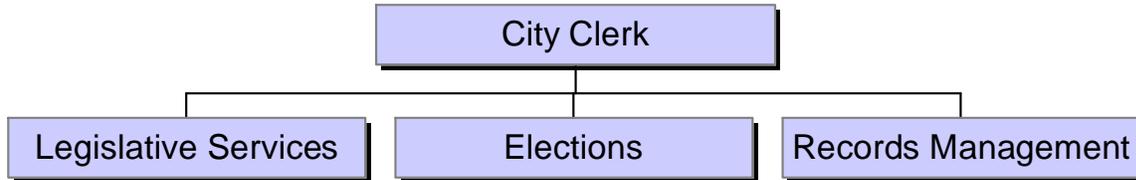


City Clerk



Description of the Service

The City Clerk's Office is organized around Legislative Services, Elections, and Records Management. Legislative Services is charged with the responsibility of recording the proceedings of the City Council (approximately 56 meetings per year), Redevelopment Agency (approximately 56 meetings per year), and City Council standing committees (approximately 120 meetings per year); preparing and distributing the City Council, Agency, and standing committee meeting agendas and minutes; providing publication of public hearing notices; conducting research of City Council and Agency actions; maintaining the official records of the City and Agency; and maintaining the Municipal Code.

The Office also accepts passport applications; provides Notary Public service for City documents; processes claims filed against the City; serves as secretary to the Parking Authority, Economic Development Authority, Industrial Development Authority, and Public Financing Authority; and acts as filing officer for required disclosures under the Political Reform Act for City elected officials, candidates, board and commission members, and designated employees. The City Clerk is also responsible for the Boards and Commissions recruitment/selection process.

Election Services is responsible for conducting municipal elections in accordance with all applicable city, state, and federal laws. A general municipal election will be held on Tuesday, November 8, 2005, for election of Mayor and Councilmembers from Wards 2, 4 and 6.

Records Management administers the contract service that receives and maintains inactive and semi-active records for City departments, including approximately 7,100 boxes; assists each department in establishing records retention and destruction schedules in conformance with need and applicable laws; and has custody of the city archives, which includes historical records of the City dating back to the 1880s.

City Clerk

Mission Statement

The mission of the City Clerk's Office is to provide municipal election services, maintain the official record of all City Council proceedings, and perform other State and municipal statutory duties for elected officials, voters, City departments, and the public in order that they may be guaranteed fair and impartial elections and open access to information and the legislative process.

Major 2005/06 Priorities

- Staff Code of Ethics and Conduct Committee with the City Attorney's Office.
- Complete the indexing of city archive records.
- Prepare and distribute agendas, packets, and minutes for City Council, Redevelopment Agency, and City Council standing committee meetings.
- Accept over 600 Political Reform Act filings.
- Conduct November 8, 2005, general municipal election for Mayor and Councilmembers for Wards 2, 4 and 6.
- Electronically update the Riverside Municipal Code immediately upon effective date of new ordinances and publish quarterly supplements to printed version.
- Maintain computerized tracking of contracts, leases, and agreements.

Programs and Program Goals

FY 2005/06

Legislative Services: To provide administrative and technical support to the City Council and the public in order to maintain accurate and timely documentation and access to the official actions of the City Council in compliance with state and municipal requirements.

Elections: To administer the City's municipal elections and related activities for candidates and voters so that they may be guaranteed fair and impartial elections in compliance with state and municipal requirements.

Records Management: To preserve and protect the official records of the City for administrative departments and the public so that they may be guaranteed timely access to information and the legislative process in compliance with state and municipal requirements.

City Clerk

Performance Measures

	Actual	Estimated	Target
	2003/04	2004/05	2005/06
# of meetings supported	179	160	165
# of passport applications processed	1,401	1,400	1,450
% of internal customers rating the records storage services as "good" or "excellent"	100%	100%	100%

Recent Accomplishments

- Published City of Riverside City Charter Amendments effective January 18, 2005.
- Published the Riverside Municipal Code Book on the City's web site.
- Processed over 5,800 passport applications since the Passport Acceptance Facility opened in August 2000.
- Posted on a weekly basis City Council, Redevelopment Agency and City Council Standing Committee agendas and backup material on the City's web site.
- Maintained electronic tracking of contracts/agreements and insurance.
- Provided resolutions, ordinances, and contracts/agreements electronically.

City Clerk

Department Summary

Budget Summary	Actual 2003/04	Budget 2004/05	Approved 2005/06	Projected 2006/07	Change
Personnel Services	537,923	591,244	711,127	729,213	20.3%
Non-Personnel	716,155	205,192	593,059	161,677	189.0%
Special Projects	3,606	3,378	6,000	6,000	77.6%
Equipment Outlay	0	0	0	0	---
<i>Direct Operating</i>	<u>1,257,684</u>	<u>799,814</u>	<u>1,310,186</u>	<u>896,890</u>	<u>63.8%</u>
Debt Service	0	0	0	0	---
Capital Outlay	0	0	0	0	---
Charge From Others	191,146	165,336	262,686	273,430	58.9%
<i>Gross Budget</i>	<u>1,448,830</u>	<u>965,150</u>	<u>1,572,872</u>	<u>1,170,320</u>	<u>63.0%</u>
Charge To Others	<u>(788,215)</u>	<u>(769,131)</u>	<u>(994,662)</u>	<u>(1,018,249)</u>	<u>29.3%</u>
Net Budget	660,615	196,019	578,210	152,071	195.0%

Expenditure Summary (Gross Budget)

Legislative Services	843,234	839,529	1,074,847	1,102,260	28.0%
Election Services	242,735	60,087	430,087	87	615.8%
Records Management	362,861	65,534	67,938	67,973	3.7%
Expenditure Total	1,448,830	965,150	1,572,872	1,170,320	63.0%

Personnel Summary	9.00	9.00	9.00	9.00	0.00
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Program Summary

