

City Clerk - Departmental Performance Report

City Clerk						
The mission of the City Clerk is to provide a historical record of the governing body; prepares/delivers weekly Agenda; serves the City Council in the most efficient manner to meet the needs of citizens and attests to/records all official agreements, deeds, contracts, et cetera. The City Clerk also ensures that all public notices comply with applicable State Code regulations and City Council policies. This office maintains the highest standards of customer service for the taxpayers needs and to ensure the City's policies.						
Objective/Performance Measure	Unit	Annual Target	Actual 2008	Actual 2009	Est. 2010	Proj. FY 2011
Internal Process						
Provide Permanent Records for City Council						
Customer Satisfaction with City Clerk Services	%	97.0	99.0	96.0	97.0	98.0
Research Hours Provided (Laserfiche)	#	1,750.0	1,800.0	1,700.0	1,750.0	1,800.0

Major Changes

In total, the City Clerk’s budget decreased \$97,065 or 16.4%. The reduction includes 1.0 position.

Change	Impact
Deputy City Clerk position eliminated	<ul style="list-style-type: none"> • Additional duties will be required of staff to continue equivalent services, and more time will be required to meet internal requests for information. • Departmental functions most impacted are the weekly City Council agenda preparations, City Council notifications, summaries to staff, records management, and City Council and staff technology assistance.
Print Shop and media advertising reduced	<ul style="list-style-type: none"> • Additional print materials will have to be weighed against other office budgetary priorities. • Media advertising does not include an inflationary factor; additional advertising will have to be weighed against other office budgetary priorities.

Additional information about program reductions is available in the Requested But Not Funded listing in the Resource Management Plan document.

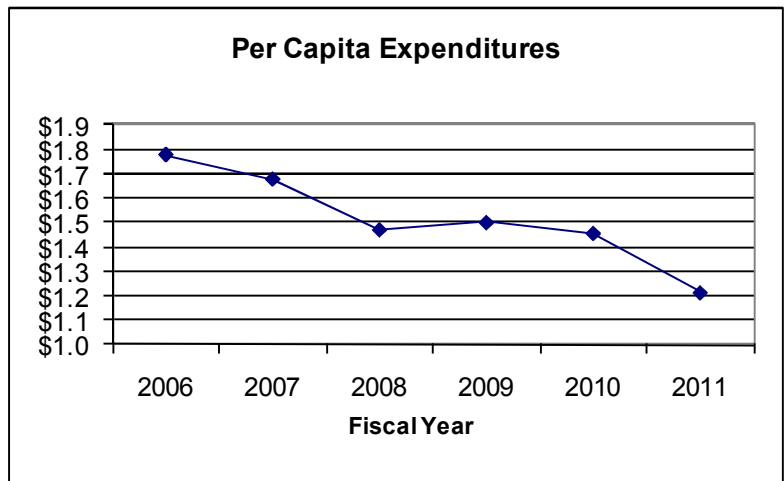
Departmental Overview

The City Clerk’s Office responsibilities include:

- The Office of the City Clerk preserves and provides accurate governing body legislative historical records. Responsibilities include preparing and delivering weekly agendas, attesting to and recording all official agreements, deeds and contracts, and ensuring all public notices comply with the applicable State Code and City Council policies.
- The City Clerk serves as City Clerk, Clerk of Council, and custodian of the City Seal. The City Clerk possesses authority to sign all City borrowed bond issuances and monitors City Council appointed boards, commissions, authorities and committees.

Trends and Issues

- In FY 2010-11, the decrease in the per capita graph is mainly related to the elimination of one Deputy City Clerk position. The City Clerk budget, while declining in FY 2010-11, will maintain current services to the extent possible. In addition, the City Clerk’s media advertising and print shop budgets were reduced.
- In FY 2010-11, the Legislative department was split. The City Clerk’s Office and the Municipal Council are shown as separate departments.



City Clerk - Departmental Resource Summary

	FY 2009 Actual	FY 2010 Adjusted	FY 2011 Adopted	Variance from FY 2010
<u>Program Summary</u>				
<u>002 General Fund</u>				
<u>Expenditures</u>				
City Clerk	634,629	626,129	542,324	(83,805)
Total Expenditures	<u>634,629</u>	<u>626,129</u>	<u>542,324</u>	<u>(83,805)</u>
<u>Revenues</u>				
City Clerk	0	541	541	0
Total Revenues	<u>0</u>	<u>541</u>	<u>541</u>	<u>0</u>
General City Support	634,629	625,588	541,783	(83,805)
	<u>634,629</u>	<u>625,588</u>	<u>541,783</u>	<u>(83,805)</u>
 Total Department Expenditure	 634,629	 626,129	 542,324	 (83,805)
Total Department Revenue	0	541	541	0
Total General City Support	<u>634,629</u>	<u>625,588</u>	<u>541,783</u>	<u>(83,805)</u>

Position Summary by Program

<u>002 General Fund</u>					
City Clerk		7.00	7.00	6.00	-1.00
	Total	<u>7.00</u>	<u>7.00</u>	<u>6.00</u>	<u>-1.00</u>
Total Position Summary		<u>7.00</u>	<u>7.00</u>	<u>6.00</u>	<u>-1.00</u>