City Clerk.



CITY CLERK

MISSION

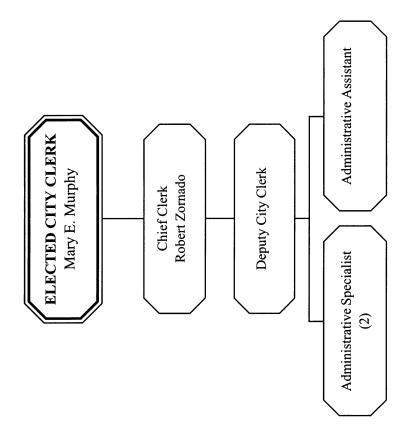
The City Clerk's Department is committed to providing exceptional customer service, promoting community involvement and awareness, supporting City Council and staff, coordinating the legislative process, administering City Elections and managing City Records – all with integrity, accuracy, impartiality and professionalism.

DEPARTMENT GOALS

- 1. Perform effectively as the information focal point in all areas of City business for the City Council, staff and citizens of Orange.
- 2. Produce City Council/Successor Agency to the Redevelopment Agency Agendas and Minutes in a manner for dissemination to the public.
- 3. Process and maintain City records in accordance with the laws of the State of California.
- 4. Codify and maintain the Orange Municipal Code.
- 5. Ensure that the City's legislative history is maintained.
- 6. Ensure that all State and local laws are adhered to.
- 7. Ensure that all City employees have access and are adequately trained on the automated records management system.
- 8. Provide for long-term records storage for all City documents.
- 9. Provide enhanced access to the public process and records for members of the public.

ACCOMPLISHMENTS FOR 2012-13

- Conducted the November, 2012 General Municipal Election; compiled all election information and required forms to be issued to candidates during the filing period of July – August, 2012 for the November, 2012 General Municipal Election by June, 2012. Managed the State mandated campaign finance procedures.
- 2. Updated Boards, Committees and Commissions Manual by March 2013.
- 3. Completed 2011 Citywide destruction of records by February 2013.
- 4. Assisted other departments in effectively utilizing the City's Laserfiche Records Imaging and Retrieval system on an ongoing basis.
- 5. Continued and refined Granicus Streaming Video technology/program for live and archived Council and Planning Commission meetings via City's website.
- 6. Processed over 1350 passport applications.





CITY CLERK

SCHEDULE OF POSITIONS

Elected Official:	APPROVED 2011-12	APPROVED 2012-13	BUDGET 2013-14
City Clerk	1.000	1.000	1.000
·	1.000	1.000	1.000
Regular Full-Time:			
Administrative Assistant	1.000	1.000	1.000
Administrative Specialist	2.000	2.000	2.000
Chief Clerk	1.000	1.000	1.000
Deputy City Clerk	1.000	1.000	1.000
 Senior Office Assistant 	1.000	0.000	0.000
Regular Full-Time Sub-Total	6.000	5.000	5.000
Total City Clerk	7.000	6.000	6.000

[°] Eliminated: 1 Senior Office Assistant



CITY CLERK DEPARTMENT

Financial Summary

DEPARTMENT BUDGET SUMMARY:	Actual 2010-11	Actual 2011-12	Estimate	Budget 2013-14
Salaries & Benefits	390,725	402,159	520,363	500,891
Maintenance & Operations	140,172	165,405	221,725	219,300
Total Department	530,897	567,564	742,088	720,191
DEPARTMENT PROGRAMS:				
0401 City Clerk	530,897	567,564	742,088	720,191
Total Department	530,897	567,564	742,088	720,191
DEPARTMENT FUNDING SOURCES:				
100 General Fund	499,891	540,269	736,440	720,191
940 Orange Merged Capital Projects	27,581	24,783	5,648	-
941 Housing Set-Aside	3,425	2,512		
Total Funding	530,897	567,564	742,088	720,191



CITY CLERK | MEETINGS, RECORDS MANAGEMENT AND ELECTION OPS

PROGRAM DESCRIPTION

In accordance with state mandated duties and deadlines, produce Council/Successor Agency agendas and minutes, process all legal documents; process Council and Successor Agency directives, index City documents through the City's automated document management system for immediate retrieval and codify all supplements for inclusion in the Orange Municipal Code. Conduct general elections every two years and special elections as required by Council direction.

SERVICE OBJECTIVES

- 1. Serve as the City's information center disseminating information concerning City activities, programs and regulations to the public.
- 2. Conduct municipal elections.
- 3. Maintain Orange Municipal Code.
- 4. Maintain Records Retention Schedule for all departments incorporating electronic as well as paper storage.
- 5. Monitor Maddy Act regulations relating to Council appointments to all Boards, Committees and Commissions.
- 6. Provide access to public documents through the City's website and at the public counter.
- 7. Provide Agenda information through the City's cable television and the City's website.
- 8. Enforce campaign-filing regulations for office holders and active campaign committees.
- 9. Receive, disseminate and follow up on information received through the City's Hotline.
- 10. Accept U.S. passport applications from the public on behalf of the United States Department of State.

WORK PLAN FOR 2013-14

- 1. Distribute election materials to candidates during the filing period of July through August 2014; approve ballot and candidate statements; ensure State forms are submitted; and organize Oath of Office ceremony for the November 4, 2014 General Municipal Election. [4b]
- 2. Update Boards, Commissions, and Committees manual by March 2014. [4b]
- 3. Complete 2012 Citywide destruction of records by February, 2014. [4c]
- 4. Assist other departments with their imaging projects to convert paper to electronic records, and effectively utilize the Laserfiche Records Imaging and Retrieval system on an ongoing basis. [4c]
- 5. Update all office procedures, and the imaging of all permanent records currently filed in Clerk's vault and Records Center 2 located in City Hall basement (succession planning). [4b]
- 6. Provide for the broadcasting of the City Council and Planning Commission meetings on the Cable TV Government Channel, as well as provide the feed to the Granicus streaming video live meetings on the Internet. [4c]



This page is intentionally left blank