

City Clerk

- ▶ Mission Statement
- ▶ Budget Summary
- ▶ Program Information
- ▶ Accomplishments
- ▶ Work Plan
- ▶ Key Issues
- ▶ Position Information
- ▶ Major Contracts
- ▶ New and Replacement Vehicles

Mission Statement

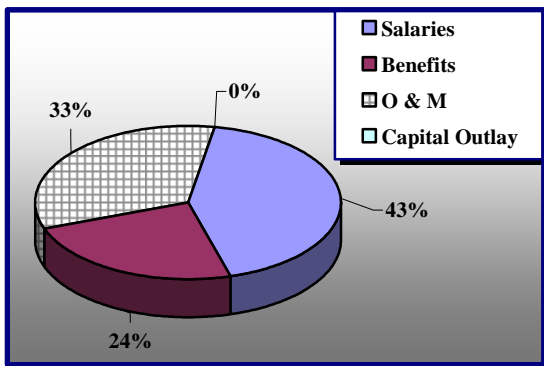
The City Clerk’s Department is committed to preserving all of the City’s official records, conducting impartial elections, ensuring that City Council meetings take place in an open and public forum, and providing accurate information in a timely manner to the public and city staff and officials. The City Clerk’s Department strives to conduct all professional interactions with honesty, integrity, and fairness.

Budget Summary

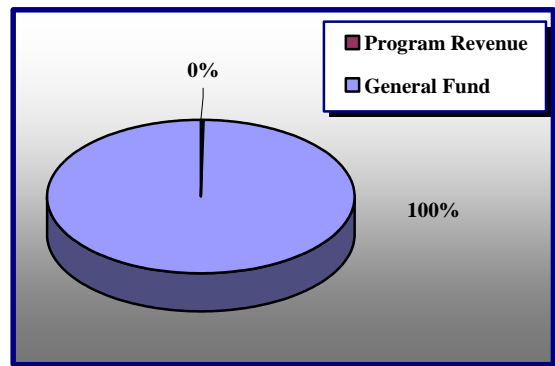
Expenditure	Actual FY 2005-06	Budget FY 2006-07	Revised FY 2006-07	Proposed FY 2007-08	Change From 06-07 Budget
Salaries	\$251,322	\$263,333	\$236,702	\$280,171	6.39%
Benefits	\$136,990	\$147,468	\$136,244	\$155,856	5.69%
Operation & Maintenance	\$57,892	\$92,926	\$83,954	\$217,079	133.60%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total	\$446,204	\$503,727	\$456,900	\$653,106	29.65%
Full-Time Positions	4.00	4.00	4.00	4.00	0.00%
Part-Time Positions	0.00	0.00	0.00	0.00	0.00%
Funding Source					
Program Revenue	\$1,401	\$1,250	\$932	\$1,200	-4.00%
General Fund	\$405,883	\$502,477	\$455,968	\$651,906	29.74%
Total	\$407,284	\$503,727	\$456,900	\$653,106	29.65%

*The proposed increase from the 06-07 budget is a proposed purchase of a software package.

Department Expenditure by Category



Department Funding Sources



Program Information

City Clerk

\$653,106

The City Clerk's Department oversees the preparation, production and distribution of the City Council meeting agenda and agenda packet. The City Clerk attends all City Council sessions and is responsible for the creation of the official record of those sessions. The City Clerk certifies (by her signature), maintains custody, and controls the storage of all city legislation including ordinances, resolutions, minutes, contracts, and other legal documents pertaining to the operation of city. The City Clerk is responsible for the publication, update and distribution of the Folsom Municipal Code.

The City Clerk's Department conducts impartial city elections, oversees the ballot measure process, and assists City Council candidates in meeting their legal election obligations before and after elections. The City Clerk manages compliance with State laws and with the Political Reform Act by serving as the local filing officer for all Fair Political Practices Commission, Election and Conflict of Interest filings.

FY 2006 – 07 Accomplishments

- 2006 General Municipal Election
- 2006 Conflict of Interest Code Update
- Software upgrades to enhance available online services
- Webcasting of City Council meetings

FY 2007 – 08 Work Plan

Create a strong corporate culture emphasizing customer service, professionalism, cost efficiency and accountability. (Strategic Plan Goal II)

Objective : Update City’s Records Retention Guidelines. <i>(Strategic Plan Goal II, Public Inf. & Public Participation Objective 3)</i>	Strategies: <ul style="list-style-type: none"> • Meet with departments in order to assess whether there is any change in the records retention needs by September 2007. • Present and recommend adoption of revised Conflict of Interest ordinance to the City Council by December 2007. 			
	Performance Measure	Actual 2006	Projected 2007	Budget 2008
	Meet with departments to assess revision needs	Completed in October 2004	N/A	Complete by September 2007
	Present revised ordinance and recommendations to the City Council for approval	Completed in December 2004	N/A	Complete by December 2007

FY 2007 – 08 Customer Service Levels

Customer Service Performance Indicator 1:

Performance Indicator	Actual 2005-06	Projected 2006-07	Budget 2007-08
Process contracts within 24 hours of receipt	n/a	95%	100%

Customer Service Performance Indicator 2:

Performance Indicator	Actual 2005-06	Projected 2006-07	Budget 2007-08
Respond to public records requests within legal timelines	n/a	95%	100%

Customer Service Performance Indicator 3:

Performance Indicator	Actual 2005-06	Projected 2006-07	Budget 2007-08
Provide research / information to internal customers within 24 hours of request	n/a	95%	100%

Key Issues

- Update Records Retention Guidelines
- Records Conversion Program
- Records Room Expansion

Future Key Issues

- Recodification of the Folsom Municipal Code
- 2008 General Municipal Election
- 2008 Conflict of Interest Code Update

Position Information

Position	FY 2005-06	FY 2006-07	FY 2007-08
City Clerk	1	1	1
Assistant City Clerk	1	1	1
Deputy City Clerk	1	1	1
Senior Office Assistant	1	1	1
Total	4.00	4.00	4.00

Major Contracts (over \$25,000)

None	
------	--

New or Replacement Vehicles

None	
------	--

