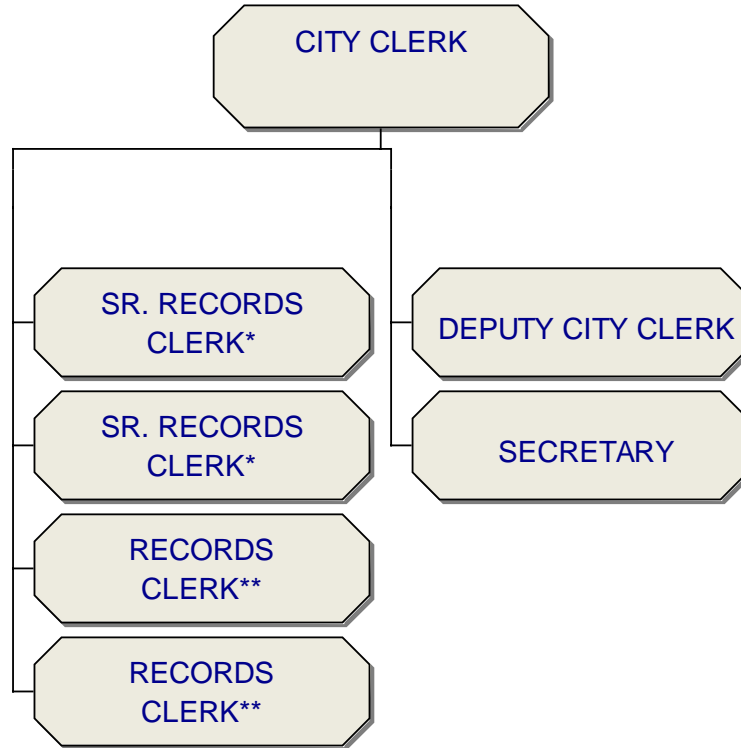


CITY CLERK



*REGULAR PART TIME
**TEMPORARY PART TIME

DEPARTMENT SUMMARY

City Clerk Department

About City Clerk

The City Clerk plays a critical role in the decision making process of the local legislature and ensuring the integrity of municipal governance through the preparation, management, and distribution related to the City Council and all other Agency agendas. This includes: preparation of Agency staff report packets; preparation of Minutes for approval; Granicus Live Media Management; updating the City's Agenda & Minutes Webpage; all necessary arrangements to ensure legal, open, and effective meetings; recording legislative history; and all legal noticing. Any person has access to all the above-mentioned documents of City government as it relates to Council/Agency meetings.

The City Clerk department oversees the management and maintenance of the permanent Council adopted Ordinances and causes them to be printed in the Municipal Code book quarterly, and in an up-to-date on-line code found on the City's webpage. The online code provides information to elected officials, appointed bodies, city staff, the Sheriff's Department, the Court system, and all other members of the public.

The City Clerk's office compiles application packets for Council appointed Boards and Commissions, advertises, works with the Mayor relating to his review of applications and nomination of applicants, forwards applicants to Human Resources for fingerprinting and background check, prepares the staff report to Council for ratification of the Mayor's nominees, and then follows up with Form 700.

The City Clerk Department also manages the Records Management and Elections divisions.

Fiscal Year 2011-12 Budget Highlights

- ✓ Bring the City's Records Retention Schedule and Destruction policy in line with the State's guidelines to reduce storage and facilitate relocation of the Records Center to a smaller facility thereby reducing costs.
- ✓ Two-year plan to create an online site for an electronic version of all candidate campaign forms and statements.
- ✓ Provide department access and training for the Electronic Document and Information Management System (RM Console) in order to improve the exchange of information, assist in public records request, and expand research.

DEPARTMENT SUMMARY

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	6.00	6.00	6.00	5.17
Expenditures				
Personnel	594,052	565,400	566,800	440,420
Training and Meetings	2,300	-	220	220
Operating Expenditures	305,972	138,040	139,060	296,060
Capital	-	-	-	-
Debt Service	135,906	131,770	131,770	65,880
Total Department Expenditures	1,038,230	835,210	837,850	802,580

The City Clerk Department is budgeted in the General Fund and Gas Tax Fund.

PROGRAMS AND SERVICES

CITY CLERK PROGRAMS

- **City Clerk**
 - Elections
 - Records Management

RECENT PROGRAM ACHIEVEMENTS

- ✧ Prepared All Agency Agendas, Resolutions, Ordinances, Agenda Packets, and Minutes for approximately 45 meetings to include: City Council; Community Redevelopment Agency; Housing Authority; Industrial Development Authority; Palmdale Airport Authority; and the Palmdale Civic Authority.
- ✧ Assisted approximately 142 Designated Internal and External Form 700 Filers with compliance requirements for Assuming Office Statement, Annual Statement, and Leaving Office Statement.
- ✧ Approximately 800 Proclamations, Commendations, Certificates and Plaques were prepared for Council's presentation and citywide events.

City Clerk (1200)

Mission Statement

Ensure the integrity of open municipal governance through the preparation, management, and distribution of City Council and all other Agency Agendas and Minutes and meet all legal deadlines for publishing and posting notices.

Program Activities

- Publish in adjudicated newspaper, Council proposed and adopted ordinance summaries as required by the Government Code.
- Prepare Agenda packets and take and prepare Minutes for all Agency meetings.
- Monitor City's online Agenda and Minutes webpage and upload all Agendas and Minutes for public access.
- Process all Agency documents after meetings including Agreements, recorded documents, and adopted Resolutions and Ordinances.
- Conduct the application process for Council appointed boards and commissions.
- Monitor City's online Municipal Code, forward adopted ordinances to publisher, and update the Municipal Code book quarterly.
- Assist designated Form 700 filers to meet all compliance requirements.
- Receive AB 1234 Ethics Training Certificates.
- Prepare proclamations, commendations, certificates, and plaques to acknowledge accomplishments, achievements, and milestones of citizens.
- Act as the City liaison for the Community's Sister City Program.
- Assist citizens with explanations of City government.

Key Goals & Objectives for Fiscal Year 2011-12

- Ensure the City's Codes are accessible to the public on the City's Website, and as a published code.
- Meet open meeting law requirements for City Council and all other agencies.

OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	4.00	4.00	4.00	3.00
Expenditures				
Personnel	466,104	442,920	444,320	287,450
Training and Meetings	943	-	220	220
Operating Expenditures	9,922	11,530	11,050	13,190
Total Program Expenditures	476,969	454,450	455,590	300,860

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Compliance of legal requirements Publishing Council Ordinances and providing public information	100%	100%	100%	100%
City Ordinances Adopted	21	N/A	25	25
Agreements processed	571	N/A	575	550
Recorded documents processed	29	N/A	20	20
Public record request and claims	180	N/A	195	205
Proclamations/commendations Issued	770	N/A	800	855
Compliance with the Public Records Act	100%	100%	100%	100%
Proposed & adopted ordinance summaries published	42	N/A	50	50
City Council/CRA/HA/IDA/PAA/PCA meeting packets prepared	42	N/A	45	45
City & CRA resolutions adopted	149	N/A	150	155
HA, IDA & PCA resolutions adopted	11	N/A	12	15
City Council/CRA/HA/IDA/PAA/PCA meeting minutes prepared	42	N/A	45	45
Compliance with legal deadlines for posting notices and maintaining legal documents	100%	N/A	100%	100%

PROGRAMS AND SERVICES

CITY CLERK PROGRAMS

- City Clerk
- **Elections**
- Records Management

RECENT PROGRAM ACHIEVEMENTS

- ✧ Received Campaign Disclosure Filings.

Elections (1210)

Mission Statement

To consolidate with Los Angeles County for all regular municipal elections which are held November of odd-numbered years. Any stand-alone election will be managed and conducted solely in the City Clerk's office. The City Clerk remains the filing officer for elected and non-elected candidates and election committees and is the primary contact for all candidates and citizens requesting election information.

The City Clerk oversees the City of Palmdale portion of the Official Sample Ballot and Voter Information Pamphlet; acts as the liaison between candidates, citizens, Council, City staff, and the County Registrar-Recorder. Assist candidates in meeting their legal responsibilities before, during, and after an election. Provide election information to the public regarding the political process, current and past elected officials, current election candidates, past non-elected candidates, potential future candidates, and support organizations with filing responsibilities.

Program Activities

- Oversee the City's portion of the Official Sample Ballot and Voter Information Pamphlet.
- Act as liaison between candidates, citizens, Council, staff, and the County Registrar-Recorder.
- Assists candidates in meeting their legal responsibilities throughout the election process.
- Manage the process from election pre-planning to certification of election results and filing and maintenance of campaign disclosure documents.
- Assist with election of Mayor and two Councilmember Seats.
- Publish notices in local and Spanish newspapers regarding Election and applicable Measures.

Key Goals & Objectives for Fiscal Year 2011-12

- Assist with election of Mayor and two Councilmember Seats.
- On-going work to create online site for an electronic version of all candidate campaign forms and statements.

OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	-	-	-	0.17
Expenditures				
Personnel	-	-	-	17,930
Training and Meetings	1,357	-	-	-
Operating Expenditures	204,493	150	150	173,060
Capital	-	-	-	-
Total Program Expenditures	205,850	150	150	190,990

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Compliance of all mandated functions for access to Campaign material	100%	100%	100%	100%
Expanded Election public information outreach to Hispanic community	100%	100%	100%	100%
Complete online site for an electronic version of all candidate campaign forms and statements	N/A	100%	75%	75%

PROGRAMS AND SERVICES

CITY CLERK PROGRAMS

City Clerk

Elections

➤ **Records Management**

RECENT PROGRAM ACHIEVEMENTS

- ✧ Imaged, Registered, and Categorized Planning Commission and Library Board adopted Resolutions, all Agency minutes, Deeds, Easements, Single Family Rehab and Handy Worker Grant files into the Electronic Document & Information Management System, RM Console, since the City's 1962 incorporation to present (approximately 2,565 files).
- ✧ Completed RM Console System GIS Township & Section integration project.
- ✧ Completed RM Console System Record Level conversion to improve security.
- ✧ Records Center's 2010-11 Year-end estimates for department requests for records:
 - Retrieved 800 files
 - Destroyed 7,000 lbs. of records
 - Received 650 boxes of records.

Records Management (1220)

Mission Statement

Administer and coordinate the Citywide Comprehensive Records Management Program. The Program ensures a uniform and consistent program for all City records to include: the creation, utilization, maintenance, security, retention, storage, preservation, and destruction of all City records in accordance with applicable federal, state, or local law, and such rules and regulations as may be adopted or approved by the City Council.

An integral part of the Citywide Records Management Program is the Electronic Document & Information Management Program System (RM Console). RM Console offers a single centralized repository for electronic and paper documents, thereby allowing staff controlled access to this repository. Current internal Program license holders are: City Clerk, Records Center, City Attorney, Administration, Planning, Public Works/Engineering, Public Safety, Human Resources, Parks & Recreation, and Building & Safety.

Program Activities

- Oversee and manage the Offsite Records Center.
- Receive all City public records requests, claims, and subpoenas.
- Provide service to internal and external customers' requests for records in a timely and efficient manner, in addition to assisting City Attorney and other departments with research, document retrieval, and certification of accuracy of records.
- Records Center staff responds to Citywide records retrieval requests, processes records, maintains archived records logs, records retention; and destroys City records in accordance with the adopted Records Retention Schedule.

Key Goals & Objectives for Fiscal Year 2011-12

- Bring the City's Records Retention Schedule and Destruction policy in-line with the State's guidelines to reduce storage thereby reducing costs.
- Ongoing the RM Console implementation in departments to improve the exchange of documentation and information Citywide and coordinate implementation, training, and support of new internal users.
- Image, register, and categorize other agency's Resolutions in RM Console system..

OPERATING AND PERFORMANCE MEASURES

	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Estimated 2010-11</u>	<u>Adopted 2011-12</u>
Authorized Positions (FTE)	2.00	2.00	2.00	2.00
Expenditures				
Personnel	127,948	122,480	122,480	135,040
Training and Meetings	-	-	-	-
Operating Expenditures	91,557	126,360	127,860	109,810
Capital	-	-	-	-
Debt	135,906	131,770	131,770	65,880
Total Program Expenditures	355,411	360,610	382,110	310,730

	<u>Actual 2009-10</u>	<u>5-Year Target</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Program Performance Measures				
Number of boxes stored at Records Center	5,300	N/A	5,500	5,700
Data entry files in tracking program	32,570	N/A	32,570	33,000
Retrieval requests processed	651	N/A	800	840
Boxes of incoming records processed	350	N/A	650	680
Pounds of documents destroyed	8,000	N/A	7,000	7,350
Data entry files in RM Console	53,000	N/A	60,700	60,900
Dept project documents scanned by sheet	26,000	N/A	1,000	1,100
Categorize permanent vault records	40%	90%	50%	60%

THIS PAGE INTENTIONALLY LEFT BLANK