



CITY CLERK DEPARTMENT/MAIL SERVICES

Fund Overview

The City Clerk Department provides the following services to the community:

- ❖ City Council and Modesto City School Board Elections
- ❖ Public Records Act Requests
- ❖ Records Management and Preservation
- ❖ Access to Records on City of Modesto Website

Mail Services provides the following services to the staff and community:

- ❖ Sorting, metering and delivering mail throughout City Departments (monthly average of 14,000 pieces of metered mail)

The funding source for the City Clerk Department and Mail Services is the General Fund

Strategic Commitments

The City Clerk Department supports the Council's Strategic Commitments to:

- Provide an innovative and accountable city government that embraces a standard of excellence through adaptive leadership and responsive public service.

Key Performance Measures

- Elections for 2011 – Mayor, Council (Districts 1, 3, 5 and 6); Modesto City School Board (3 seats) – potentially 30 candidates total; and Measures (one)



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Key Performance Measures (cont.)

- Update Records Retention Schedule for all City of Modesto Departments (schedule has not been updated since 1995)
- Annual FPPC filings for elected officials and designated City employees

Achievements in 2010

- District 5 Council Vacancy filled
- Measures J and K - Charter Amendments regarding run-off elections ; Measure L – Parklawn
- Biennial Conflict of Interest Code Update for City Departments, Boards, Commissions, and Committees
- Supporting Council and Committee meetings
- Public Records Act responses processed in timely manner (TOTAL – 149 external requests)
- Scanning of Council/RDA Resolutions and Ordinances for public access on City website (TOTAL – 200,000 pages)
- Citizen’s Salary Setting Commission meetings and recommendations completed for 2010 per Charter requirement
- Council Agenda Packets on IPads for Council and Department Heads (Total Printing Savings January 2011-Present = \$4,525.06)

Proposed FY 2011/12 Savings

General Fund Savings of \$16,661 consisting of reduction in training, office supplies, printing costs, advertising costs, and professional services

Fiscal Health Discussion

Funding sources are not expected to change in FY 2011-12



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Challenges and Opportunities

- Ongoing changes in FPPC requirements, Elections Code, and Government Code
- Increased workload for 3 staff in City Clerk Department and 2 staff in Mail Services
- Flexibility of Mail Services staff with closure of downtown post office; increase rates and ongoing changes/requirements by U.S. Postal Service
- Auditing of Payroll, Accounts Payable, Expense Claims, and Employee Wage Garnishments – transition to new COSMO System