

**MISSION**

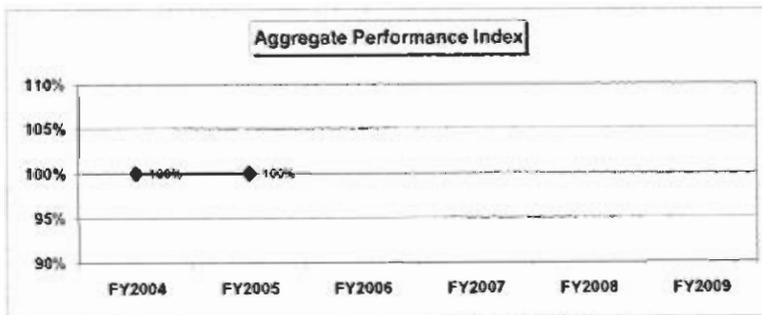
Ensure compliance with state and local laws and policies related to official City records and elections in an accurate, timely and courteous manner

through:

- >> Preparing agendas, minutes, and notices, as well as coordinating other aspects of Council meetings according to the law
- >> Maintaining official City records and facilitate the destruction of City-wide records according to the law
- >> Responding to Council, citizen and staff requests for information, records and documents
- >> Maintaining state-required records for Council, Commissions and designated employees
- >> Preparing for and coordinating municipal elections

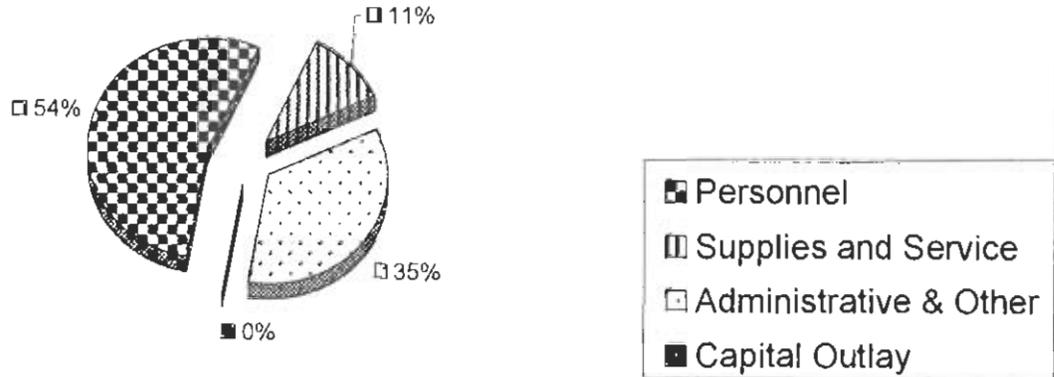
so that:

<b>MEASURES</b>			
Number	Description	Weights	Target Value
1100 - 1	Notices and agendas are prepared according to legal requirements 100% of the time.	5	100
1100 - 2	100% of election-related procedures are administered accurately and on time.	5	100
1100 - 3	The customer satisfaction rating is X%.	4	100
1100 - 4	Notices, Agendas and Minutes are accurately prepared X% of the time.	4	100
1100 - 5	Minutes are prepared for Council action within two meetings X% of the time.	3	100
1100 - 6	X% of requests for active City documents are provided to the customer within two days.	3	100
1100 - 7	100% of mandated filers are notified of financial disclosure filing obligations in advance of deadlines.	2	100
1100 - 8	The budget/cost ratio is at least 1.	2	100

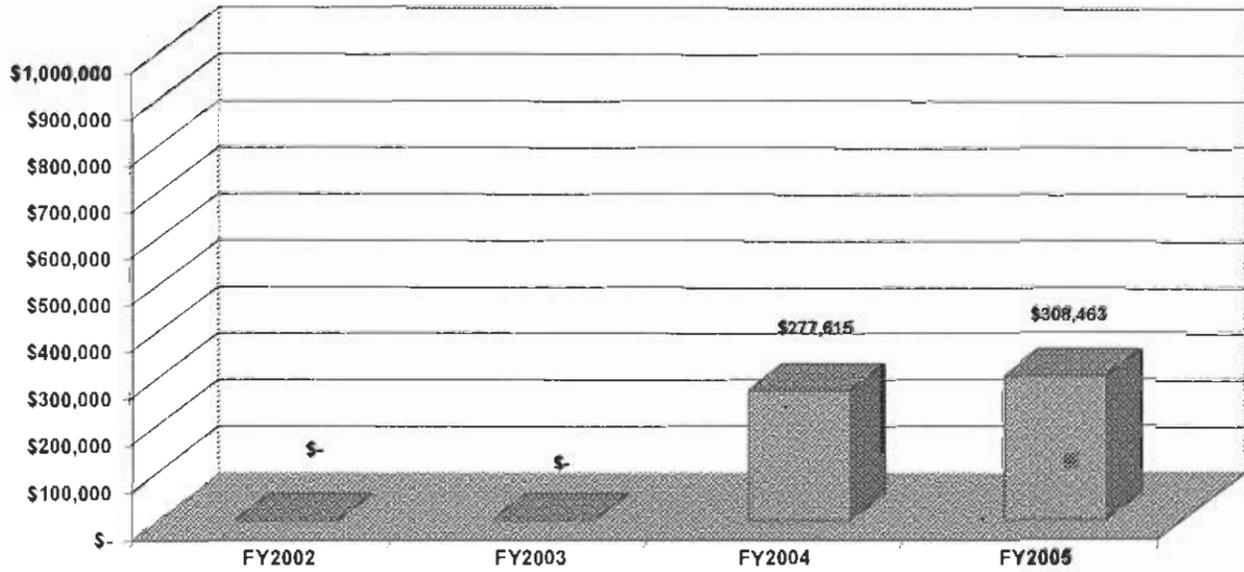


Description	Proposed FY2005
Total Expenditures	\$ 308,463
Total FTEs	1.90

FY 2005 Expenditures by Classification



FY 2002-2005 Expenditure Trends



	Actual FY2002	Actual FY2003	Budget FY2004	Estimated FY2004	Proposed FY2005
<b>Total Expenditures</b>	\$ -	\$ -	\$ 286,060	\$ 277,615	\$ 308,463

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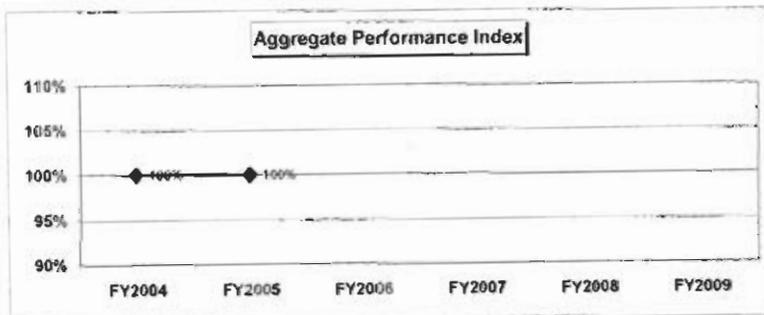
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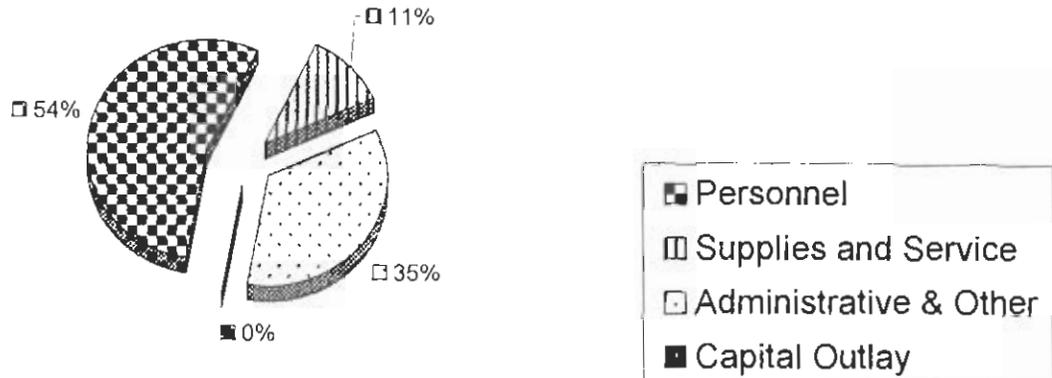
**MEASURES**

Number	Description	Weights	Target Value
1101 - 1	Notices and agendas are prepared according to legal requirements 100% of the time.	1	100
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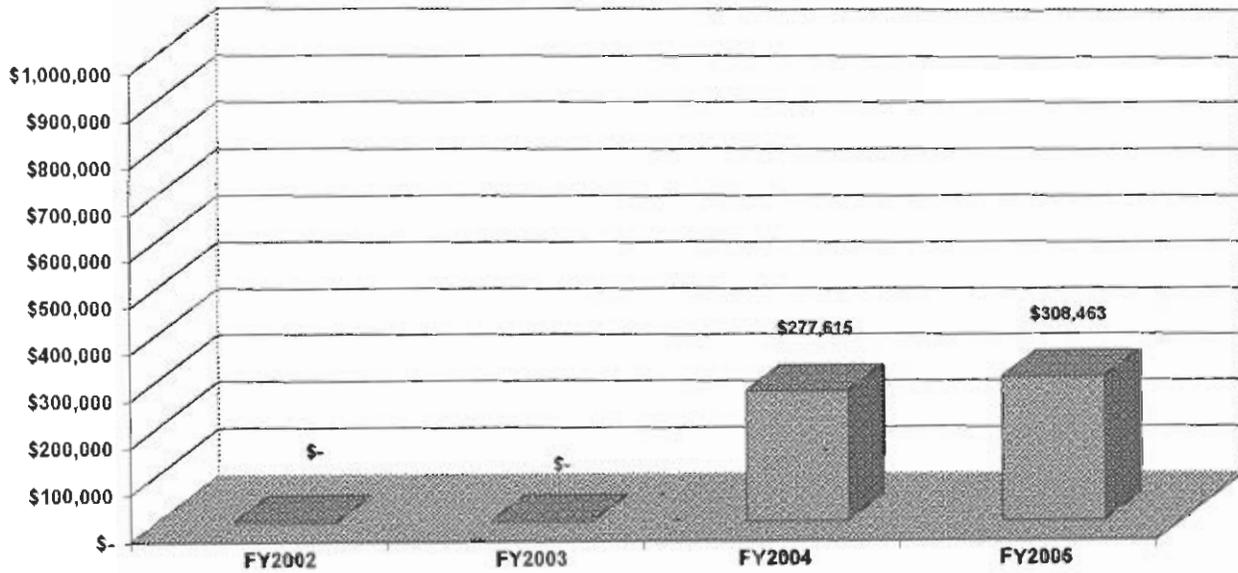


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