



CITY CLERK'S OFFICE

Stephanie Lopez, City Clerk



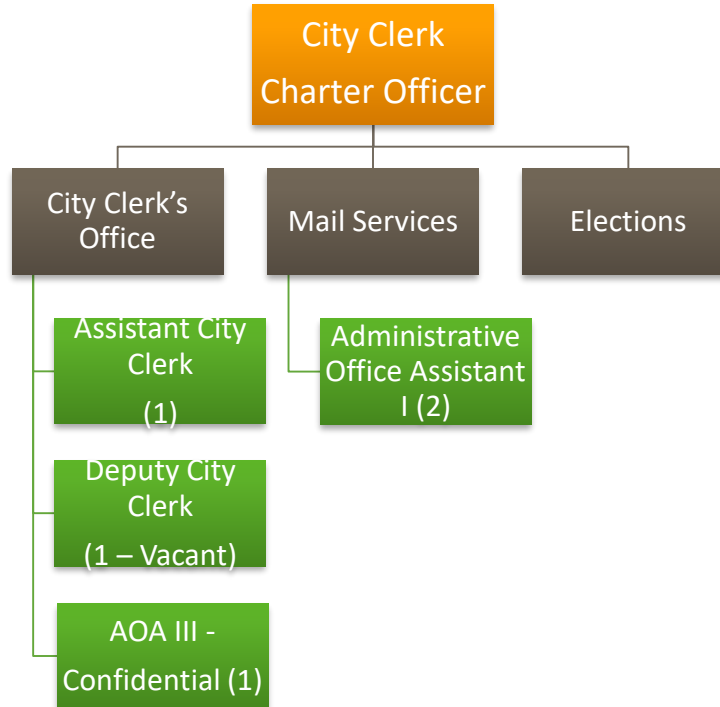
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DEPARTMENT OVERVIEW

CITY CLERK'S OFFICE



DEPARTMENT OVERVIEW

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City Clerk's Office

- Provides Records Maintenance and Management Services
- Preparation, posting and maintenance of agendas, minutes, ordinances, resolutions, and contracts of the City Council
- Maintaining Modesto Municipal Code
- Ensures compliance with Public Records Act
- Auditing employee expense claims and reimbursement



Elections Services

- Performing duties of Election Official
- Overseeing all elections for the City of Modesto and Modesto City Schools Board



Mail Services

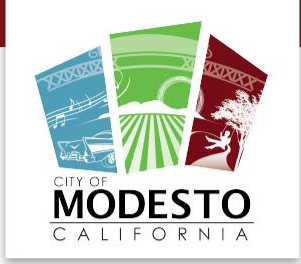
- Oversees mail for the City of Modesto
- Sorts, meters, and delivers mail throughout City departments and provides services to the following locations: Modesto Centre Plaza, Corp Yard, Neighborhood Center at Marshall Park, Treatment Plan, Muni, Cop Shop, Modesto Police Department, Museum, Airport, Creekside, Senior Center, and Utilities (Litt Road)



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OVERVIEW OF DEPARTMENT FUNDING AND REVENUE

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Revenue Outlook

	FY 19/20	FY 20/21	CHANGE	COMMENTS
Elections	\$0	\$300,000	\$300,000	<i>No Election in 2019 – 20/21 will be reimbursement from Modesto City Schools for 2020 Election</i>
Mail Services ISF	\$265,675	\$244,017	-\$21,658	<i>Slight reduction based on prior year usage – no postage increase anticipated</i>
TOTAL	\$265,675	\$544,017	\$278,342	



Department Expenditure Budget by Fund

Division	Fund Name	Current FY 19/20	Proposed FY 20/21	Change
City Clerk's Office	General Fund	\$503,020	\$516,043	\$13,023 / 2.6%
Election Services	General Fund	\$5,000	\$800,000	\$795,000
Mail Services	Mail Services ISF	\$367,057	\$330,760	-\$36,297 / -10%
Totals	All Funds	\$875,077	\$1,646,803	\$771,726

Increase in Elections cost in FY 20/21 is due to no elections in prior fiscal year and the anticipation of mayoral election/presidential election and possible run-off. The amount also includes a proposed reduction of \$300,000 to the total costs.



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OVERVIEW OF DEPARTMENT REDUCTIONS

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Review of Reductions

- Reduction of \$300,000 in Election budget
 - Election costs for November 3, 2020 will depend on the number of candidates running for Mayor and Council, Modesto City School Board, as well as any Measures placed on the ballot. The estimates received from the County Elections Office vary from \$.90 - \$1.75 per registered voter in the Districts for the City of Modesto and Trustee Areas for Modesto City Schools. The Mayoral election includes all registered voters in the City of Modesto. The election cost estimates also include the possible run-off for the Mayoral election on February 2, 2021 which is estimated to be \$1.62 - \$4.40 per registered voter. There may also be additional costs related to postage for return ballots and possibly an all vote by mail election that will be charged to the City.
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FY 20-21 DEPARTMENT OUTLOOK

CITY CLERK'S OFFICE



Impacts to Department Services in FY 20-21

- The \$300,000 reduction in proposed Election costs for November 3, 2020 will not impact the department service level for the election, but if not enough funds are available at the time of payment, we will need to return to Council to cover any outstanding billings.
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