

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 \$7,413,000 is \$911,000 or 14.0 percent more than 2006-07 estimated expenditures. The increase primarily reflects funding of a regularly scheduled citywide election and normal inflationary increases. The budget also converts a temporary position which serves as a liaison to all citywide boards and commissions to regular status.

Expenditure and Position Summary

	2005-06	2006-07	2007-08
Operating Expense	\$8,059,000	\$6,502,000	\$7,413,000
Total Positions	129.2	130.2	130.2

Source of Funds:

General	\$7,893,000	\$6,339,000	\$7,248,000
City Improvement	166,000	163,000	165,000

City Clerk Major Performance Measures and Service Levels

The following significant performance measures and service trends will be achieved with the 2007-08 budget allowance:

	2005-06	2006-07*	2007-08
Number of Council formal and special meeting agenda items	3,152	3,500	3,500
Minute pages prepared	3,115	3,100	3,100
Open meeting law notices posted **	3,089	5,000	6,000
Water bills and other items presorted for mailing	8.2 M	8.2 M	8.2 M
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%
Total printing and copy impressions (including rapid copy)	34.7 M	35.0 M	35.0 M
Total number of jobs processed	5,334	5,400	5,400
City Council regular and special elections held	2	0	1
Time to complete ballot processing and tabulation to obtain final unofficial results	3 days	3 days	3 days
Percent of "how to" questions resolved by Office Systems Help Desk	97%	95%	95%
Customer satisfaction with department	97%	97%	97%

*Based on 10 months actual experience.

**The number of open meeting law postings include meeting notices and meeting result postings as required by state law as of September 2006.

