

City Clerk

Description:

The City Clerk's Department manages a myriad of duties relating to the official business of the City Council and its commissions and committees. The City Clerk is appointed by the City Council and serves as the communication point between the Council and the citizens, providing information concerning the business and policy decisions made by the City Council.

Department Mission Statement:

The City Clerk's office strives to be a courteous, service-oriented team of professionals joining hands in partnership with the community and City Council. The department is committed to innovative processes, information management and continued preservation of the City's history.

Fund Support:

The City Clerk's department is supported by the General Fund.

Goals:

- Ensure all transactions are handled in accordance with all statutes governing records.
- Ensure the proper posting, filing, processing and administration of documents.
- Conduct municipal elections.
- Complete review of the City's Conflict of Interest Code and the annual filing of Conflict of Interest Statements within statutory deadline.
- Ensure that all documents are kept in accordance with current record retention schedules.

FY 2005/06 Objectives:

- Ensure that the City Council minutes are available within ten working days of the meeting.
- Provide access to public records by completing the indexing and scanning of meeting information within five working days of the meeting and the transmittal of documents within five working days
- Satisfy the 72-hour posting of agenda requirement and give notice to the public and City departments of proposed Council actions by organizing all agenda items submitted and presenting them in agenda format for distribution and posting via the Internet and Intranet by 2:00 PM on the Friday preceding the Tuesday meeting.
- Assist City departments in meeting their responsibility of contract administration by posting notices of non-compliance of insurance requirements in Laserfiche within five working days of receipt of contract, transmitting notices of contract termination two months prior to the contract's termination date and/or notifying departments of two-year anniversary review within two months prior to the contract's review date.
- Improve access to the Municipal Code and other documents by acting as the database administrator for the Folio Views software program.
- Implement the City's Records Plan as set forth in the Anaheim Municipal Code, Section 1.10, by promulgating guidelines and Administrative Regulations related to records issues and chair the Records Policy Committee.
- Increase the number of records training classes available to City employees by 50%.

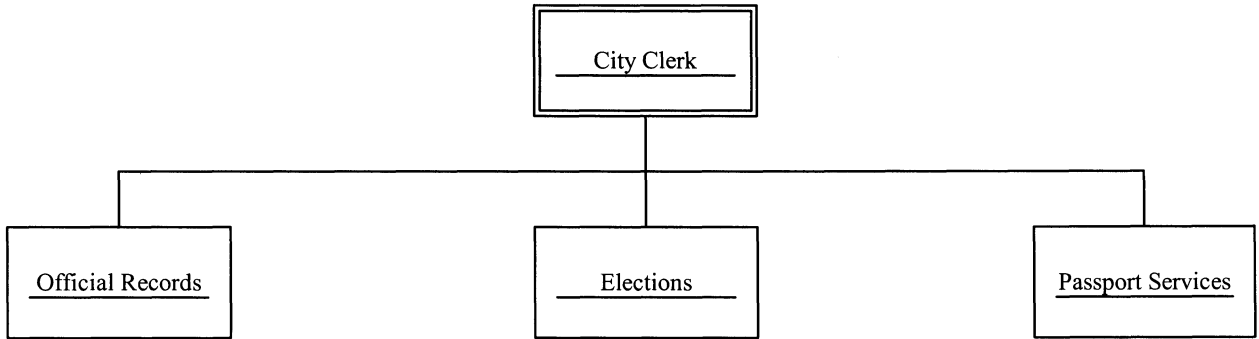
City Clerk

- Create a Records Coordinator Committee, representing all City departments, to update record retention schedules and ensure compliance.

Performance Measures:	FY 2003/04	FY 2004/05	FY 2005/06
	Actual	Adopted	Adopted
Outcome/Effectiveness:			
Number of candidates receiving election assistance.	0	15	0
Number of departments revising retention schedules.	3	3	4
Percentage of record requests fulfilled by end of business day.	95%	95%	96%
Efficiency:			
Number of hours scanning documents.	1,500	1,600	1,900
Number of hours preparing election materials and assisting candidates.	200	200	0
Number of hours per fiscal year for the transcription of minutes.	1,300	1,000	800
Workload:			
Number of pages/documents scanned.	15,000	15,000	17,530
Number of Council meetings supported.	30	28	25
Number of candidates.	0	15	0

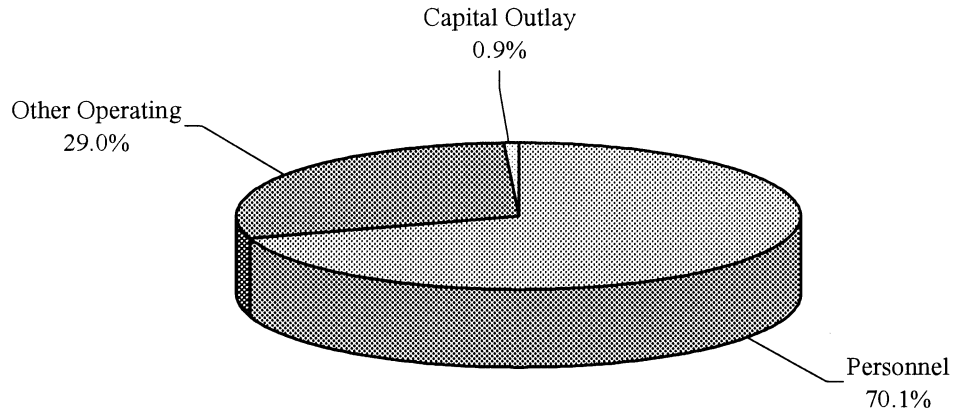
Budget Summary:	FY 2003/04	FY 2004/05	FY 2005/06
	Actual	Adopted	Adopted
Personnel	\$ 403,386	\$ 497,652	\$ 526,538
Other Operating	173,029	307,162	218,215
Capital Outlay	12,444	-	6,500
Department Expenditure Total	<u>\$ 588,859</u>	<u>\$ 804,814</u>	<u>\$ 751,253</u>

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City Clerk FY 2005/06 Operating Budget of \$751,253



City Clerk FY 2003/04-2005/06 Operating Expenditure History

