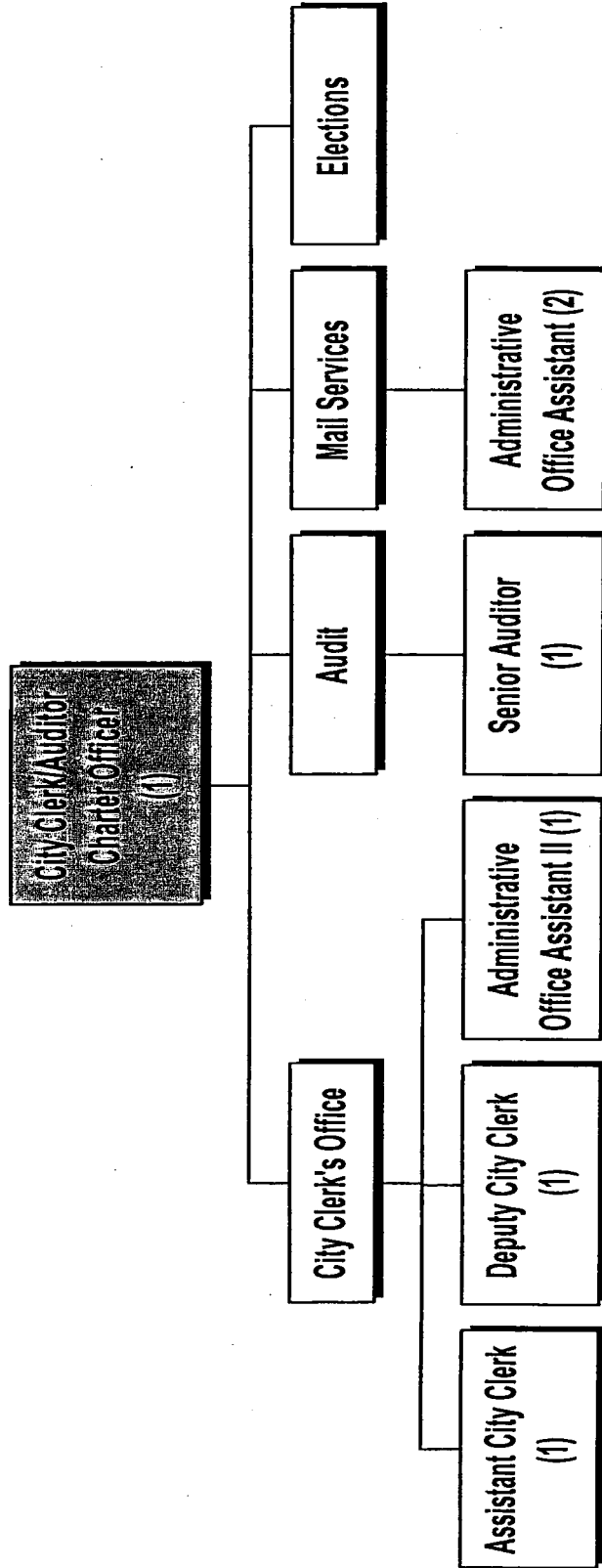


City Clerk/Auditor



7 Full-Time Employees

Supervising Managers: 1 (Department Director)

Performance Measures Overview

Charter Offices

City Clerk

Mission:

To support the City Council with professionalism and neutrality. To provide assistance to our internal and external customers using accurate knowledge and diplomacy.

Core Services:

- Prepare and distribute the City Council agenda, set hearings, record and maintain records of all proceedings of the Council
- Maintain all ordinances and resolutions and to certify the publication and/or posting in accordance with the law.
- Receive, review and log all claims; maintain a record of all contracts, leases, agreements, bids, and official bonds.
- Index all public records, administers oaths, take affidavits.
- Update and maintains the Municipal Code.
- Ensure compliance with the Fair Political Practices Commission laws and regulations concerning campaign funds and statements of economic interest.
- Verify cash receipts and distribution to proper funds. Audit and approve all invoices for payment, City staff payroll and demands against the City. Sign all checks. Receive and process stop notices and liens on City contracts, process garnishments of City staff wages.
- Supervises the Internal Audit function of the City, which conducts financial, and performance audits as recommended by the Audit Committee and approved by the City Council.
- Supervises the City's internal service fund for mail services which sorts, delivers, stamps and processes outgoing mail.
- Provides Passport processing services for Citizens.

Strategic Plan Goals:

- One goal of the City Clerk is to consistently distribute all City Council agenda packet material by the Thursday preceding each regular Council meeting and process all resolutions and minutes immediately following each Council meeting and posted on the City's web page.
- Provide Municipal Code and Council and Redevelopment legislative history on the web page.
- Develop annual audit plan for approval by the Audit Committee and City Council.
- Distribute FPPC forms to elected and appointed officials and designated employees to comply with State law
- Meet ongoing Continuing Professional Education requirements for Government Audit Standards of the U.S. General Accounting Office.

Performance Measure

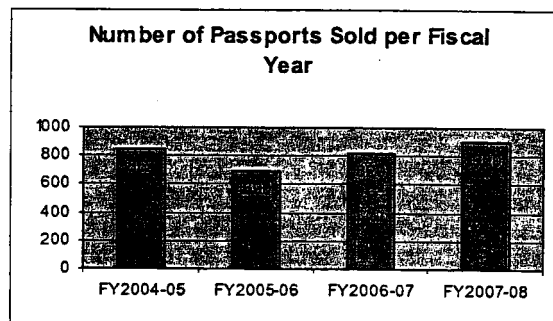
Results

FY 2007-08 Target

City Clerk

What: Increase number of passports processed.

Why: Increase revenue to City.



Target number of passports processed for FY2007-08 is 900.

City Clerk & Auditor Department

Position Allocation	FY04-05 Actual	FY05-06 Actual	FY06-07 Proposed	FY06-07 Adopted	FY07-08 Proposed	Increase/ (Decrease)
City Clerk / Auditor	1.0	1.0	1.0	1.0	1.0	
Assistant City Clerk / Auditor	1.0	1.0	1.0	1.0	1.0	
Deputy City Clerk	1.0	1.0	1.0	1.0	1.0	
Admin Office Assistant II	1.0	1.0	1.0	1.0	1.0	
City Clerk (0100-0501)	4.0	4.0	4.0	4.0	4.0	
Senior Auditor		1.0	1.0	1.0	1.0	
Accountant II	1.0					
Auditor (0100-0503)	1.0	1.0	1.0	1.0	1.0	
Admin Office Assistant I	2.0	2.0	2.0	2.0	2.0	
Central Services - Mail (7120-0554)	2.0	2.0	2.0	2.0	2.0	
General Fund	5.0	5.0	5.0	5.0	5.0	
Other Funds	2.0	2.0	2.0	2.0	2.0	
City Clerk & Auditor Total	7.0	7.0	7.0	7.0	7.0	

City Clerk & Auditor Department

City of Modesto

Fund Summary

Expenditures by Fund (\$)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
General Fund (0100)	466,697	476,691	703,606	715,184	11,578	1.6%
Elections/Outside Litigation (0350)	3,351	349,806	2,700	552,700	550,000	370.4%
Central Services - Mail (7120)	218,017	251,429	287,173	285,498	(1,675)	(0.6%)
Total Expenditures	688,065	1,077,926	993,479	1,553,382	559,903	56.4%

Revenues General Fund (\$)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
General Fund (0100)	25,712	21,133	22,500	26,000	3,500	15.6%
Elections/Outside Litigation (0350)	856	123,939	0	120,000	120,000	0.0%
Central Services - Mail (7120)	256,935	255,343	282,927	285,176	2,249	0.8%
Total Revenues	283,502	400,414	305,427	431,176	125,749	41.2%

City Clerk (0501)

City of Modesto

General Fund (0100)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Employee Services	284,885	328,024	341,922	355,405	13,483	3.9%
Internal Service Charges	24,136	22,418	25,598	27,612	2,014	7.9%
Professional & Contractual Svc	45,404	34,076	70,930	63,895	(7,035)	(9.9%)
Materials & Supplies	3,199	3,032	5,513	5,513	0	0.0%
Other	597	516	752	752	0	0.0%
Total Expenditures	358,222	388,066	444,715	453,177	8,462	1.9%
Revenues (\$)						
Copying Fee	141	430	500	500	0	0.0%
Miscellaneous Special Service	25,571	20,703	22,000	25,500	3,500	15.9%
Total Revenues	25,712	21,133	22,500	26,000	3,500	15.6%
Net (Expenditures)/Revenues	(332,510)	(366,932)	(422,215)	(427,177)	(4,962)	1.2%

Auditor (0503)

City of Modes

General Fund (0100)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Employee Services	77,145	84,874	92,337	94,499	2,162	2.3%
Internal Service Charges	1,019	909	1,033	1,858	825	79.9%
Professional & Contractual Svc	29,953	2,400	164,011	165,650	1,639	1.0%
Materials & Supplies	44	127	610	0	(610)	(100.0%)
Other	315	315	900	0	(900)	(100.0%)
Total Expenditures	108,475	88,625	258,891	262,007	3,116	1.2%
Net (Expenditures)/Revenues	(108,475)	(88,625)	(258,891)	(262,007)	(3,116)	1.2%

Central Services Mail (0554)

City of Modesto

Central Services - Mail (7120)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Employee Services	84,195	92,207	100,611	98,242	(2,369)	(2.4%)
Internal Service Charges	6,993	6,450	9,980	11,200	1,220	12.2%
Professional & Contractual Svc	126,381	152,090	176,082	175,056	(1,026)	(0.6%)
Materials & Supplies	448	682	500	1,000	500	100.0%
Capital Non-CIP	0	0	0	0	0	
Total Expenditures	218,017	251,429	287,173	285,498	(1,675)	(0.6%)
Revenues (\$)						
Mail Charges	257,884	254,813	282,927	285,176	2,249	0.8%
Change in Fair Value of Investment	0	8	0	0	0	
Interest on Bank Accounts	(949)	522	0	0	0	
Total Revenues	256,935	255,343	282,927	285,176	2,249	0.8%
Net (Expenditures)/Revenues	38,918	3,913	(4,246)	(322)	3,924	(92.4%)

Elections (0504)

City of Modesto

Elections/Outside Litigation (0350)	2004-2005 Actual Exp_Rev	2005-2006 Actual Exp_Rev	2006-2007 Adopted Budget	CC 2007-08 Adopted Budget	\$ Change From Budget	% Change
Expenditures (\$)						
Professional & Contractual Svc	1,106	349,513	1,200	551,200	550,000	45833.3%
Materials & Supplies	2,244	292	1,500	1,500	0	0.0%
Total Expenditures	3,351	349,805	2,700	552,700	550,000	20370.4%
Revenues (\$)						
Modesto City Schools Election Reimbu	0	0	0	120,000	120,000	
Miscellaneous Revenue	856	123,939	0	0	0	
Total Revenues	856	123,939	0	120,000	120,000	
Net (Expenditures)/Revenues	(2,494)	(225,867)	(2,700)	(432,700)	(430,000)	15925.9%