Security. Currently, on average, over 160 passport applicants utilize the Clerk's services each month.

Finally, the City Clerk continues to look for creative and cost-effective ways of improving service. The Office has a robust volunteer program, benefitting from almost 6,000 hours of volunteer service each year. In addition, the Department's use of social media outlets like Twitter and Facebook has continued to provide additional ways for the City's customers to access information related to upcoming deadlines, items of interest, and the availability of legislative documents.

## Department Summary

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015–2016 Change
FTE Positions (Budgeted)	45.28	45.28	45.32	0.04
Personnel Expenditures	\$ 3,896,183	\$ 4,085,591	\$ 4,150,809	\$ 65,218
Non-Personnel Expenditures	1,023,541	1,255,665	1,245,327	(10,338)
<b>Total Department Expenditures</b>	<b>\$ 4,919,724</b>	<b>\$ 5,341,256</b>	<b>\$ 5,396,136</b>	<b>\$ 54,880</b>
<b>Total Department Revenue</b>	<b>\$ 76,795</b>	<b>\$ 42,404</b>	<b>\$ 69,575</b>	<b>\$ 27,171</b>

## General Fund

### Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015–2016 Change
City Clerk	\$ 1,597,439	\$ 1,761,601	\$ 1,805,544	\$ 43,943
Elections & Information Services	867,128	896,438	835,531	(60,907)
Legislative Services	1,467,220	1,664,386	1,733,892	69,506
Records Management	987,936	1,018,831	1,021,169	2,338
<b>Total</b>	<b>\$ 4,919,724</b>	<b>\$ 5,341,256</b>	<b>\$ 5,396,136</b>	<b>\$ 54,880</b>

### Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Adopted	FY2015–2016 Change
City Clerk	4.28	5.78	5.82	0.04
Elections & Information Services	12.00	10.50	10.50	0.00
Legislative Services	19.00	19.00	19.00	0.00
Records Management	10.00	10.00	10.00	0.00
<b>Total</b>	<b>45.28</b>	<b>45.28</b>	<b>45.32</b>	<b>0.04</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Non-Discretionary Adjustment</b> 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	\$ 101,669	\$ -
<b>Vacation Pay in Lieu</b> Addition of personnel expenditures for vacation pay in lieu.	0.00	32,496	-
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2015 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	27,989	-
<b>Americans with Disability Act (ADA) Compliance</b> Addition of non-personnel expenditures for ADA compliance for access to Council meetings by the public or dignitaries.	0.00	5,000	-

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## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Non-Standard Hour Personnel Funding</b> Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	0.04	4,286	-
<b>Hourly Sick Leave</b> Addition of personnel expenditures for paid sick leave benefits for eligible hourly employees consistent with the requirements of Assembly Bill 1522.	0.00	447	-
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(117,007)	-
<b>Revenue from New/Revised User Fees</b> Adjustment to reflect an anticipated revenue increase or decrease from the implementation of new and revised user fee charges.	0.00	-	27,171
<b>Total</b>	<b>0.04</b>	<b>\$ 54,880</b>	<b>\$ 27,171</b>

## Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 2,127,342	\$ 2,280,506	\$ 2,379,565	\$ 99,059
Fringe Benefits	1,768,840	1,805,085	1,771,244	(33,841)
<b>PERSONNEL SUBTOTAL</b>	<b>3,896,183</b>	<b>4,085,591</b>	<b>4,150,809</b>	<b>65,218</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 46,906	\$ 109,841	\$ 109,915	\$ 74
Contracts	285,454	308,805	387,136	78,331
Information Technology	587,457	713,529	596,522	(117,007)
Energy and Utilities	95,143	118,729	146,993	28,264
Other	4,594	4,761	4,761	-
Transfers Out	3,987	-	-	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>1,023,541</b>	<b>1,255,665</b>	<b>1,245,327</b>	<b>(10,338)</b>
<b>Total</b>	<b>\$ 4,919,724</b>	<b>\$ 5,341,256</b>	<b>\$ 5,396,136</b>	<b>\$ 54,880</b>

## Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Charges for Services	\$ 71,728	\$ 37,203	\$ 63,467	\$ 26,264
Fines Forfeitures and Penalties	-	1,000	1,000	-
Licenses and Permits	4,985	4,201	5,108	907
Other Revenue	82	-	-	-
<b>Total</b>	<b>\$ 76,795</b>	<b>\$ 42,404</b>	<b>\$ 69,575</b>	<b>\$ 27,171</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Adopted	Salary Range	Total
20000012	Administrative Aide 1	1.00	0.00	0.00	\$36,962 - \$44,533	\$ -



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## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Adopted	Salary Range	Total
2000024	Administrative Aide 2	3.00	4.00	5.00	42,578 - 51,334	227,511
20000119	Associate Management Analyst	6.00	6.00	6.00	54,059 - 65,333	384,080
20001106	City Clerk	1.00	1.00	1.00	34,694 - 207,210	150,000
90000539	Clerical Assistant 2 - Hourly	0.00	0.12	0.15	29,931 - 36,067	5,410
20000370	Deputy City Clerk 1	18.00	18.00	17.00	32,968 - 39,811	622,951
90000370	Deputy City Clerk 1 - Hourly	0.28	0.00	0.00	32,968 - 39,811	-
20000371	Deputy City Clerk 2	2.00	2.00	3.00	37,835 - 45,781	131,289
20001168	Deputy Director	3.00	3.00	3.00	46,966 - 172,744	360,000
20000293	Information Systems Analyst 3	1.00	1.00	1.00	59,363 - 71,760	71,760
20000347	Legislative Recorder 2	5.00	5.00	4.00	43,618 - 52,770	202,674
90000347	Legislative Recorder 2 - Hourly	0.00	0.16	0.17	43,618 - 52,770	8,971
20000172	Payroll Specialist 1	1.00	1.00	1.00	33,093 - 39,832	39,832
20000927	Senior Clerk/Typist	1.00	1.00	1.00	36,067 - 43,514	43,514
20000950	Stock Clerk	1.00	1.00	1.00	30,056 - 36,275	33,038
20000955	Storekeeper 1	1.00	1.00	1.00	34,611 - 41,517	38,878
20000756	Word Processing Operator	1.00	1.00	1.00	31,491 - 37,918	37,918
	Bilingual - Regular					11,648
	Budgeted Vacancy Savings					(32,968)
	Overtime Budgeted					10,116
	Sick Leave - Hourly					447
	Vacation Pay In Lieu					32,496
<b>FTE, Salaries, and Wages Subtotal</b>		<b>45.28</b>	<b>45.28</b>	<b>45.32</b>		<b>\$ 2,379,565</b>
		<b>FY2014 Actual</b>	<b>FY2015 Budget</b>	<b>FY2016 Adopted</b>	<b>FY2015-2016 Change</b>	
<b>Fringe Benefits</b>						
	Employee Offset Savings	\$ 25,443	\$ 27,664	\$ 25,713	\$ (1,951)	
	Flexible Benefits	292,308	338,023	396,226	58,203	
	Insurance	265	-	-	-	
	Long-Term Disability	17,144	7,757	7,583	(174)	
	Medicare	29,424	31,442	33,111	1,669	
	Other Post-Employment Benefits	262,353	266,904	258,984	(7,920)	
	Retiree Medical Trust	365	174	1,073	899	
	Retirement 401 Plan	373	375	407	32	
	Retirement ADC	916,675	907,302	810,469	(96,833)	
	Retirement DROP	8,410	8,381	8,521	140	
	Retirement Offset Contribution	100	-	-	-	
	Risk Management Administration	38,914	41,668	46,200	4,532	
	Supplemental Pension Savings Plan	110,868	113,890	136,687	22,797	
	Unemployment Insurance	5,880	4,440	4,346	(94)	
	Workers' Compensation	60,318	57,065	41,924	(15,141)	
<b>Fringe Benefits Subtotal</b>		<b>\$ 1,768,840</b>	<b>\$ 1,805,085</b>	<b>\$ 1,771,244</b>	<b>\$ (33,841)</b>	
<b>Total Personnel Expenditures</b>					<b>\$ 4,150,809</b>	