



Memorandum

TO: RULES AND OPEN GOVERNMENT
COMMITTEE

FROM: TONI J. TABER, CMC
CITY CLERK

**SUBJECT: MONTHLY REPORT OF
ACTIVITIES-JULY AND AUGUST
2023**

DATE: September 27, 2023

RECOMMENDATION

Receive and file the monthly report of activities for July and August 2023.

BACKGROUND

Beginning October 2023, the City Clerk will provide a monthly report on performance measures and expenses related to interpretation at City Council and Council Committees.

TONI J. TABER, CMC
City Clerk

If you have any questions, please contact the Office of the City Clerk at 408-535-1260.

City Clerk Performance Measures/Annual Report Data

Measure	Jul-23	Aug-23
% of customers rating customer service experience as good or excellent	95%	95%
Number of Statements of Economic Interest and Family Gift Reports processed	79	83
Number of Lobbyist reports/registration processed	42	92
Number of campaign filings processed		
Number of contracts processed	160	335
% of City contracts that have all required documents after compliance check	96.87%	89.26%
% of City contracts submitted to the Office that are NOT in compliance of revised short-list clerk standards as of 7/2023	3.13%	10.74%
Authorized Positions	18	18
Volunteers for Council & Mayor	9	4
Notary requests fulfilled	5	6
Total Grants	19	21
Purchase Orders / Awarded Contracts issued - Clerk	2	1
Purchase Orders / Awarded Contracts issued - Council & Mayor	5	6
Full-Time Employees/New Hires for Council/Mayor	1	1
Part-Time Employees/New Hires for Council/Mayor	1	1
Paid Interns	1	1
Promotions (PT to FT)	0	1
Interoffice Transfers	0	0
Number of ordinances passed	0	13
Number of resolutions passed	0	50
Number of meetings staffed	0	21
Number of Brown Act agendas posted online	29	74
Number of Council agenda items	0	82
Number of Council Actions Recorded, Processed, and Tracked	0	26
Council agendas posted 10 days in advance	N/A	4
Council synopsis posted by the next meeting	N/A	5
Council Committee minutes posted 5 days before the relevant Council meeting	0	9
Decision-Making Bodies minutes posted within 10 days	2	6
Number of Ads Placed in Legal Publications	16	24
Appointed Boards and Commissions	0	4
Applications Processed Boards and Commissions (applications submitted to CAO for COI)	2	2
% of Council synopses completed and posted online within three business days after the council meeting	0	71%
% of Resolutions/Ordinances posted online within 3 business days of receipt from the City Attorney's Office	0	35%
% of complete City Council Agenda packets available online 10 days prior to Council meeting	N/A	100%
Number of internal Public Records Act requests processed	9	21
Number of external Public Records Act requests processed	3	7
Number of Responsive Documents supplied for internal Public Records Act requests	88	77
Number of internal Public Records Act requests processed - Council & Mayor	0	0
Number of external Public Records Act requests processed - Council & Mayor	8	13
Number of Responsive Records released for Public Records Act requests - Council & Mayor	99	481
Number of Responsive Records released for external Public Records Act requests	15	15
Number of PRA requests fulfilled within 10 days of request	12	27
Number of PRA requests fulfilled within 10 days of request - Council & Mayor	3	2

Interpretation expenses

Date	Meeting	Start time	End time	Language	Invoiced Amt
1-Aug-23	City Council	9:15	10:15	Spanish	\$400.00
1-Aug-23	City Council	9:15	10:15	Vietnamese	\$560.00
2-Aug-23	Rules	2:00	3:00	Spanish	\$400.00
2-Aug-23	Rules	2:00	3:00	Vietnamese	\$560.00
8-Aug-23	City Council	9:30	11:30	Spanish	\$993.75
8-Aug-23	City Council	9:30	11:30	Vietnamese	\$1,353.75
8-Aug-23	City Council	1:30	6:00	Spanish	\$993.75
8-Aug-23	City Council	1:30	6:00	Vietnamese	\$1,353.75
9-Aug-23	Rules	2:00	3:00	Spanish	\$800.00
9-Aug-23	Rules	2:00	3:00	Vietnamese	\$1,120.00
10-Aug-23	NSE	1:30	5:00	Spanish	\$1,400.00
10-Aug-23	NSE	1:30	5:00	Vietnamese	\$1,984.64
15-Aug-23	City Council	1:30	6:00	Spanish	\$2,021.10
15-Aug-23	City Council	1:30	6:00	Vietnamese	\$2,707.50
16-Aug-23	Rules	2:00	3:30	Spanish	\$800.00
16-Aug-23	Rules	2:00	3:30	Vietnamese	\$1,120.00
17-Aug-23	PSFSS	1:30	5:00	Spanish	\$1,400.00
17-Aug-23	PSFSS	1:30	5:00	Vietnamese	\$2,016.00
22-Aug-23	City Council	1:30	6:00	Spanish	\$1,987.50
22-Aug-23	City Council	1:30	6:00	Vietnamese	\$2,707.50
24-Aug-23	City Council	1:30	5:00	Spanish	\$1,587.50
24-Aug-23	City Council	1:30	5:00	Vietnamese	\$2,147.50
28-Aug-23	CED	1:30	5:00	Spanish	\$1,400.00
28-Aug-23	CED	1:30	5:00	Vietnamese	\$1,960.00
29-Aug-23	City Council	1:30	6:00	Spanish	\$1,987.50
29-Aug-23	City Council	1:30	6:00	Vietnamese	\$2,707.50
30-Aug-23	Rules	2:00	4:00	Spanish	\$800.00
30-Aug-23	Rules	2:00	4:00	Vietnamese	\$1,120.00

Start and end time indicate the time that was booked with the interpreters. Actual time may have been shorter or longer. Each language includes two on-site interpreters and two online interpreters. Additionally City Council meetings include expenses of equipment rental and staff.