

**CITY OF HAYWARD**  
**AGENDA REPORT**

AGENDA DATE 10/24/06

AGENDA ITEM \_\_\_\_\_

WORK SESSION ITEM WS 2

**TO:** Mayor and City Council  
**FROM:** City Clerk  
**SUBJECT:** City Clerk Department Briefing

**RECOMMENDATION:**

It is recommended that the City Council review and comment on the presentation.

**BACKGROUND:**

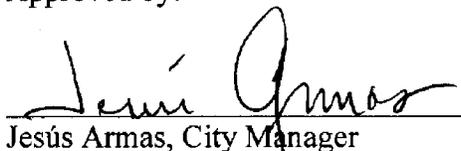
The presentation will update the City Council on the operations of the Office of the City Clerk as well as provide an update on the budget objectives for the department.

The mission of this office is to ensure the security and accessibility of all official City records; serve as the information and records manager of all legislative proceedings; conduct all aspects of the municipal election; and serve as support office to the City Council, City staff, City boards, committees and commissions, and the residents of Hayward.

Prepared by:

  
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Approved by:

  
Jesús Armas, City Manager