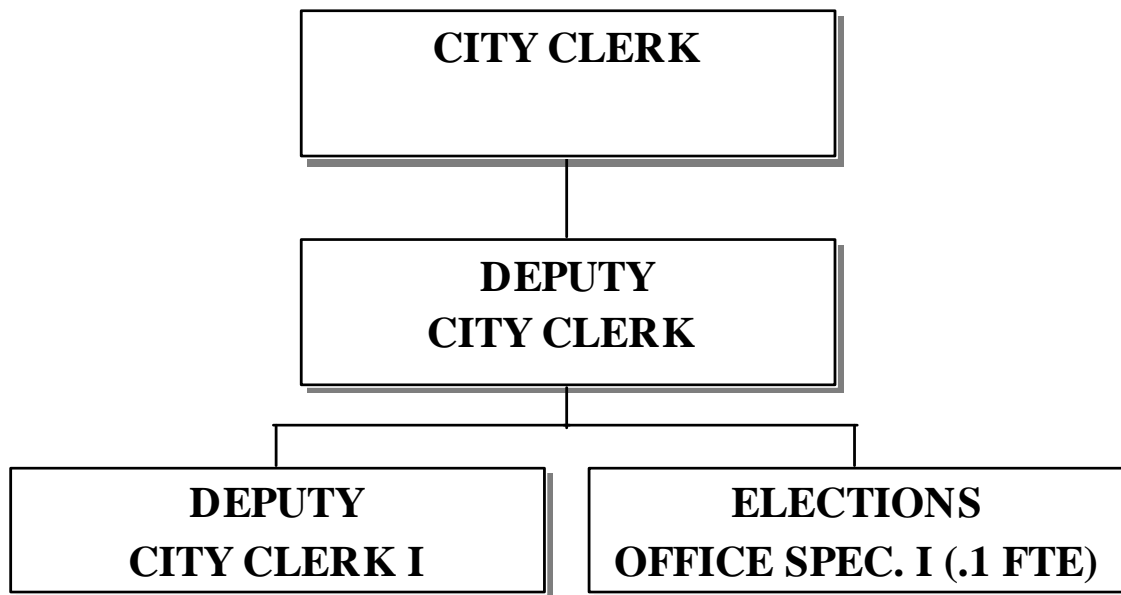


***City Clerk***

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**CITY OF EL SEGUNDO  
PRELIMINARY OPERATING BUDGET**

**ELECTED OFFICIALS**

**CITY OF EL SEGUNDO  
PRELIMINARY OPERATING BUDGET**

**ELECTED OFFICIALS**

***City Clerk***

<b>CLASSIFICATION</b>	<b>ACTUAL FY 2010/11</b>	<b>ACTUAL FY 2011/12</b>	<b>ADOPTED FY 2012/13</b>	<b>PROJECTED YEAR END FY 2012/13</b>	<b>PROPOSED FY 2013/14</b>
<b>CITY CLERK</b>					
General Fund					
Administration	270,971	296,643	311,300	331,900	333,800
Elections	39,415	60,266	14,200	13,500	69,200
<b>CITY CLERK</b>	<b>310,386</b>	<b>356,909</b>	<b>325,500</b>	<b>345,400</b>	<b>403,000</b>

**ACTIVITY INFORMATION**

**Mission Statement:**

We are dedicated to serving each and every citizen of this City in a responsive manner that is above reproach.

We are committed to accurately record the legislative body's actions; safeguarding those documents and the administration of open and free elections in full accordance with all statutory requirements. Further, these obligations and duties will be discharged in a courteous and professional manner at all times. The City Clerk's office serves the people of the City of El Segundo, the Mayor, the City Council, the City Manager, and all administrative departments, without

exception. All of them call upon it, almost daily, for some service or information. Our work demands versatility, alertness, accuracy, and patience.

We believe in effective records management and dissemination of information throughout the community supporting the legislative process, based on public law. We provide information to facilitate public participation in government. The City Clerk's office provides many complex services to the public ranging from bid and contract management to elections.

**CITY OF EL SEGUNDO  
PRELIMINARY OPERATING BUDGET**

**ELECTED OFFICIALS**

**CITY OF EL SEGUNDO  
PRELIMINARY OPERATING BUDGET**

**ELECTED OFFICIALS**

**City Clerk Administration**

**Division 1301**

CLASSIFICATION	ACTUAL FY 2010/11	ACTUAL FY 2011/12	ADOPTED FY 2012/13	PROJECTED YEAR END FY 2012/13	PROPOSED FY 2013/14
<b>CITY CLERK - ADMINISTRATION</b>					
SALARIES	171,589	196,490	182,700	207,600	197,600
EMPLOYEE BENEFITS	70,458	72,816	75,900	71,600	82,400
SUPPLIES	883	3,096	4,100	4,100	4,500
SERVICES	28,042	24,241	48,600	48,600	49,300
<b>TOTAL EXPENDITURES</b>	<b>270,971</b>	<b>296,643</b>	<b>311,300</b>	<b>331,900</b>	<b>333,800</b>

**ACTIVITY INFORMATION**

**Mission Statement:**

The City Clerk’s Administrative Division ensures citizen trust in government by administering the City’s legislative process and providing a complete, open, accurate and timely legislative history while safeguarding all official records of the City; assembles, reproduces and distributes City Council meeting agendas; records official minutes of City Council proceedings; executes and monitors contracts and insurance; processes and records real property documents; conducts bid openings; maintains and updates the El Segundo Municipal Code; monitors and controls all ordinances and resolutions; oversees a records management system that provides for the electronic research and storage of City records. It combines information coming from the executive staff, the City Council and the public, and formats policy decisions and dissemination consistent with public law and community values.

**Accomplishments during FY 2012/2013:**

- Successfully assembled, reproduced and distributed City Council meeting agendas and recorded official minutes of City Council proceedings.
- Successfully managed the City’s compliance responsibilities for appropriate establishment, maintenance, and disposition of official City records of the City Council, ordinances, resolutions, code and other official government documents in accordance with federal, state and local regulations and laws.
- Processed City contracts and agreements and

maintained insurance database to ensure adequate coverage and on-time renewal.

- Conducted research and analysis for staff and the public regarding City policies, procedures, and legislative history.
- Provided information and assistance to the public and complied with all Public Records Act requests.
- Coordinated bid process for City projects and received and opened bids according to federal, state and municipal laws.
- Processed all claims and subpoenas against the City.
- Administered the annual City-wide destruction and disposal of records per the approved document retention schedules.
- Assisted in streaming video of City Council Meetings on internet.
- Assisted staff in the use of the document imaging system and researching projects.
- Worked with all departments to provide efficient and friendly customer service to all citizens.
- City Clerk completed first tract at University of Riverside City Clerk Technical Training and Southern California City Clerk’s Association “Nuts and Bolts’ training for new City Clerk’s.
- City Clerk attended the 2013 Annual California Clerk’s Association Conference in April.

**Goals and Objectives for FY 2013/2014:**

- Continue training and education for the elected City Clerk and Deputy City Clerk I (University of Riverside Technical Training for City Clerks, New Law and Election Conference).
- Develop a city-wide records retention and destruction schedule.
- Archive backlog of City documents into new Laserfiche Document Imaging System to improve efficiency City-wide and enhance research and retrieval capabilities.

**CITY OF EL SEGUNDO  
PRELIMINARY OPERATING BUDGET**

**ELECTED OFFICIALS**

- Expand knowledge of the Laserfiche Document Imaging System to improve and enhance document and workflow throughout the City.

POSITION INFORMATION		
CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
CITY CLERK		0.50
DEPUTY CITY CLERK	1.0	
DEPUTY CITY CLERK I	1.0	

CLASSIFICATION	ACTUAL FY 2010/11	ACTUAL FY 2011/12	ADOPTED FY 2012/13	PROJECTED YEAR END FY 2012/13	PROPOSED FY 2013/14
<b>SALARIES</b>					
4101 Salaries Full-Time	171,541	185,655	182,700	199,100	188,600
4102 Salaries Part-time	47	0	0	0	0
4112 Compensated Sick Time	0	9,347	0	0	9,000
<b>TOTAL SALARIES</b>	<b>171,589</b>	<b>196,490</b>	<b>182,700</b>	<b>207,600</b>	<b>197,600</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>70,458</b>	<b>72,816</b>	<b>75,900</b>	<b>71,600</b>	<b>82,400</b>
<b>SUPPLIES</b>					
5204 Operating Supplies	883	1,560	2,600	2,600	3,000
5220 Computer Refresh Charges	0	1,536	1,500	1,500	1,500
<b>TOTAL SUPPLIES</b>	<b>883</b>	<b>3,096</b>	<b>4,100</b>	<b>4,100</b>	<b>4,500</b>
<b>SERVICE CHARGES</b>					
6201 Advertising/Publishing	792	576	4,000	4,000	2,600
6203 Copy Machine Charges	0	0	0	0	0
6205 Other Printing & Binding	0	0	0	0	0
6206 Contractual Services	0	0	0	0	0
6207 Equipment Replacement Charges	4,700	2,550	0	0	2,600
6208 Dues & Subscriptions	410	590	1,700	1,700	1,600
6211 Insurance & Bonds	118	41	500	500	500
6213 Meetings & Travel	59	260	1,100	1,100	900
6214 Professional/Technical	0	0	0	0	0
6215 Repair & Maintenance	0	0	0	0	0
6219 Network Operating Charge	1,800	1,800	9,500	9,500	9,500
6223 Training & Education	0	2,177	2,300	2,300	2,100
6224 Vehicle Operating Charges	0	0	500	500	500
6253 Postage	597	364	1,600	1,600	1,600
6254 Telephone	4,167	5,106	3,700	3,700	3,700
6255 ESMC Recodification	5,947	2,553	9,000	9,000	9,000
6260 Equipment Leasing Costs	9,451	8,224	14,700	14,700	14,700
<b>TOTAL SERVICE CHARGES</b>	<b>28,042</b>	<b>24,241</b>	<b>48,600</b>	<b>48,600</b>	<b>49,300</b>
<b>CITY CLERK - ADMINISTRATIVE</b>	<b>270,971</b>	<b>296,643</b>	<b>311,300</b>	<b>331,900</b>	<b>333,800</b>

**CITY OF EL SEGUNDO  
PRELIMINARY OPERATING BUDGET**

**ELECTED OFFICIALS**

**City Clerk Elections**

**Division 1302**

CLASSIFICATION	ACTUAL FY 2010/11	ACTUAL FY 2011/12	ADOPTED FY 2012/13	PROJECTED YEAR END FY 2012/13	PROPOSED FY 2013/14
<b>CITY CLERK - ELECTIONS</b>					
SALARIES	1,031	2,948	3,600	3,000	4,600
EMPLOYEE BENEFITS	106	314	400	300	400
SUPPLIES	133	5,734	1,400	1,400	3,400
SERVICES	38,145	51,270	8,800	8,800	60,800
<b>TOTAL EXPENDITURES</b>	<b>39,415</b>	<b>60,266</b>	<b>14,200</b>	<b>13,500</b>	<b>69,200</b>

**ACTIVITY INFORMATION**

**Mission Statement:**

The Election Division is responsible for conducting all City municipal elections and assisting Los Angeles County during primary, general and special elections. This Division is also responsible for maintaining all Fair Political Practices Commission filings as required by law and campaign statements for officeholders, candidates and political action committees.

The City Clerk must apply modern management theories while objectively interpreting public law and policy decisions for the benefit of the community.

**Accomplishments During FY 2012/2013:**

- Assisted the County of Los Angeles with their County and State-wide Elections.
- Completed the collection of the State of California Form 700 Conflict of Interest Annual and Assuming/Leaving Office Statements for staff, contractors, boards and commissions, and elected officials.
- Completed collection of elected officials' and Political Action Committees' Form 400 Series Campaign Statement filings.
- Attended the 2012 New Law and Elections Conference.

**Goals and Objectives for FY 2013/2014:**

- Successfully conduct the April 2014 General Municipal Election.
- Successfully comply with the Voters Rights Act.
- Distribute and collect completed the State of California Form 700 Conflict of Interest Annual and Assuming/Leaving Office Statements for staff, contractors, boards and commissions and elected officials.
- Distribute and collect completed elected officials' and Political Action Committees' Form 400 Series Campaign Statements.
- Provide all Campaign and FPPC forms electronically.
- Assist the County of Los Angeles with County and State-wide Elections.
- Update the City Conflict of Interest Code.
- Complete the 2013 New Law and Elections Training.

**CITY OF EL SEGUNDO  
PRELIMINARY OPERATING BUDGET**

**ELECTED OFFICIALS**

**POSITION INFORMATION**

<b>CLASSIFICATION</b>	<b>FULL-TIME</b>	<b>PART-TIME (FTE)</b>
OFFICE SPECIALIST I		0.10

<b>CLASSIFICATION</b>	<b>ACTUAL FY 2010/11</b>	<b>ACTUAL FY 2011/12</b>	<b>ADOPTED FY 2012/13</b>	<b>PROJECTED YEAR END FY 2012/13</b>	<b>PROPOSED FY 2013/14</b>
<b>SALARIES</b>					
4101 Salaries Full-Time	0	0	0	0	0
4102 Salaries Part-time	1,031	2,948	3,600	3,000	4,600
<b>TOTAL SALARIES</b>	<b>1,031</b>	<b>2,948</b>	<b>3,600</b>	<b>3,000</b>	<b>4,600</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>106</b>	<b>314</b>	<b>400</b>	<b>300</b>	<b>400</b>
<b>SUPPLIES</b>					
5204 Operating Supplies	133	5,350	1,000	1,000	3,000
5220 Computer Refresh Charges	0	384	400	400	400
<b>TOTAL SUPPLIES</b>	<b>133</b>	<b>5,734</b>	<b>1,400</b>	<b>1,400</b>	<b>3,400</b>
<b>SERVICE CHARGES</b>					
6201 Advertising/Publishing	0	1,080	0	0	2,000
6205 Other Printing & Binding	0	0	100	100	100
6206 Contractual Services	0	0	0	0	0
6207 Equipment Replacement	0	75	0	0	0
6208 Dues & Subscriptions	0	255	500	500	500
6213 Meetings & Travel	1,238	1,610	3,800	3,850	2,600
6214 Professional/Technical	33,287	42,391	0	0	48,500
6223 Training & Education	1,448	1,610	3,900	3,850	2,600
6253 Postage	2,172	4,249	500	500	4,500
<b>TOTAL SERVICE CHARGES</b>	<b>38,145</b>	<b>51,270</b>	<b>8,800</b>	<b>8,800</b>	<b>60,800</b>
<b>CITY CLERK - ADMINISTRATIVE</b>	<b>39,415</b>	<b>60,266</b>	<b>14,200</b>	<b>13,500</b>	<b>69,200</b>