

2023

CITY CLERK'S OFFICE ANNUAL REPORT



Mission Statement

It is the mission of the City Clerk's Office to establish trust and confidence in City government and to provide high quality, effective, and efficient public service. The Office is dedicated to serving the public with integrity and professionalism by promoting government transparency, inspiring community engagement, and ensuring regulatory compliance.

Background

The City of Tulare incorporated in April 1888 and was governed by a five-member Board of Trustees. In 1923, the City of Tulare became a charter city establishing a Council-Manager form of government. With this form of government, the City Manager is the chief administrative officer of the City and is responsible for administering the affairs and the day-to-day operation of the City. The City Manager is hired by and responsible to the City Council and carries out the policies set by Council.

The City Council is comprised of five members elected from five separate districts. Elections for councilmembers are held in even-numbered years at the same time as the State's General Election. Following each election, the Council elects from amongst themselves a mayor and vice mayor to serve a two-year term. The mayor is the presiding officer of the Council and the official spokesperson and ceremonial representative of the City.

There are three positions identified in the Charter which are appointed by the City Council: City Clerk, City Attorney, and City Manager. Since 1987, Council has chosen to appoint the City Manager as the City Clerk. The City Clerk functions are performed by the Chief Deputy City Clerk and Deputy City Clerk/Records Coordinator.



City Clerk's Responsibilities

The City's Charter lays out the basic responsibilities of the City Clerk:

"The City Clerk shall be the custodian of the seal of the City; shall safely keep all books, records and other documents required by this Charter or the laws of the State to be kept and filed in his/her office. He/She shall be the Clerk of the Council. He/She shall have the power to administer oaths. It shall be his/her duty to perform all acts required of his/her by this Charter, by Ordinance, or by the laws of the state."

The California Government Code prescribes additional duties that relate to the City Clerk.

The Office of the City Clerk is responsible for the following:

- Maintain records of all proceedings of the City Council and Board of Public Utilities Commissioners.
- Maintain all official documents of the City and provide information to the public upon request of these documents.
- Ensure compliance with the Public Records Act, Political Reform Act, and Brown Act.
- Schedule and prepare City Council and Board of Public Utilities Commissioners agendas.
- Preserve and protect the City's historical archives.
- Attest City contracts and other official documents.
- Act as the Elections Official of the City.
- Manage campaign disclosure and economic interest filings.
- Coordinate the appointment process for Council-Appointed Bodies.
- Receive service of process for the City.
- Process various permit applications (events, taxi, security guard).
- Administer oaths of office.
- Provide notary public services.
- Provide administrative support to the City Council and City staff.



Office of the City Clerk Team

Marc Mondell, AICP, CM-ICMA

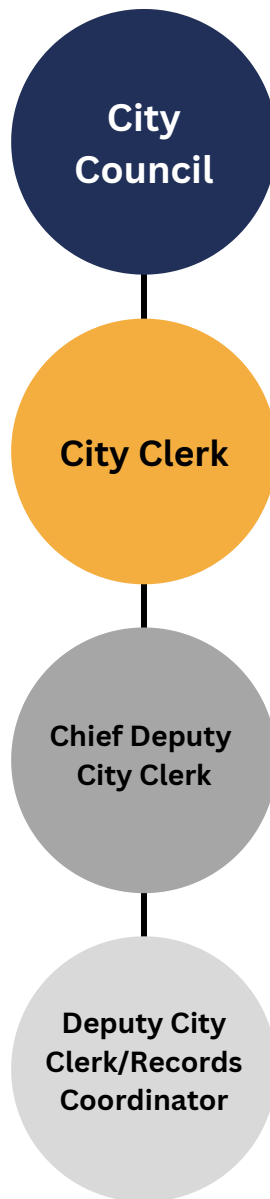
City Manager/City Clerk

Melissa Hermann, CMC, CPMC

Chief Deputy City Clerk

Maegan Peton

Deputy City Clerk/Records Coordinator



Annual Goals and Objectives

The Office of the City Clerk is committed to providing quality service and connecting the public with the legislative process.

Goal 1: Respond to Legislative Needs of the City Council and Residents

The Office of the City Clerk works to meet the needs of the City Council and the residents of Tulare. Our mission is to provide access to legislative matters to as many residents as possible. Recently, the audio-visual equipment in the Council Chamber was upgraded to include additional camera angles, speakers, and other technology. All Council meetings are livestreamed on YouTube for the public to participate without being physically present in the Council Chamber.

The Office of the City Clerk also provides support to the Board of Public Utilities Commissioners.

- Prepare and distribute agenda materials in a timely manner
- Effectively coordinate, administer, and publish public meetings
- Monitor feedback from residents on how to improve their experience with Tulare government

42 Council & BPU meeting
agendas & minutes
prepared

All agendas were posted in compliance with State law.

All minutes were prepared for approval at the following meeting.

9 Ordinances
processed

59 Resolutions
processed

620 Citizen requests received
and either responded to or
forwarded to proper
department for response



Goal 2: Administer Municipal Elections and Serve as the Filing Officer

The City Clerk is the elections official for the City of Tulare. The Office of the City Clerk provides information to the public regarding the election process as well as assists candidates in meeting their legal responsibilities before, during, and after an election. From election pre-planning to certification of election results and filing of final campaign disclosure documents, the City Clerk manages the process which forms the foundation of our democratic system of government.

- Update the Candidate Handbook for current election
- Coordinate with the County Registrar of Voters regarding election activities
- Prepare resolutions associated with the election process
- Provide voter registration cards
- Receive and file campaign disclosure forms and report non-filers as needed
- Receive and file statements of economic interests
- Process lobbyist registrations and reports

121 Statements of Economic Interests (Form 700) Filed (98% compliance)

3 Campaign Disclosure Forms Received and Filed

4 Lobbyist reports received and filed



Goal 3: Ensure All Legislative Actions Are Transparent to the Public

The City Clerk ensures that municipal records are readily accessible to the public. The public record under the conservatorship of the City Clerk provides fundamental integrity to the structure of our democracy.

- Provide easy access to information
- Track and follow-up on requests to ensure timely response
- Post all meeting agendas and minutes on the City’s website
- Work with departments to ensure records are easily identified and located to ensure timely response to requests
- Scan all permanent records and save to Laserfiche
- Work with the City Attorney’s Office to ensure only public records that are not exempt from disclosure are released
- Stay up-to-date on pending legislation that may affect the Public Records Act
- Review and update the policy as needed

342 Requests for public records received and responded to



Goal 4: Ensure Proper Records Management for Organization

As a Records Manager, the City Clerk oversees yet another legislative process; the preservation and protection of the public record. By statute, the City Clerk is required to maintain and index the Minutes, Ordinances, and Resolutions adopted by the legislative body. The Office of the City Clerk is responsible for administering the City’s Records and Information Management Program, ensuring all City records are maintained in accordance with the City’s adopted retention schedules.

- Update the policy and retention schedules as needed (reviewed annually)
- Work with department record liaisons to ensure proper records management throughout organization
- Conduct an annual records shred day to destroy records that are no longer require to be maintained
- Develop infographics to share citywide to ensure all staff is aware of proper records management practices
- Support the organization in all matter related to records management

70 Boxes of records destroyed (no longer legally required to maintain; no business value)

16 Record series update on the retention schedule

2 Department visits to audit and assist in their records management



86 Event permit applications received and processed

23 Subpoenas received and addressed

115 Overnight travel requests received and processed

3 City events planned, organized, and executed with the assistance of the Events Committee

157 Notarizations performed for the City and the public

