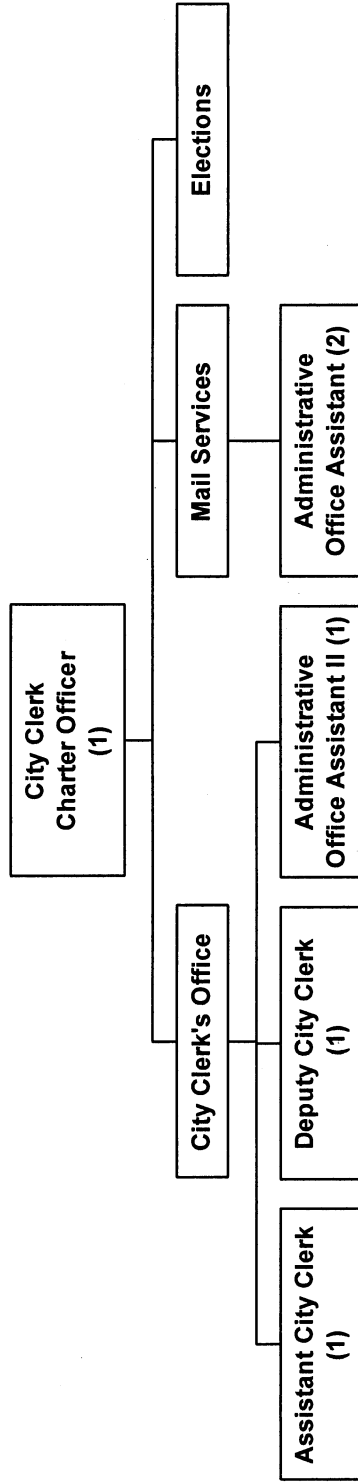


# City Clerk



6 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:

- Consistently distribute all City Council agenda packet material by the Thursday preceding each regular Council meeting and post to the City's website. Process all resolutions and minutes immediately following each Council meeting.
- 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

#### Performance Measure

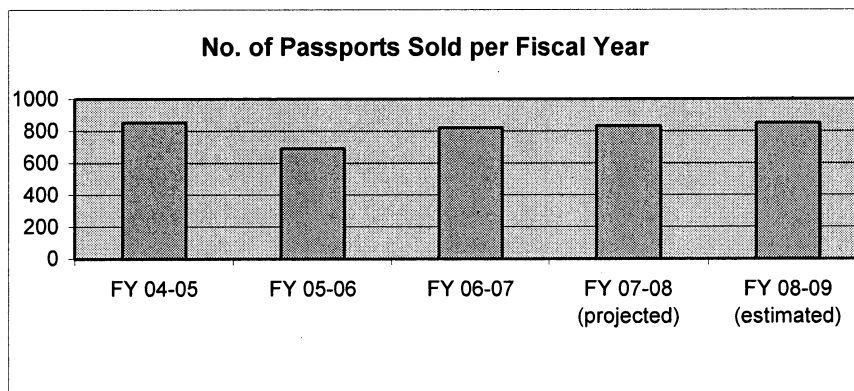
#### Results

#### FY 2008-09 Target

#### City Clerk

**What:** Increase number of passports processed.

**Why:** Revenue to City (fees charged by City Clerk decreased per Dept. of State).



Target number of passports processed for FY2008-09 is 850.

City Clerk

City of Modesto

<b>Position Allocation</b>	<b>FY07-08 Current Modified</b>	<b>FY08-09 Proposed</b>	<b>FY08-09 Changes</b>	<b>FY08-09 GF Unfunded</b>	<b>Increase/ (Decrease)</b>
City Clerk / Auditor	1.0	1.0			
Assistant City Clerk / Auditor	1.0	1.0			
Deputy City Clerk	1.0	1.0			
Admin Office Assistant II	1.0	1.0			
<b>City Clerk (0100-0501)</b>	<b>4.0</b>	<b>4.0</b>			
Auditor	1.0		(1.0)		(1.0)
<b>Auditor (0100-0503)</b>	<b>1.0</b>		<b>(1.0)</b>		<b>(1.0)</b>
Admin Office Assistant I	2.0	2.0			
<b>Central Services - Mail (7120-0554)</b>	<b>2.0</b>	<b>2.0</b>			
General Fund	5.0	4.0	(1.0)		(1.0)
Other Funds	2.0	2.0			
<b>City Clerk Total</b>	<b>7.0</b>	<b>6.0</b>	<b>(1.0)</b>		<b>(1.0)</b>

**Program Worksheets  
FY 2008-09  
By Department**

FY	Fund	Agy	Dept	Org	GF	Other Fund	Total	Program service desc
2009	0100	050	CITY CLERK	0501	\$148,842	\$0	\$148,842	Records Management-Contract & Agreement Processing, Records Retrieval & Storage
2009	0100	050	CITY CLERK	0501	\$185,047	\$0	\$185,047	Council Support- Agenda Compilation & Distribution, Council Meeting Followup, Meeting Attendance, Brown Act Requirements
2009	0100	050	CITY CLERK	0501	\$36,205	\$0	\$36,205	Political Reform Act Requirements-Statement of Economic Interests, Campaign Statements
2009	0100	050	CITY CLERK	0501	\$16,091	\$0	\$16,091	Passports
2009	0100	050	CITY CLERK	0501	\$16,091	\$0	\$16,091	Municipal Code
	<b>0100 Total</b>				<b>\$402,275</b>	<b>\$0</b>	<b>\$402,275</b>	
2009	0350	050	CITY CLERK	0504	\$2,700	\$0	\$2,700	Elections, Municipal and Run-Off--Coordinate Municipal & School District, Conduct Run-Off
	<b>0350 Total</b>				<b>\$2,700</b>	<b>\$0</b>	<b>\$2,700</b>	
2009	7120	050	CITY CLERK	0554	\$0	\$287,318	\$287,318	Mail Services
	<b>7120 Total</b>				<b>\$0</b>	<b>\$287,318</b>	<b>\$287,318</b>	
			<b>CITY CLERK Total</b>		<b>\$404,975</b>	<b>\$287,318</b>	<b>\$692,293</b>	

# City Clerk & Auditor Department

City of Modesto

## Fund Summary

	2005-06 Actual Exp_Rev	2006-07 Actual Exp_Rev	2007-08 Modified Budget	2008-09 Adopted Budget	\$ Change From Budget	% Change From Budget
<b>Expenditures by Fund (\$)</b>						
General Fund (0100)	388,066	408,355	465,771	402,275	(63,496)	(13.6%)
Elections/Outside Litigation (0350)	349,806	521	552,700	2,700	(550,000)	(99.5%)
Central Services - Mail (7120)	251,429	269,611	285,498	287,318	1,820	0.6%
<b>Total Expenditures</b>	<b>989,300</b>	<b>678,486</b>	<b>1,303,969</b>	<b>692,293</b>	<b>(611,676)</b>	<b>(46.9%)</b>
<b>Revenues General Fund (\$)</b>						
General Fund (0100)	21,133	23,981	26,000	22,782	(3,218)	(12.4%)
Elections/Outside Litigation (0350)	123,939	29	120,000	0	(120,000)	100.0%
Central Services - Mail (7120)	255,343	293,722	285,176	285,176	0	0.0%
<b>Total Revenues</b>	<b>400,414</b>	<b>317,731</b>	<b>431,176</b>	<b>307,958</b>	<b>(123,218)</b>	<b>(28.6%)</b>

# City Clerk (0501)

City of Modesto

<b>General Fund (0100)</b>	2005-06 Actual Exp_Rev	2006-07 Actual Exp_Rev	2007-08 Modified Budget	2008-09 Adopted Budget	\$ Change From Budget	% Change
<b>Expenditures (\$)</b>						
Employee Services	328,024	308,885	367,999	327,286	(40,713)	(11.1%)
Internal Service Charges	22,418	25,598	27,612	28,006	394	1.4%
Professional & Contractual Svc	34,076	69,860	63,895	43,254	(20,641)	(32.3%)
Materials & Supplies	3,032	3,496	5,513	3,000	(2,513)	(45.6%)
Other	516	516	752	729	(23)	(3.1%)
<b>Total Expenditures</b>	<b>388,066</b>	<b>408,355</b>	<b>465,771</b>	<b>402,275</b>	<b>(63,496)</b>	<b>(13.6%)</b>
<b>Revenues (\$)</b>						
COPYING FEES	430	100	500	500	0	0.0%
MISC SPECIAL SERVICE	20,703	23,040	25,500	21,250	(4,250)	(16.7%)
ITEMS FOR RESALE	0	841	0	0	0	
MISCELLANEOUS REVENUE	0	0	0	1,032	1,032	
<b>Total Revenues</b>	<b>21,133</b>	<b>23,981</b>	<b>26,000</b>	<b>22,782</b>	<b>(3,218)</b>	<b>(12.4%)</b>
<b>Net (Expenditures)/Revenues</b>	<b>(366,932)</b>	<b>(384,374)</b>	<b>(439,771)</b>	<b>(379,493)</b>	<b>60,278</b>	<b>(13.7%)</b>

## Elections (0504)

City of Modesto

	2005-06 Actual Exp_Rev	2006-07 Actual Exp_Rev	2007-08 Modified Budget	2008-09 Adopted Budget	\$ Change From Budget	% Change
<b>Elections/Outside Litigation (0350)</b>						
<b>Expenditures (\$)</b>						
Professional & Contractual Svc	349,513	401	551,200	1,200	(550,000)	(99.8%)
Materials & Supplies	292	120	1,500	1,500	0	0.0%
<b>Total Expenditures</b>	<b>349,805</b>	<b>521</b>	<b>552,700</b>	<b>2,700</b>	<b>(550,000)</b>	<b>(99.5%)</b>
<b>Revenues (\$)</b>						
MCS ELECTIONS REIMBURSEMENT	0	0	120,000	0	(120,000)	(100.0%)
MISCELLANEOUS REVENUE	123,939	29	0	0	0	
<b>Total Revenues</b>	<b>123,939</b>	<b>29</b>	<b>120,000</b>	<b>0</b>	<b>(120,000)</b>	<b>(100.0%)</b>
<b>Net (Expenditures)/Revenues</b>	<b>(225,867)</b>	<b>(492)</b>	<b>(432,700)</b>	<b>(2,700)</b>	<b>430,000</b>	<b>(99.4%)</b>

# Central Services Mail (0554)

City of Modesto

<b>Central Services - Mail (7120)</b>	2005-06 Actual Exp_Rev	2006-07 Actual Exp_Rev	2007-08 Modified Budget	2008-09 Adopted Budget	\$ Change From Budget	% Change
<b>Expenditures (\$)</b>						
Employee Services	92,207	97,359	98,242	97,699	(543)	(0.6%)
Internal Service Charges	6,450	9,980	11,200	12,594	1,394	12.4%
Professional & Contractual Svc	152,090	160,805	175,056	176,025	969	0.6%
Materials & Supplies	682	1,467	1,000	1,000	0	0.0%
Capital Non-CIP	0	0	0	0	0	
<b>Total Expenditures</b>	<b>251,429</b>	<b>269,611</b>	<b>285,498</b>	<b>287,318</b>	<b>1,820</b>	<b>0.6%</b>
<b>Revenues (\$)</b>						
MAIL CHARGES	254,813	292,817	285,176	285,176	0	0.0%
CHANGE IN FAIR VALUE OF INVEST	8	235	0	0	0	
INTEREST ON BANK ACCOUNTS	522	670	0	0	0	
<b>Total Revenues</b>	<b>255,343</b>	<b>293,722</b>	<b>285,176</b>	<b>285,176</b>	<b>0</b>	<b>0.0%</b>
<b>Net (Expenditures)/Revenues</b>	<b>3,913</b>	<b>24,111</b>	<b>(322)</b>	<b>(2,142)</b>	<b>(1,820)</b>	<b>565.2%</b>