

# CHAPTER 5 – CITY CLERK

The mission of the City Clerk’s Office is to be a partner in the democratic process and to serve as public information source and communications channel to the City Council.

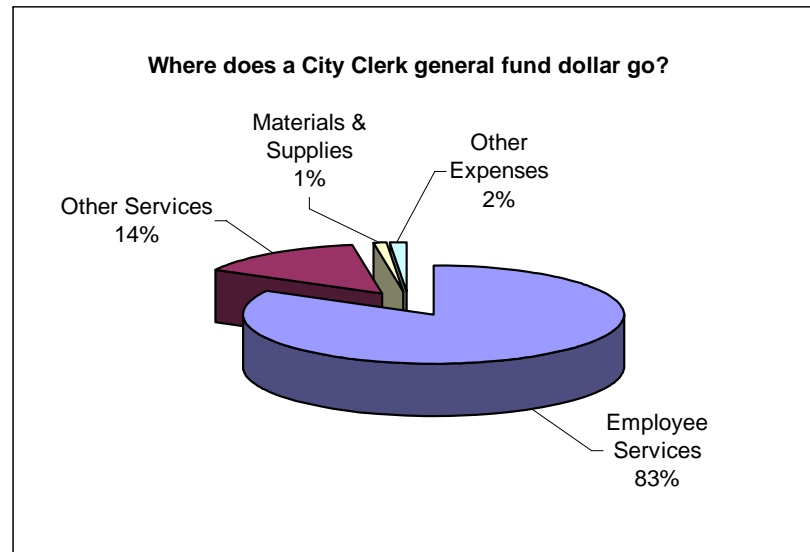
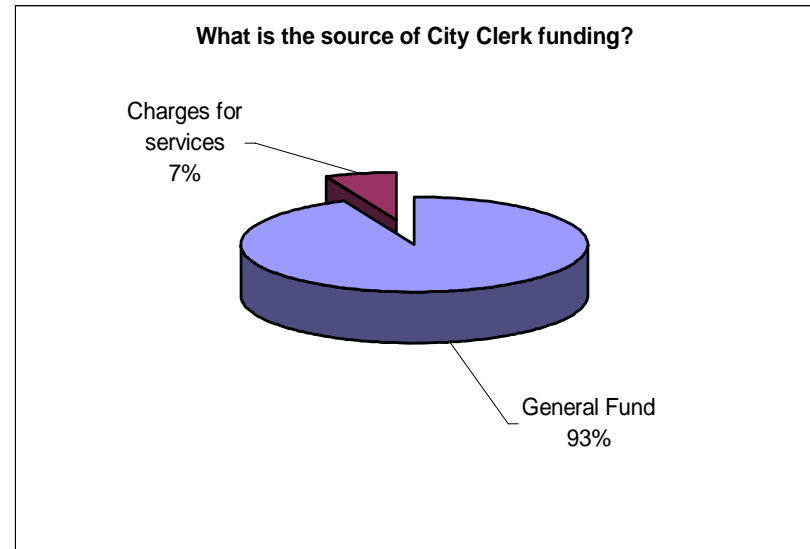
The City Clerk’s Office is comprised of three divisions:

- Operations division - provides support services (ensures agenda posting and public hearing notification requirements are met, prepares minutes and/or agendas) for the City Council, Redevelopment Agency, Public Financing Authority, Civil Service Commission, and Equal Employment Commission; maintains the Stockton Municipal Code, City Charter, and Civil Service rules/Regulations; processes official documents; receives/conducts bid openings; accepts passport applications; responds to citizen inquiries; and acts as custodian of the official City seal.
- Records division – receives, indexes, classifies and files records applicable to the actions of the above mentioned bodies; develops and implements retention policy; and maintains City archives.
- Election division - conducts all City Elections; adjusts Council District boundaries; prepares candidate information; monitors the filing and initiates amendments or updates to the City’s Conflict of Interest Code; and promotes voter registration and participation.

The City Clerk’s Office is funded through the General Fund as shown in the upper right. In FY 2007, the City Clerks Office generated \$63,774, or seven percent in General Fund charges for services.

As with most General Fund departments, a portion of personnel costs are allocated to other funds through the budget process. As a result, budget and actual expenditures reported by departments represent the unallocated operating cost per department. The City’s financial system is not set up to easily determine total operating costs by department.

The chart to the right depicts how the remaining unallocated funds were expended for FY 2007. City Clerk expenditures allocated to other departments are included in the respective departments.



Source: FY 2007 revenue and expenditure data

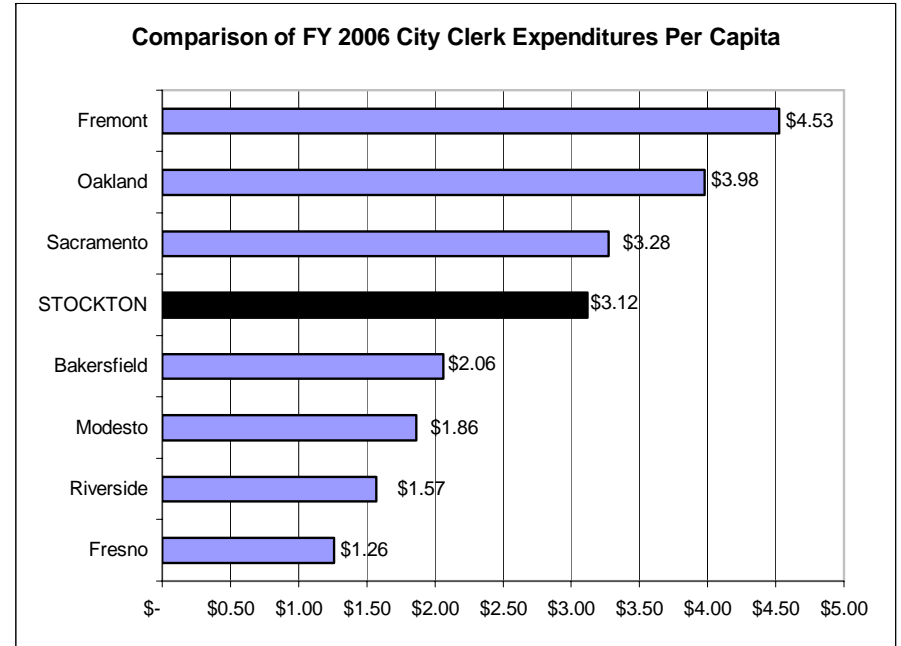
## SPENDING AND STAFFING

For FY 2007, City Clerk’s operating expenditures decreased 22 percent to \$961,033 while employee services increased 30 percent to \$797,583 and other expenses increased 71 percent to \$14,551 compared to five years ago.

Authorized staffing has been stable at eight to nine full time staff positions over the past five years. In FY 2007, the City Clerk was authorized eight full time staffing positions. At the end of the fiscal year, actual full time staffing was at nine positions.

Per capita comparisons between cities can be difficult as cities vary in population, number of departments, and offer a different mix of services than Stockton.

On a per capita basis, Stockton’s City Clerk’s expenditures were \$3.32 per resident for FY 2007, which decreased 30 percent compared to five years ago. As shown to the right, Stockton’s FY 2006 City Clerk per capita was greater than Bakersfield, Modesto, Riverside, and Fresno but less than the remaining cities listed. Per capita comparisons were based solely on cities expenditures and population. We made no attempt to examine the types of services performed or cost allocation methods used by the respective cities’ clerk offices.



Source: FY 2006 Cities’ Comprehensive Annual Financial Reports and Annual Budgets<sup>1</sup>

	Operating Expenditures					Per Capita	Staffing <sup>2</sup> Authorized full time staffing
	Employee Services	Other Services	Materials & Supplies	Other Expenses	TOTAL		
FY 2003	\$614,008	\$601,748	\$8,469	\$8,521	\$1,232,746	\$4.72	9
FY 2004	\$647,367	\$308,380	\$11,458	\$8,073	\$975,278	\$3.62	9
FY 2005	\$698,298	\$418,727	\$16,202	\$3,639	\$1,136,866	\$4.07	8
FY 2006	\$752,448	\$115,378	\$10,524	\$13,653	\$892,003	\$3.12	8
FY 2007	\$797,583	\$138,344	\$10,555	\$14,551	\$961,033	\$3.32	8
Change over last 5 years	30%	-77%	25%	71%	-22%	-30%	-11%

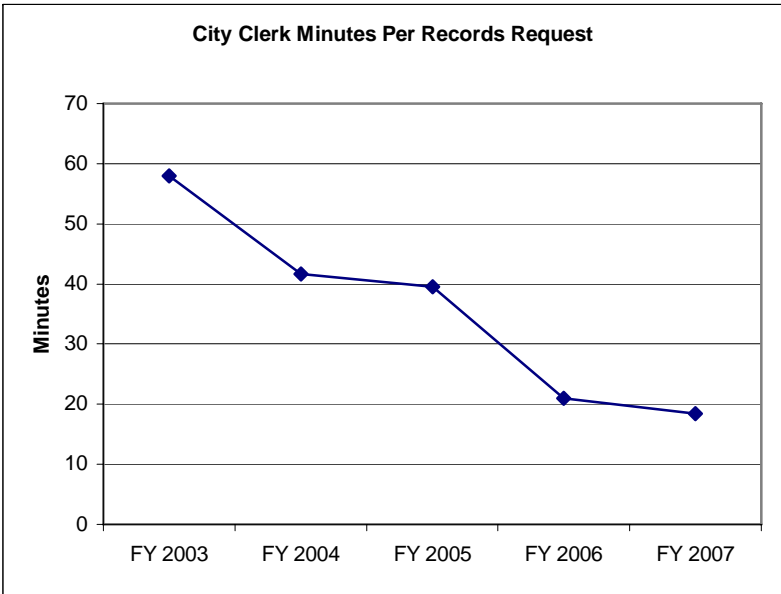
<sup>1</sup> Department expenditures were obtained from cities’ Comprehensive Annual Financial Reports. Where data was unavailable, expenditures were obtained from department’s annual budgets.

<sup>2</sup> Authorized full time staffing is based on approved annual fiscal year budgets.

# PERFORMANCE MEASURES

Over the past five years:

- Election related activity can be cyclical, typically higher in general election years.
- Measures and petitions are reviewed by the City Clerk to access compliance with statutory requirements prior to submission to the County Registrar for inclusion on the ballot. The amount of work required varies depending on the complexity of the issues and the party submitting the documentation.
- The 154 percent increase in Statements of Economic Interests processed can be attributed to compliance improvements.
- The number of meetings noticed have increased 883 percent, and require approximately 20 minutes for each posting. The City Clerk supports seven boards and commissions.
- The volume of records requests can vary significantly from year to year. The City Clerk has reduced the average amount of time required to research records requests by 68 percent, from 58 minutes in FY 2003 to 18 minutes in FY 2007, as illustrated to the right. This improvement can be attributed in part to the volume of records imaged and available electronically.
- The City Clerk’s Office began processing passports in FY 2005. Since inception, the number of passports processed and photos taken have increased approximately 188 percent.



Source: City Clerk’s Office

	No. of candidates processed for an election	No. of measures/ petitions reviewed for placement on election ballot	No. of Statements of Economic Interest processed & codified	No. of meetings noticed	No. of resolutions and ordinances processed	No. of bid/RFPs/ RFQs processed & filed	No. of contracts processed & filed	No. of records requests	Minutes per records request	No. of documents imaged	No. of passport applications processed
FY 2003	6	8	18	272	54	105	120	58	1,341		
FY 2004	17	7	219	147	969	173	531	872	42	8,933	
FY 2005	6	2	132	221	517	88	256	468	39	4,741	440
FY 2006	8	3	183	106	639	79	411	775	21	5,577	876
FY 2007	6	2	556	177	464	118	456	367	18	5,303	1,265

Change over last 5 years <sup>1</sup>	0%	-75%	154%	883%	71%	119%	334%	206%	-68%	295%	188%
---------------------------------------	----	------	------	------	-----	------	------	------	------	------	------

<sup>1</sup> Where five years of data was not available, the change was based on the first available data

*This page intentionally left blank.*