

Overview of 2023-25 Budget



Office of the City Clerk

Mission Statement

- The Office of the City Clerk is to deliver high quality, professional services to the citizens of the City of Oakland, elected officials, and the internal organization that facilitates their needs and seamless access to information to fully participate in the decision-making processes affecting the quality of life for everyone in the City of Oakland

Office of the City Clerk Core Responsibilities

- The Office of the City Clerk Provides legally mandated services
 - Legal Noticing of Meetings
 - Broadcasting Meetings
 - Providing Temporary and Permanent records
 - Maintaining City-wide records program
 - City of Oakland Elections Official
 - Form 700 Filing Officer
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Service Inventory Summary

PROGRAM	SUMMARY OF PROGRAM SERVICES	GOVERNING CODE
<p align="center">IP13 KTOP Television</p>	<p>Manages and facilitates the broadcast of all government bodies, preservation of the official record of government bodies as permanent or temporary records, ACA captioning services, required under local, state, and federal law, FCC, and DIVCA.</p>	<p align="center">City of Oakland Sunshine Ordinance, Ralph M. Brown Act Ordinance 13233 C.M.S. State Cable Franchise DIVCA</p>
<p align="center">IP14 Agenda Management</p>	<p>Manages and performs legal noticing of City Council and Council Committee agendas and materials distribution for the public, members of the Council, and executive staff; handles other legal publication requirements for the agenda items; facilitate public access to meetings; records official actions taken by the Council, the Oakland Redevelopment Successor Agency, Joint Powers Finance Authority (JPFA), and certain other governing bodies.</p>	<p align="center">City of Oakland Sunshine Ordinance -Municipal Code Chapter 2.20; City Charter Ralph M. Brown Act-Government Code Section 54950-54960.5, 88266 C.M.S.</p>
<p align="center">IP15 Elections and Political Reporting</p>	<p>Administer and coordinate election services for the selection of City and OUSD officers, approval of initiatives, City measures, referendums, and recalls; Serve as Filing Officer and Filing Official for SEI Form 700 e.g., filing, review, and audit of required reports; perform residency verification and back up</p>	<p align="center">CA State Elections Code, City Charter, OMC, FPPC Regulations, governing code sections 82700, 82019</p>
<p align="center">IP16 Customer Service & Administration</p>	<p>Manage general operations: Budget, payroll, A/P and A/R, unit and department financials; process personnel, mandated duties of the Domestic Partnership Registration program, Federal Passport Processing program participation, the City's mandated Equal Access program subject to the binding settlement agreement.</p>	<p align="center">Passports according to Section 51.22 of the Code of Federal Regulations; Domestic Partnership Registration Program pursuant to Ordinance number 12467 C.M.S.</p>
<p align="center">IP63 City-wide Records Management</p>	<p>Maintain records in the care of the City Clerk; provide access to inactive records city-wide; draft policy and establish procedures for care, preservation, retention, and disposition of all city records and information; manage contract for offsite storage facility and access to stored records; coordinate records requests for the City Clerk; coordinate disposition processes; perform bid openings, processes discovery requests for litigation requests.</p>	<p align="center">CA Public Records Act, Sunshine, OMC Government Code section 34090 and City of Oakland Ordinances 12643 C.M.S. And 11370 C.M.S., City Charter. Resolution 77659 C.M.S.</p>

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Fund	Significant Change	Job Title and Class	FY23-24 FTE Change	FY23-24 Total Amt Change (\$)	FY24-25 FTE Change	FY24-25 Total Amt Change (\$)
FD_1010	Partially Fund Position FY 2024	Administrative Analyst I.AP...		(86,668.00)		
FD_1010	Partially Fund Position FY 2024	Executive Assistant to the ...		(94,834.00)		
FD_1760	Reduced Revenue for fund balancing			(32,933.00)		0.00
FD_1760	Reduced O&M in Fund 1760 Account 54...			0.00		(4,239.00)
FD_1760	Continue to Freeze Position in KTOP Ope...	Cable TV Stage Manager, P...	-0.5	(61,362.00)	-0.5	(63,785.00)
FD_2999	Transfer From Fund Balance in Fund 2999			260,000.00		260,000.00