

City Council Study Session

City Clerk Department

July 15, 2003



Goals

- Maintain an accurate and accessible legislative history of the City
- Efficiently administer the commission appointment process
- Develop records management policies and procedures and preserve vital records



- Implement a citywide electronic document management system (EDMS)
- Conduct fair and impartial elections
- Ensure compliance with state campaign and conflict of interest disclosure and reporting laws

City Clerk Program Areas

- Legislative Support and Legislative History
- Commission Appointments
- Domestic Partnerships
- Records Management
- Elections
- Campaign and Conflict of Interest

Legislative Support

And

Legislative History

(City Council, Housing Authority, Redevelopment Agency, Joint Powers Authority)

- Prepare agendas, agenda packets, minutes, resolutions, ordinances, letters and other official documents of the legislative bodies
- Maintain the legislative history of the legislative bodies
- Codify and publish the municipal code

Commission Appointments

- Process commission appointments and other related activities
- Ensure compliance with conflict of interest laws
- Publish commission agendas, minutes and other related information to the web
- Provide technical support and materials and conduct workshops

Domestic Partnerships

- Administer the City's Domestic Partnership Program



Records Management

- Develop public records policies and procedures
- Preserve vital city records
- Manage an off-site citywide records center



- Respond to requests for information and records
- Implement a citywide electronic document, records management, imaging and workflow system (EDMS)




Elections

■ Conduct Elections

- ◆ General
- ◆ Run-off
- ◆ Special

CITY OF
BERKELEY
CALIFORNIA



VOTER'S PAMPHLET
Compiled by Sherry M. Kelly, Berkeley City Clerk

SPECIAL MUNICIPAL RUNOFF ELECTION
VOTE BY MAIL

TUESDAY, DECEMBER 3, 2002

TABLE OF CONTENTS

- VOTING INSTRUCTIONS
- CANDIDATE STATEMENTS
- DISABLED VOTER ASSISTANCE INFORMATION

LANGUAGE ASSISTANCE INFORMATION

The Voting Rights Act Language Assistance Amendments of 1992 require that the City Clerk provide voting materials in Spanish and Chinese in addition to English. In order to receive a voter's pamphlet in Spanish or Chinese call (510) 981-6900.


IMPORTANT NOTICE TO VOTERS

- This Special City of Berkeley Runoff Election is being conducted as an ALL-MAIL BALLOT ELECTION. There will be no polling places.
- Enclosed is your official ballot. Please follow detailed instructions inside this pamphlet for voting and returning your ballot.
- The Berkeley City Clerk must receive your ballot by **8:00 p.m. on Tuesday, December 3, 2002** for it to be counted. Postmarks are **NOT** acceptable. Late ballots will **NOT** be counted.

CITY CLERK OFFICE HOURS

The City Clerk's Office is open to receive ballots from 8:00 a.m. until 5:00 p.m. Monday through Friday. The Office will be closed on November 28th, Thanksgiving Day, but will be open on Friday, November 29th from 9:00 a.m. until 1:00 p.m. and on Saturdays, November 23rd and 30th from 9:00 a.m. until 1:00 p.m. to accept ballots.

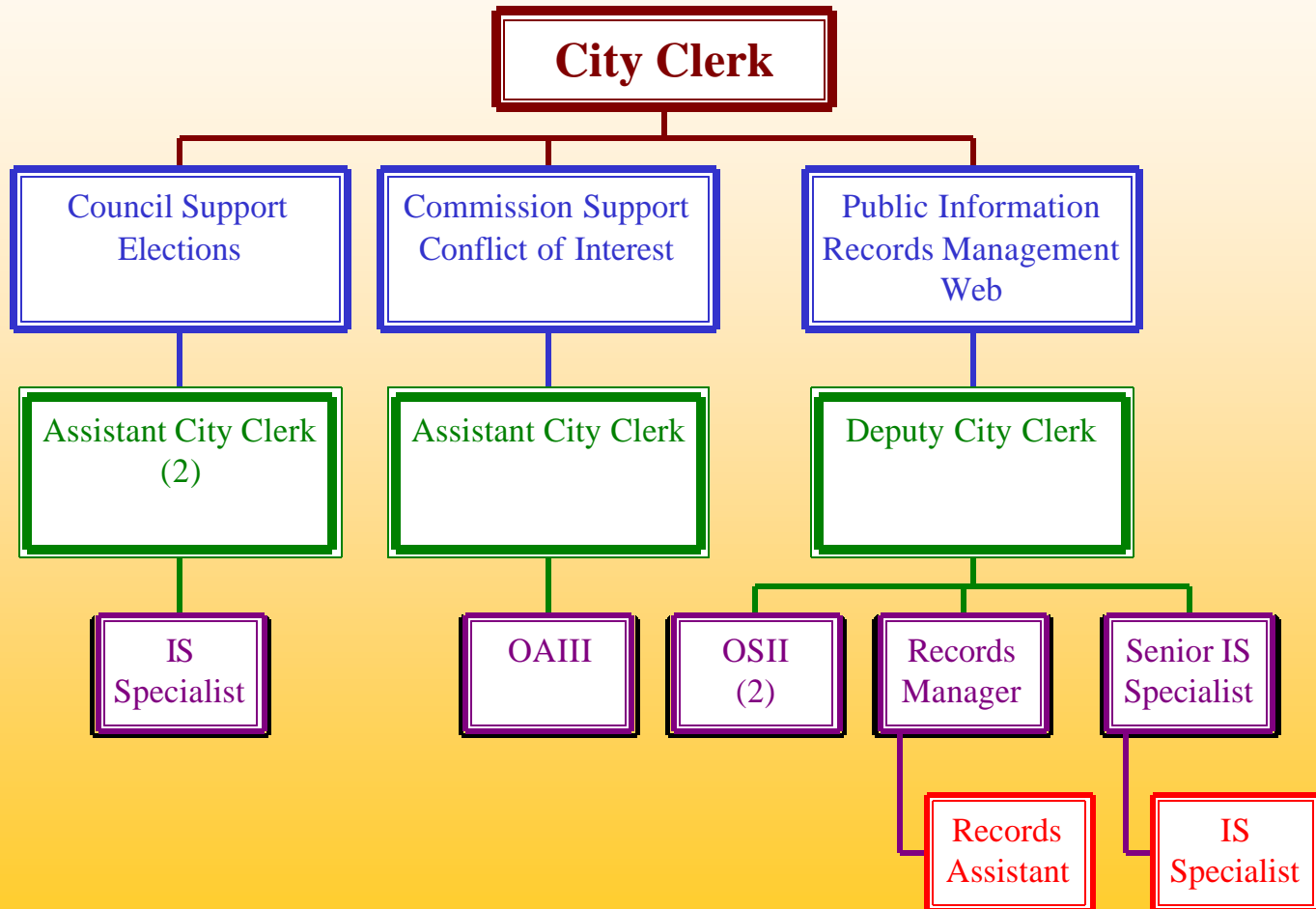
102-PC-64388



Campaign and Conflict of Interest Filings

- Ensure compliance with state campaign and conflict of interest disclosure laws
- Provide technical assistance and conduct workshops

City Clerk Department FY 2004 Organization Structure



Special Projects

- Implementing a citywide electronic documents management, imaging and workflow system (EDMS)
- Studying the feasibility of a Sunshine Ordinance
- Researching options for charter amendments to the election process
- Preparing for March, November and December 2004 elections

Significant Accomplishments

- Organizational structure and staffing
 - ◆ Restructuring
 - ◆ Hiring
 - ◆ Training
 - ◆ Retaining



Legislative Support and Legislative History

Comments from the Public: 11 speakers.

Consent Calendar

Moved, seconded, and carried (Maio/Worthington) to adopt the Consent Calendar in one motion except as indicated:

1. [Needle Exchange \(PDF, 163 KB\)](#)

From: City Manager

Recommendation: Adopt a Resolution renewing and confirming the continued existence of Needles among injection drug users, and authorizing the local health officer to take steps to

Contact: Sherry Kelly, City Clerk, 981-6900

Action: Adopted [Resolution No. 62,105 – N.S. \(PDF, 98 KB\)](#)

2. [Settlement Agreement: Frances Haze v. City of Berkeley \(PDF, 180 KB\)](#)

From: City Manager

Recommendation: Adopt a Resolution approving the settlement of the Alameda County the amount of \$35,000.

Contact: Mameela Albuquerque, City Attorney, 981-6950

Action: Adopted [Resolution No. 62,106 – N.S. \(PDF, 67 KB\)](#)

3. [Contract: Banking Services \(PDF, 265 KB\)](#)

From: City Manager

Recommendation: Adopt a Resolution authorizing the City Manager to execute an amend new contract, if necessary, to provide banking services for the City of Berkeley until Janua

Contact: Fran David, Finance, 981-7300

Action: Adopted [Resolution No. 62,107 – N.S. \(PDF, 65 KB\)](#)

4. [Contract: Needle Exchange Emergency Distribution \(PDF, 244 KB\)](#)

From: City Manager

Recommendation: Adopt a Resolution authorizing the City Manager to execute a contra syringe exchange services to increase the amount by \$52,000 for a total not to exceed \$10

Contact: Fred Medrano, Health and Human Services, 981-5100

Action: Adopted [Resolution No. 62,108 – N.S. \(PDF, 86 KB\)](#)

5. [Contract: HIV Laboratory Services \(PDF, 275 KB\)](#)

From: City Manager

Recommendation: Adopt a Resolution authorizing the City Manager to execute amendm to perform the HIV screening laboratory services to increase the amount by \$44,000 and Alameda County Public Health Laboratory (\$108,500); and to extend the term to June 30

Contact: Fred Medrano, Health and Human Services, 981-5100



Office of the City Manager

CONSENT CALENDAR
June 24, 2003

To: Honorable Mayor and
Members of the City Council

From: Weldon Rodgers, City Manager

Subject: Extend Contract with Bank of the West

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to the Bank of the West for an additional 7 months or to execute a new contract if neces banking services for the City of Berkeley until January 31, 2004 and increasing its \$27,500 for a total amount not to exceed \$279,500.

FISCAL IMPACTS OF RECOMMENDATION

Authorize additional charges for banking services from July 1, 2003 to January 31 exceed \$59,500. The cost of service is budgeted in budgets under Parking Service 3401-3032 and by the Office of the Treasury budget 010-3206-410-3032.

CURRENT SITUATION AND ITS EFFECTS

The current banking contract for City banking services provided by Bank of the W on June 30, 2003. The formal RFP process has not been started and the current on expire before the RFP is completed. If the contract amendment cannot be routed a by June 30, 2003, then to execute a new contract for an additional 7 months until 2004. Expiration of this contract will leave the City without a banking contract.

BACKGROUND

The City of Berkeley entered into a contract with the Bank of the West on July 1, Resolution 61,680 N.S. to provide banking services for the period of July 1, 2002 2003. This contract will expire on June 30, 2003. In order to provide continuous services until such time as the Finance Department's Purchasing Division can con formal RFP process that includes developing banking bid specifications jointly w departments, obtaining bids and awarding a new banking contract, the existing co extended or if necessary a new contract executed until January 31, 2004 for an am exceed \$59,50.

CONTACT PERSON

Robert Hicks, 981-7339

280 Milvia Street, Berkeley, CA 94704 • Tel: (510) 981-7000 • TDD: (510) 981-6900 • Fax: (510) 981-6900
E-Mail: manager@cityofberkeley.org Website: www.cityofberkeley.org

CITY COUNCIL June 24, 2003 at 7:00 PM CONCL 06

“ePacket”

RESOLUTION 62,107-N.S.

AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH BANK OF THE WEST FOR AND ADDITIONAL 7 MONTHS OR TO EXECUTE A NEW CONTRACT IF NECESSARY TO PROVIDE BANKING SERVICES FOR THE CITY OF BERKELEY UNTIL JANUARY 31, 2004 AND INCREASING THE AMOUNT BY \$59,500 FOR A TOTAL AMOUNT NOT TO EXCEED \$279,500.

WHEREAS, on July 16, 1999 by Resolution No. 00,680-N.S., the City Council authorized contract # 4783 with Bank of the West for banking services in an amount not to exceed \$220,000 for the period July 1, 1999 to June 30, 2003; and

WHEREAS, funds are available to perform this work in the current year budget in banking services, (budget codes 840-3401-410-3032 and 010-3206-410-3032) CMS# FIGGL.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to the contract with Bank of the West for banking services for the period of July 1, 2003 to January 31, 2004, and increasing the amount by \$59,500 for a total amount not to exceed \$279,500.

The foregoing Resolution was adopted by the Berkeley City Council on June 24, 2003 by the following vote:

Ayes: Councilmembers Breland, Hawley, Maio, Oks, Shirak, Spring, Worthington, Wozniak and Mayor Bates.

Noes: None.

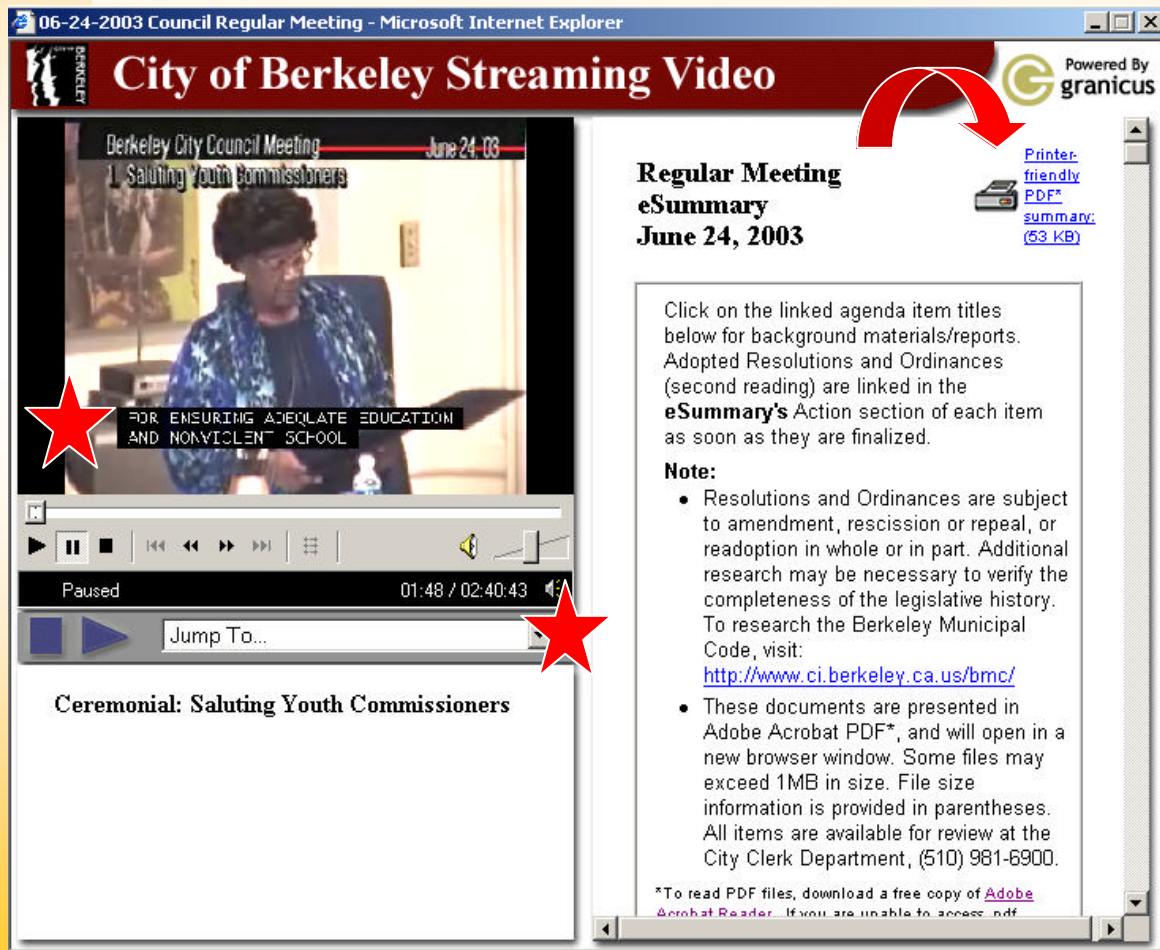
Absent: None.

Attest: Sherry M. Kelly, City Clerk

Tom Bates, Mayor

Legislative Support and Legislative History

Captioning and Video Streaming Meetings



The screenshot shows a Microsoft Internet Explorer browser window titled "06-24-2003 Council Regular Meeting - Microsoft Internet Explorer". The page is "City of Berkeley Streaming Video" powered by granicus. The video player on the left shows a woman speaking at a podium with a caption: "FOR ENSURING ADEQUATE EDUCATION AND NONVIOLENT SCHOOL". The video is paused at 01:48 / 02:40:43. The main content area is titled "Regular Meeting eSummary June 24, 2003" and includes a "Printer-friendly PDF* summary: (63 KB)" link. A red star is placed over the video player's "Jump To..." field. A red double-headed arrow points from the video player to the "Printer-friendly PDF*" link. The eSummary text includes a "Note:" section with bullet points about resolutions and ordinances, and a link to the Berkeley Municipal Code: <http://www.ci.berkeley.ca.us/bmc/>. A footer note says: "*To read PDF files, download a free copy of [Adobe Acrobat Reader](#). If you are unable to access .pdf files, please contact the City Clerk's Office at (510) 981-6900."



Records Management

- Revised a citywide records retention schedule
- Published a Citizen's Guide to information and Public Records
- Selected a citywide electronic document, records management, imaging and workflow system (EDMS)

The screenshot shows the 'Public Information and Records' page on the City of Berkeley website. At the top, there are navigation tabs for 'ELECTRO APPROVALS', 'CITY GOVERNMENT & SERVICES', 'CALENDAR', 'SEARCH', and 'MAIL'. Below these is the 'CITY CLERK' header with contact information: 2100 Miata Street, Berkeley, CA 94704, Tel: (916) 981-6980, TDD: (916) 981-6983, and Office Hours: Monday - Friday 8 a.m. - 5 p.m., Email: cityclerk@berkeley.gov. A horizontal menu lists various topics: BANKERS & COMMISSIONS, DOMESTIC PARTNERSHIP, CHARTER, ELECTION INFO, CITY COUNCIL RECORDS, and CONFLICT OF INTEREST MUNICIPAL CODE & ZONING ORDINANCES. The main heading is 'Public Information and Records' with a sub-heading 'Citizens' Guide to Obtaining Information and Records from the City'. A welcome message states: 'Welcome to the City of Berkeley's Information and Records Website! This site is designed to facilitate your access to City records and contains many useful tools and resources to assist you in your search and retrieval of information and records, including...'. A list of links includes: 'City's Policy Regarding Access to Information and Records', 'How to Request Information or Records from the City', 'Tools to Assist You in Requesting Information' (with sub-links for Contact Information, Departments and Services HTML, and RCP Berkeley SLIQR), 'How Your Request is Processed', 'Frequently Asked Questions', and 'Additional Resources'. At the bottom, there is a section 'We Want to Hear From You!' with a paragraph: 'Your comments are always welcome and help is easier that you receive the best service. Please contact us with any questions, comments, and suggestions. If you can't manage difficulty obtaining a response to your request, contact us to inform us of your concerns. Please be as specific as possible. Details will help us to understand and address your issues or concerns.' A small disclaimer at the very bottom reads: 'This site is open in a new browser window. To help protect your privacy, Outlook prevented automatic download of some pictures from the Internet. To help protect your privacy, Outlook prevented automatic download of some pictures from the Internet. To help protect your privacy, Outlook prevented automatic download of some pictures from the Internet. To help protect your privacy, Outlook prevented automatic download of some pictures from the Internet.' The text is partially obscured by a yellow bar on the left.

The screenshot shows a web browser displaying the 'General Records Schedule' for the City of Berkeley. The browser address bar shows 'http://www.ci.berkeley.ca.us/cldr/records/'. The page has a left-hand navigation menu with a tree view of departments: General Records Schedule, City Attorney, City Auditor, City Clerk, City Manager, City Manager - Animal Control, City Manager - Budget, Police Review Commission, Economic Development, Finance, Fire Department, Health and Human Services, Housing, Human Resources, Information Technology, Library, Parks, Recreation and Wellness, Planning and Development, Police Department, Public Works, Capital Improvements, Solid Waste, Streets and Utilities, Transportation, Facilities, Administration, Engineering, and Sanitation. The main content area is titled 'City of Berkeley - Records Index and Retention Schedule' and contains a table with columns for 'Item #', 'Description', 'Retention Schedule', and 'Disposition'. The table lists various records such as 'Administrative', 'City Manager - Budget', 'City Manager - Animal Control', 'Police Review Commission', 'Economic Development', 'Finance', 'Fire Department', 'Health and Human Services', 'Housing', 'Human Resources', 'Information Technology', 'Library', 'Parks, Recreation and Wellness', 'Planning and Development', 'Police Department', 'Public Works', 'Capital Improvements', 'Solid Waste', 'Streets and Utilities', 'Transportation', 'Facilities', 'Administration', 'Engineering', and 'Sanitation'. At the bottom of the page, there is contact information for various departments: Planning & Development, Public Works, Capital Improvements, Solid Waste, Streets and Utilities, Transportation, Facilities, Administration, Engineering, and Sanitation.

Elections

- Completed the 2001- 2002 redistricting process
- Conducted November 2002 municipal election
- Conducted December 2002 District 8 run-off election
- Published an extensive election information website



Imaging and publishing campaign statements on the web

ELECTION INFORMATION

City Clerk, 2188 Milvia Street, Berkeley, CA 94704
Tel: (510) 981 6980, TDD: (510) 981 6903

Office Hours: Monday - Friday 8 a.m. - 5 p.m., E-mail: clerk@ci.berkeley.ca.us

BOARDS & COMMISSIONS
DOMESTIC PARTNERSHIP

CHARTER
ELECTION INFO

CITY COUNCIL
RECORDS

CONFLICT OF INTEREST
MUNICIPAL CODE &
ZONING ORDINANCE

Campaign Info: 2002 Contributions and Expenditures:

Campaign for a New Animal Shelter

Presented in Adobe Acrobat Portable Document Format (PDF). To read PDF files, download a free copy of [Adobe Acrobat Reader](#). If you are unable to access pdf documents online, please contact us via email (clerk@ci.berkeley.ca.us), telephone (510-980-6980), or TDD (510-981-6903) so that we can provide an alternate format.

Statement of Organization		Campaign Statements
State (Form 416) <ul style="list-style-type: none"> 01/23/02 (PDF, 232 KB) 05/19/02 (PDF, 283 KB) 06/13/02 (PDF, 248 KB) 	City <ul style="list-style-type: none"> 06/13/02 (PDF, 92 KB) 	(Form 425, 456, or 469) <ul style="list-style-type: none"> 12/31/02 (PDF, 428 KB) 10/19/02 (PDF, 751 KB) 02/30/02 (PDF, 899 KB) 06/30/02 (PDF, 1.1 MB)
Late Reports		Additional Informa
Contribution (Form 497) <ul style="list-style-type: none"> 10/28/02 (PDF, 69 KB) 	Expenditure (Form 496) <ul style="list-style-type: none"> 10/29/02 (PDF, 79 KB) 10/24/02 (PDF, 79 KB) 	<ul style="list-style-type: none"> Magi Malins Index Ballot Measure Informa

Schedule A Monetary Contributions Received

Type or print in ink.
Amounts may be rounded to whole dollars.

Statement covers period from 12/1/01 through 6/30/02

CALIFORNIA FORM **460**
Page 4 of 7
1/01 NUMBER 1245118

SEE INSTRUCTIONS ON REVERSE

NAME OF CAMPAIGN Genius Sheets - Campaign for a New Berkeley Animal Shelter

DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF CHARITY, CHARITY NUMBER)	CONTRIBUTOR CODE 1	A - INDIVIDUAL, OTHER OCCUPATION AND EMPLOYER (IF BUSINESS, BUSINESS TYPE)	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TO DATE (COLUMN 5 PLUS PERIOD)	PER ELECTION TO DATE (IF REQUIRED)
6/1/02	Wings Weaver	INDIVIDUAL CITY STATE	Retired	100.00	100.00	
6/1/02	Stacy Hunt	INDIVIDUAL CITY STATE	Financial Exec Financial Services San Francisco, CA	1,000.00	1,100.00	
6/6/02	Mark W. Hoff	INDIVIDUAL CITY STATE	Member Tobacco Growers Berkeley, CA	100.00	1,200.00	
6/1/02	Robert Martin	INDIVIDUAL CITY STATE	Retired	500.00	1,700.00	
6/1/02	Elizabeth Dodge	INDIVIDUAL CITY STATE	Scientist CH2M Hill Oakland, CA	100.00	1,800.00	
SUBTOTALS					1,800.00	

Schedule A Summary

1. Amount received this period - contributions of \$250 or more (include all Schedule A contributions) \$ 1,100.00

2. Amount received this period - unlimited contributions of less than \$250 \$ 700.00

3. Total monetary contributions received this period (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Line 1.) **TOTAL \$ 1,800.00**

Contributor Code
 IND - Individual
 COM - Corporate Contributor
 IND-REG - Public Reg (PTI or SDC)
 OTHER - Other
 PFI - Political Party
 SOU - Small Contributor Committee

FISC Form 480 (January)
 FISC Toll-Free Helpline: 800/538/PPRC

Operational Challenges and Budget Considerations

- Keeping up with the day-to-day
- Staff reductions
- Decentralized Information
 - ◆ Duplication of research
 - ◆ Time spent retrieving documents
 - ◆ Decisions based on insufficient information
 - ◆ Inconsistent responses to the public

Changing How We Do Business

- Technology infrastructure and systems
 - ◆ Manage electronic documents
 - ◆ Classify documents as records and manage their life cycle
 - ◆ Image paper documents for retrieval and preservation
 - ◆ Apply automated workflow to business processes

City Council Study Session
City Clerk Department

July 15, 2003

