



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; preparing agendas and minutes for City Council formal meetings; providing for effective administration of city elections and annexations; administering liquor, bingo and regulatory license services; and providing printing, typesetting, microfilming, document imaging, office automation and mail delivery services to all city departments.

Budget Allowance Explanation

The City Clerk 2008-09 operating budget allowance of \$6,685,000 is \$804,000 or 10.7 percent less than 2007-08 estimated expenditures. The decrease primarily reflects the non-recurring costs of a regularly scheduled citywide election, two City Council district run-off elections, a special Parks and Preserve Initiative election in 2007-08 and budget reductions. These reductions eliminate micrographic and word processing operations, reorganize the Election Division by reclassifying a deputy city clerk position and assigning administrative duties to a management assistant II, and eliminate an information technology analyst position responsible for technical customer support. Funding also was reduced for part-time election staff, mail services and technology support, and resources such as office supplies, reference materials and new equipment.

Expenditure and Position Summary

	2006-07	2007-08	2008-09
Operating Expense	\$6,734,000	\$7,489,000	\$6,685,000
Total Positions	130.2	124.0	123.0
Source of Funds:			
General	\$6,571,000	\$7,324,000	\$6,520,000
City Improvement	163,000	165,000	165,000

City Clerk Major Performance Measures and Service Levels

The following significant performance measures and service level trends will be achieved with the 2008-09 budget allowance:

	2006-07	2007-08*	2008-09
Number of Council formal and special meeting agenda items	3,500	3,500	3,500
Minute pages prepared	3,100	3,100	3,100
Open meeting law notices posted **	5,000	6,000	5,000
Water bills and other items presorted for mailing	7.8 M	8.6 M	8.5 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)	40.1 M	43.1 M	40.0 M
Total number of jobs processed	5,742	5,500	5,400
City Council regular and special elections held	0	3	0
Time to complete ballot processing and tabulation to obtain final unofficial results	N/A	3 days	N/A
Percent of "how to" questions resolved by Office Systems Help Desk	98%	95%	95%
Customer satisfaction with department	97%	95%	95%

*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.

