

# City Clerk's Office

## Strategic Budget Priorities Process (SBPP) Group

July 29, 2010



# What services does your department provide?

- Divisions:
  - Agenda Process
  - Records Management
  - Elections
  - Legislative Coordination



# List of Services

- Agenda Process
  - Agendas, Minutes, Action Reports, Follow-Up
    - City Council (Regular and Special)
    - Redevelopment Agency
    - Library
    - Housing Authority
    - Legislative Affairs
    - Other Boards and Commissions



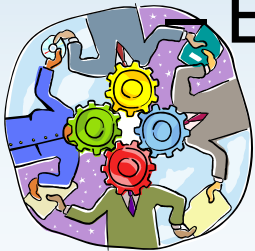
# List of Services

- Records Management
  - Document Scanning
  - Microfilming of images (archiving)
  - Indexing Images
  - Quality Control of Images
  - Document Destruction
  - Lifecycle Management
- Warehouse Management



# List of Services

- Elections
  - Candidate Filing
  - Campaign reports
  - Financial Disclosure Statements
  - Early Voting
  - Initiatives/Referendums/Recalls
  - Ballot Questions
  - Examine & Certify results



# List of Services

- Legislative Coordination
  - Propose Bill Draft Requests
  - Review all Bill Draft Requests
  - Update Council
  - Attend/Participate in Interim Committee Meetings
  - Attend Legislative Sessions



# Customers

- Internal and External Customers:
  - Residents of City
  - Staff Members
  - Other Agencies
  - Legislators



# Recent Budget Cuts & Impacts?

- Lost 44% of staff
- Records Management
- Increased reliance on secured storage



# Service Delivery Challenges

- Will continue to discuss options for alternative service delivery



# Discussion with Group

Questions?

