



CITY CLERK AND ELECTIONS

Program Goal

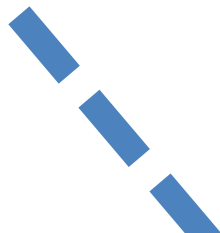
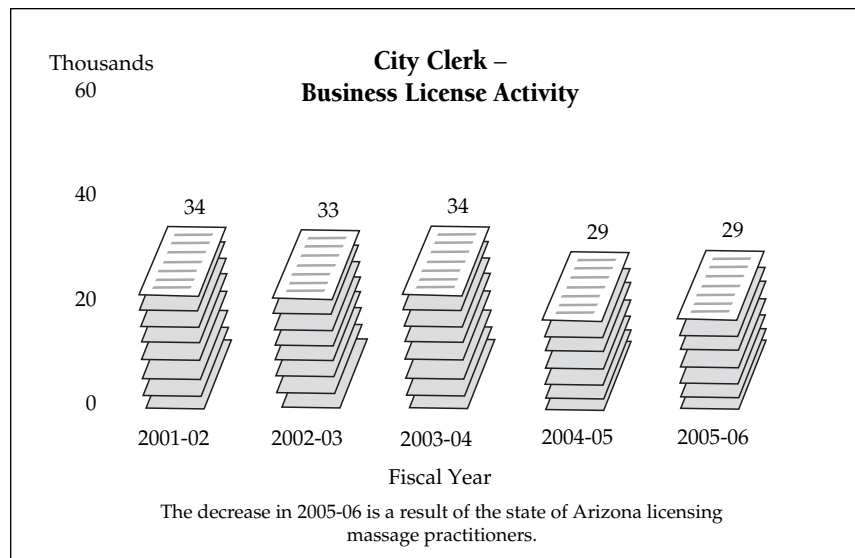
The City Clerk Department maintains orderly and accessible records of all city activities and transactions including posting all public meeting notifications; prepares agendas and minutes for City Council formal meetings; provides for effective administration of city elections and annexations; administers liquor, bingo and regulatory license services; and provides printing, typesetting, microfilming, document imaging, office automation and mail delivery services to all city departments.

Budget Allowance Explanation

The City Clerk operating budget allowance of \$6,640,000 is \$1,084,000 or 14.0 percent less than 2005-06 estimated expenditures. The decrease primarily reflects the non-recurring costs of a regularly scheduled citywide election and a special bond election in 2005-06. This decrease is partially offset by the carry forward of unspent funds for ballot tabulation software and normal inflationary increases.

Expenditure and Position Summary

	2004-05	2005-06	2006-07
Operating Expense	\$6,739,000	\$7,724,000	\$6,640,000
Total Positions	129.2	129.2	129.2
Source of Funds:			
General	\$6,576,000	\$7,558,000	\$6,477,000
City Improvement	163,000	166,000	163,000



City Clerk Major Performance Measures and Service Trends

The following significant performance measures and service trends will be achieved with the 2006-07 budget allowance:

	2004-05	2005-06*	2006-07
Council formal meetings for which agendas and minutes are prepared	47	45	45
Minutes prepared on-time without errors	100%	100%	100%
Notices posted in compliance with open meeting law	3,241	3,200	3,100
Rate of compliance	100%	100%	100%
Water bills and other items presorted for mailing	7.1 mil.	7.1 mil.	7.1 mil.
Average number of days to process a business license	24	24	24
Property ownership updates completed within five working days of receipt from county	100%	100%	100%
Turnaround times for printing jobs (number of days):			
Rush jobs	2.4	2.8	2.8
Routine jobs	10.6	12.0	12.0
City Council regular and special elections held	1	1	1
Election time from poll closing to final results for citywide election	1.6 hours	2.0 hours	N/A
Percent of Enterprise Call Center questions answered without referral	98%	93%	93%
Customer satisfaction with department	96%	94%	94%

*Based on 10 months actual experience.

The number of Council formal meetings varies each year depending on the need for special meetings. The budget assumes two special meetings annually. There is no citywide election scheduled in FY2006-07.

