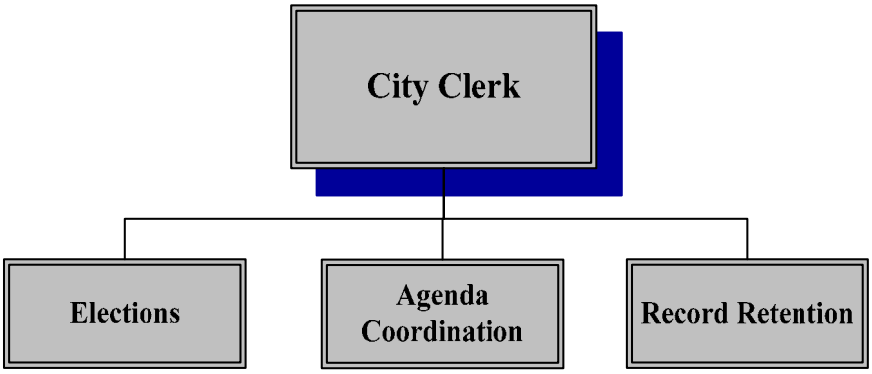


City Clerk

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

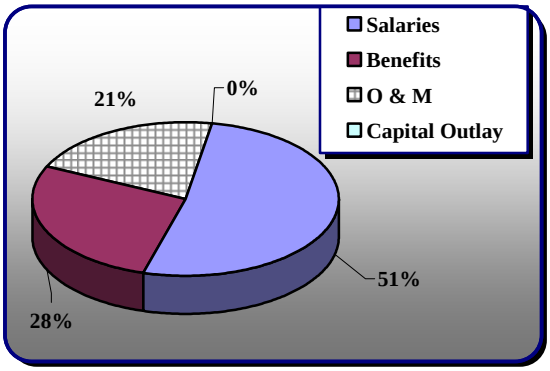
Mission Statement

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.

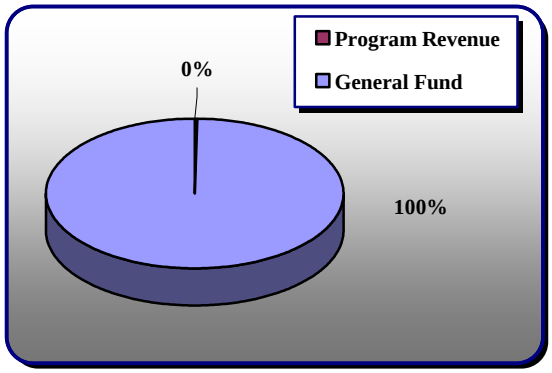
Budget Summary

Expenditure	**Actual FY 2006-07**	**Budget FY 2007-08**	**Projected FY 2007-08**	**Proposed FY 2008-09**	**Change From 07-08 Budget**
Salaries	$242,802	$280,171	$280,900	$275,056	-1.83%
Benefits	$132,156	$155,856	$155,050	$147,076	-5.63%
Operation & Maintenance	$91,652	$217,079	$186,205	$111,662	-48.56%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	$466,609	$653,106	$622,156	$533,794	-18.27%
Full-Time Positions	4.00	4.00	4.00	3.50	-12.50%
Part-Time Positions	0.00	0.00	0.00	0.00	0.00%
Funding Source					
Program Revenue	$993	$1,200	$1,926	$1,250	4.17%
General Fund	$465,615	$651,906	$620,230	$532,544	-18.31%
Total	$466,609	$653,106	$622,156	$533,794	-18.27%

Department Expenditure by Category



Department Funding Sources



Program Information

City Clerk **$533,794**

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 2007 – 08 Accomplishments

- Updated Records Retention Guidelines.
- Completed Phase One of Records Conversion Program - installation of software, creation of new retention-based records classification system.

FY 2008 – 09 Work Plan

Objective: Update the City's Conflict of Interest Code.

Strategies:

- Meet with departments in order to assess whether there is any change in the designation of employees required to file a Conflict of Interest Statement by August 2008.
- Present and recommend adoption of revised Conflict of Interest Ordinance to the City Council by December 2008.

Performance Measure	Actual 2007	Projected 2008	Budget 2009
Meet with departments to assess who needs to file a Conflict of Interest Statement.	Completed by August 2006	N/A	Complete by August 2008
Present revised ordinance and recommendations to the City Council for Approval.	Completed by December 2006	N/A	Complete by December 2008

Objective: Conduct 2008 General Municipal Election.

Strategies:

- Prepare candidates guide by July 2008.
- Prepare required legal and public notices by November 2008.
- Assist candidates and committees through January 2009.

Performance Measure	Actual 2007	Projected 2008	Budget 2009
Legal and public notices published.	Completed by November 2006	N/A	Complete by November 2008
Candidates guide published.	Completed by July 2006	N/A	Complete by July 2008
Candidates and committees assisted.	Completed by December 2006	N/A	Complete by January 2009

FY 2008 – 09 Customer Service Levels

Customer Service Performance Indicator 1:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Process contracts within 24 hours of receipt	95%	95%	100%

Customer Service Performance Indicator 2:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Respond to public records requests within legal timelines	95%	95%	100%

Customer Service Performance Indicator 3:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Provide research / information to internal customers within 24 hours of request	95%	100%	100%

Customer Service Performance Indicator 4:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Distribute hardcopies of agenda and agenda packet at least 72 hours before City Council meeting	100%	100%	100%

Customer Service Performance Indicator 5:

Performance Indicator	Actual 2006-07	Projected 2007-08	Budget 2008-09
Online agenda and agenda packet made available at least 72 hours before City Council meeting	100%	95%	100%

FY 2008-09 Statistics / Workload Measures

Statistics / Workload Measures	Actual 2006-07	Projected 2007-08	Budget 2008-09
Contracts processed	336	450	450
Claims processed	49	40	40
Staff reports processed	453	384	400
Agenda packets published	24	24	24

Key Issues

- 2008 General Municipal Election.
- 2008 Conflict of Interest Code Update.
- Phase Two of Records Conversion Program - audit and reclassification of approximately 14,000 files.
- Records Room Expansion.

Future Key Issues

- Recodification of the Folsom Municipal Code.

Position Information

Position	FY 2006-07	FY 2007-08	FY 2008-09
City Clerk	1.00	1.00	1.00
Assistant City Clerk	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
Senior Office Assistant	1.00	1.00	0.50
Total	**4.00**	**4.00**	**3.50**

Major Contracts (over $25,000)

None

New or Replacement Vehicles

None

THIS PAGE INTENTIONALLY LEFT BLANK