



CITY CLERK'S OFFICE

Stephanie Lopez, City Clerk



CITY OF
MODESTO
CALIFORNIA

CITY CLERK'S OFFICE OVERVIEW



CITY CLERK'S OFFICE OVERVIEW

- The City Clerk's Office supports the Mayor and Council and serves the public by providing records maintenance and management services, including the preparation, posting and maintenance of Agendas, Minutes, Ordinances, Resolutions and Agreements of the City Council
- Coordinating advertisement of legal notices to the Modesto Bee in the required time
- Maintaining the Modesto Municipal Code
- Responding in a timely manner to requests for public information
- Ensuring compliance with the Public Records Act
- Performing duties of Election Official and overseeing all local elections for the City of Modesto and Modesto City Schools Board of Education
- Administering provisions of the City's Conflict of Interest Code in compliance with the Fair Political Practices Committee; Biennial Updates of Code to City Council
- Maintaining custody of the City Seal and affix to legal documents; receive and publicly open bids for City Contracts
- Administering the Oath of Office to newly elected/appointed officials.



DEPARTMENT OVERVIEW

CITY CLERK'S OFFICE

- The City Clerk's Office is also responsible for auditing of employee expense claims and reimbursements, Accounts Payable Check Register, ACH payments and E-payables, as well as responding to employee wage attachments.
- The City Clerk also oversees Mail Services for the City of Modesto: Sorted, metered and delivered mail throughout City Departments and provides mail services at the following locations: Modesto Centre Plaza, Corp Yard, Neighborhood Center at Marshall Park, Treatment Plant, Dryden, Muni, Cop Shop, Modesto Police Department, Museum, Airport, Creekside, Senior Center and Utilities (Litt Road).



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DEPARTMENT PRIORITIES FOR FY 2021-22



CITY CLERK'S OFFICE PRIORITIES FOR FY 2021-22

- Continue to assist Mayor & Council, staff and members of the public
- Assist Charter Review Committee
- Update City website to provide greater ease of accessibility of historical and public documents and provide more transparency to the public (Project ScanSnap)
- Maintain Retention Schedule and destruction of expired documents
- Assist with training and input of Docu-Sign Agreements
- Keep updated on Elections Laws and legal updates throughout the year
- Continue to assist the public with customer service in person and by phone
- Continue to maintain a small budget: Do more with less



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STRATEGIC PLAN AND THE DEPARTMENT



DEPARTMENT PROGRAMS AND THE STRATEGIC PLAN

- The City Clerk's Office continues Governance Service Delivery in every aspect of our work – Public Records Act Requests, Ralph Brown Act, City Clerk Website, Fair Political Practice Committee, Elections and Government Codes, and Auditing in a transparent manner.

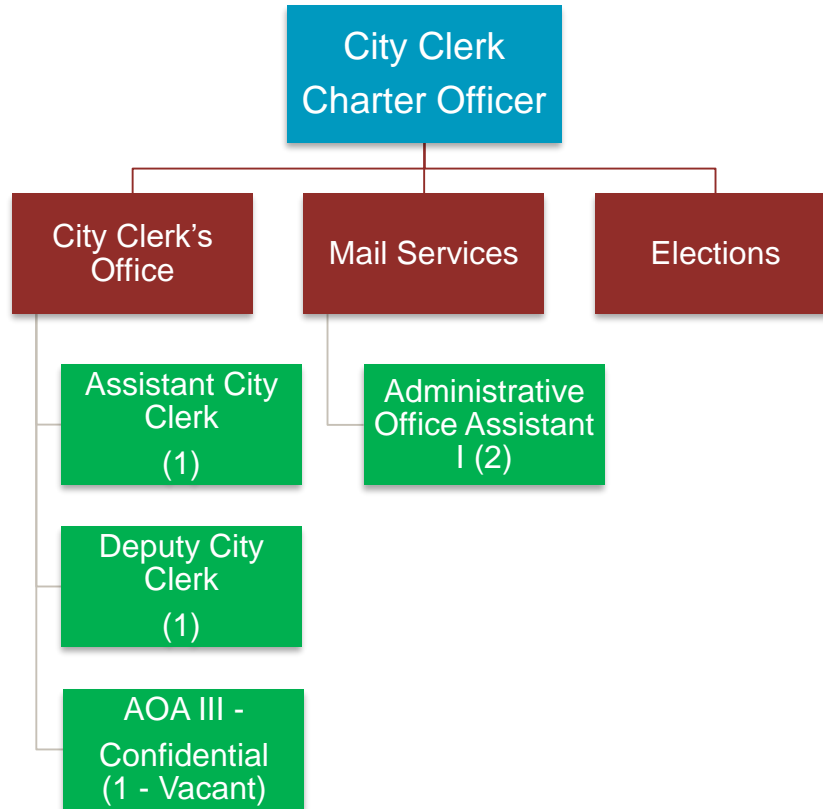


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ORG CHART AND DEPARTMENT STAFFING



City Clerk's Office Org Chart





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DEPARTMENTAL REVENUES & EXPENDITURES



City Clerk's Office Revenues and Expenditures

General Fund	FY 18 (Actuals)	FY 19 (Actuals)	FY 20 (Actuals)	*FY 21 (Budget)	FY 22 (Proposed)
Revenues	\$279,706	\$321,341	\$271,153	\$543,920	\$252,179
Expenditures	\$974,269	\$888,286	\$753,426	\$1,626,295	\$925,946
Variance	(\$694,563)	(\$566,945)	(\$482,273)	(\$1,082,375)	(\$673,767)

Significant Factors for Increase

- Professional Services + \$45,000 for Recodification of Municipal Code (services to recodify Municipal Code laws and Ordinances and clarify areas where the language is confusing or contradictory)
- Health Insurance + \$11,000
- Salaries and Wages + \$5,500
- ISF – Operations Technology & Information Charges + \$15,000

*FY20/21 Election Year



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KEY PERFORMANCE INDICATORS



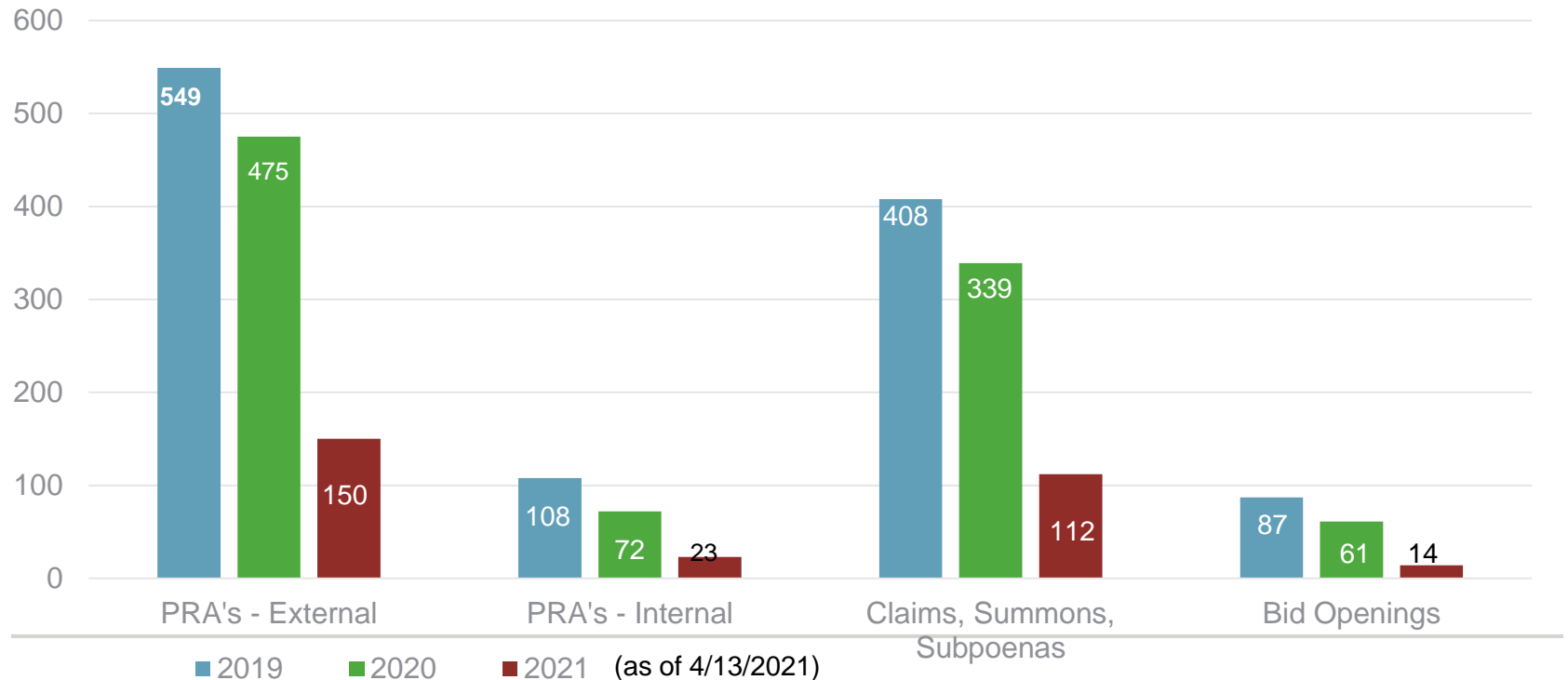
City Clerk's Office Key Performance Indicators

- Public Records Requests decrease due to COVID-19 and possible Search feature of PRA portal – Current Projections comparable to 2020*
- Claims, Summons, Subpoena's down for 2020 - Current Projections comparable to 2020*
- Bid Openings decrease due to COVID-19 - Current Projections comparable to 2020*
- Mail Services down for 2020 - Current Projections comparable to 2020*

*Increase likely with re-opening of City Hall and open meetings

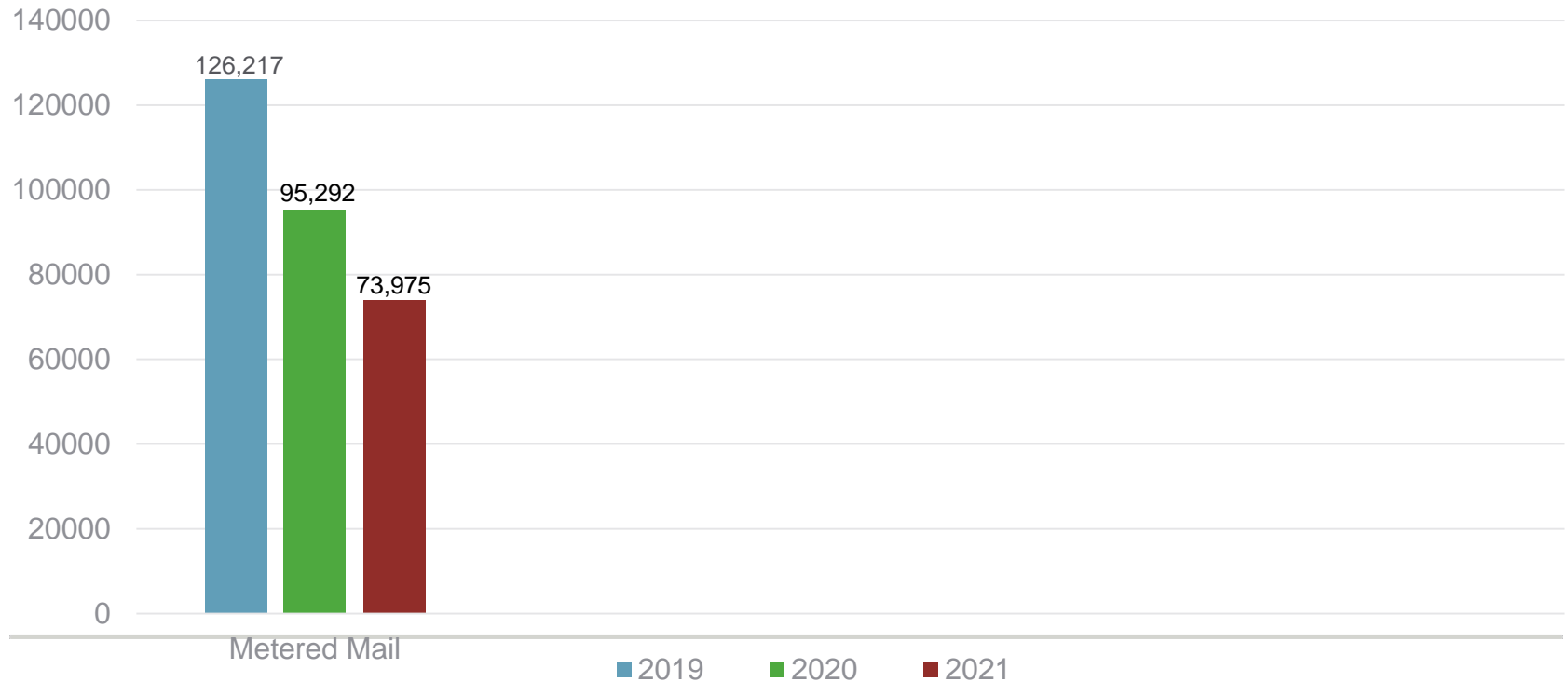


Clerk's Office Key Performance Indicators





Clerk's Office Key Performance Indicators





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REVIEW OF SUCCESSES



Review of Successes – City Clerk’s Office

- Public Records Request portal was launched on May 26, 2020. Provides greater transparency, and we’ve seen a reduction in public records requests, which may be partly due to the **search** feature of the portal.

🔍 9279 / 9279 results

Document	Request	Upload Date	Downloads
zoom_0.mp4	20-95	08/03/2020	31
https://agenda.modestogov.com/OnBaseAgendaOnlineCouncil/M...	20-3	05/27/2020	29
City CPRA Request.pdf	20-12	05/28/2020	26
Zoom_1.mp4	20-95	08/03/2020	20
21451_20201207_062600_062800.exe	20-307	12/22/2020	20
PRA - Salida Fire Protection District (ULL Extension) 6.1...	20-53	06/19/2020	18
PRA Response (6.26.2020).pdf	20-16	06/26/2020	17
FW Citizen Review Commission and Independent Police Audit...	20-167	09/21/2020	15
https://app.e-builder.net/public/publicLanding.aspx?QS=d3...	20-81	07/21/2020	14
HairstonPublicRecordsRequest1 05-25-2020.pdf	20-16	06/03/2020	14
PRA- Lobo Law - Dishonesty.pdf	20-99	07/27/2020	14

9279 documents have been uploaded to the portal as of 04/13/2021.



Review of Successes – City Clerk’s Office

- FPPC Form 700 Filings through NetFile
 - Ability to track number of filers that have completed their annual statement
 - Reminders automatically sent to filers that have not completed their annual statement
 - 2021: 264 have completed their annual statement, 14 still outstanding (as of 04/13/2021)
278 Annual, 8 Assuming Office, 9 Leaving Office, Total 295
 - 2020: 259 Annual Filers, 34 Assuming Office, 7 Leaving Office, Total 300



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DEPARTMENTAL CHALLENGES



Departmental Challenges Ahead

- Staffing

- Reduction to City Clerk staff will close the department.
- Providing adequate coverage for employees has been a challenge, due to weekly agendas and meetings. No staff member works from home, the City Clerk's Office is open to serve the public.
- Reduction in Mail Services staffing will result in delayed or eliminate mail services provided to City.

- Aging equipment

- Color copier was deemed obsolete two years ago.
- Main Xerox copier used for agendas, resolutions, has had an increased need for service calls.



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DEPARTMENTAL OPPORTUNITIES



Departmental Opportunities to be Seized

- Greater accessibility to public documents thus creating further transparency to citizens.
 - Acquisition of overhead scanner enabling transition of hard copy documents to digital format (Project ScanSnap)
 - PRA system (NextRequest) assists with emails, calls, etc. to a stable platform available to the public. However, once City Hall opens again this may change.
 - FPPC 700 Form Filings (NetFile) – program is user friendly and saves paper; filed directly with FPPC



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