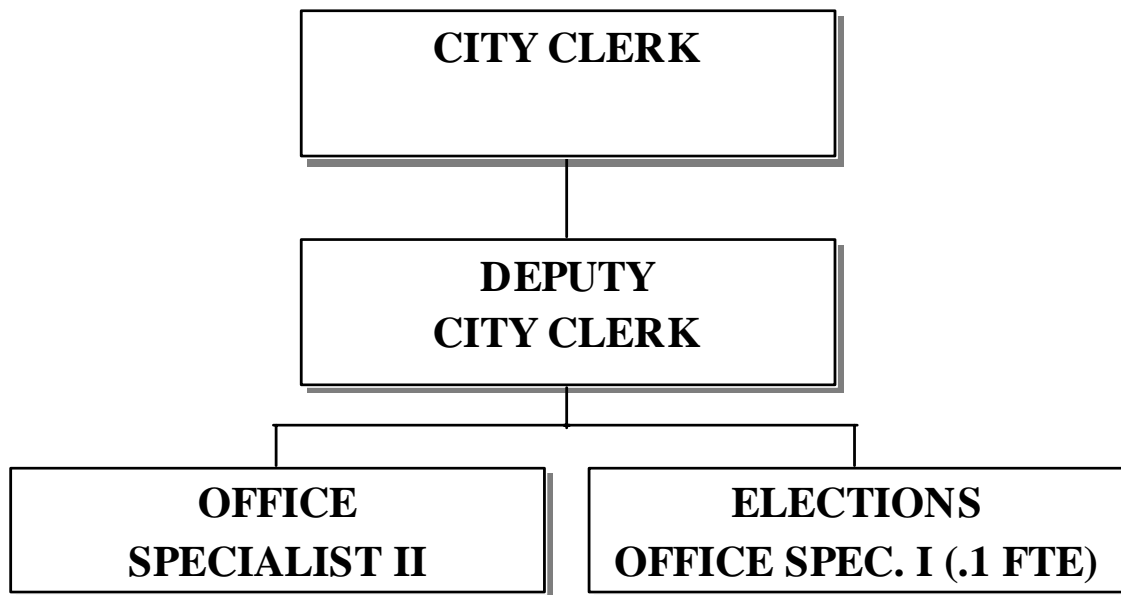


City Clerk



**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

City Clerk

CLASSIFICATION	ACTUAL FY 2003/04	ACTUAL FY 2004/05	ADOPTED FY 2005/06	PROJECTED YEAR END FY 2005/06	ADOPTED FY 2006/07
CITY CLERK					
General Fund					
Administration	209,813	196,691	234,900	234,250	257,700
Elections	41,408	4,688	72,000	18,200	10,050
CITY CLERK	251,221	201,379	306,900	252,450	267,750

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
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

City Clerk Administration

Division 1301

CLASSIFICATION	ACTUAL FY 2003/04	ACTUAL FY 2004/05	ADOPTED FY 2005/06	PROJECTED YEAR END FY 2005/06	ADOPTED FY 2006/07
CITY CLERK					
SALARIES	145,393	138,044	146,000	146,000	156,700
EMPLOYEE BENEFITS	23,884	23,565	27,800	28,250	48,500
SUPPLIES	1,996	1,773	2,500	2,500	2,500
SERVICE CHARGES	38,540	33,309	58,600	57,500	50,000
TOTAL EXPENDITURES	209,813	196,691	234,900	234,250	257,700

ACTIVITY INFORMATION

Mission Statement:

The City Clerk's Division administers the legislative process; assembles and reproduces the agendas for the City Council; records minutes; executes and monitors contracts; processes deeds, bid awards and other City documents; maintains the El Segundo Municipal Code; monitors and controls all ordinances and resolutions. It combines information coming from the executive staff, the City Council and the public, and formats its policy decisions and dissemination consistent with public law and community values.

Accomplishments During FY 2005/2006:

- Assisted in streaming video of City Council Meetings on the Internet.
- Archived 95% of City Council Legislative History and Real Property Documents into document imaging system to assist in research and retrieval process.
- Processed City contracts and agreements and maintained insurance database to ensure adequate coverage and on-time renewal.
- Successfully administered the annual destruction of records City-wide.
- Successfully collected and submitted data for all City Council, Commissions', Boards' and

- Committees' agendas for reimbursement from the State of California under Senate Bill 90.
- Processed all claims and subpoenas against the City, issued Claim Numbers and forwarded to Risk Management and the City's third party administrator.
- Worked with all departments to provide efficient and friendly customer service to all citizens.

Goals and Objectives for FY 2006/2007:

- Complete archive of City Council Legislative History into document imaging system to assist in research and retrieval process.
- Expand knowledge of the Questys Document Imaging System to improve and enhance document and workflow throughout City Hall.
- Implement Questys Web Module in order to make Agenda Packets available on the City web site.
- Develop a City-wide records retention and destruction schedule.
- Develop archive storage for records that are no longer needed but must be retained to meet legal requirements.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
CITY CLERK		0.50
DEPUTY CITY CLERK	1.0	
OFFICE SPECIALIST II	1.0	

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

ACCOUNT DETAIL	ACTUAL FY 2003/04	ACTUAL FY 2004/05	ADOPTED FY 2005/06	PROJECTED YEAR END FY 2005/06	ADOPTED FY 2006/07
SALARIES					
4101 Salaries Full-Time	103,475	108,528	109,200	109,200	156,700
4102 Salaries Part-time	14,918	29,516	36,800	36,800	-
SALARIES	145,393	138,044	146,000	146,000	156,700
EMPLOYEE BENEFITS	23,884	23,565	27,800	28,250	48,500
SUPPLIES					
5204 Operating Supplies	1,996	1,773	2,000	2,000	2,000
5207 Small Tools & Equipment	-	-	500	500	500
SUPPLIES	1,996	1,773	2,500	2,500	2,500
SERVICE CHARGES					
6201 Advertising/Publishing	1,928	528	3,000	2,500	2,500
6203 Copy Machine Charges	347	217	500	500	500
6205 Other Printing & Binding	5	0	500	500	500
6206 Contractual Services	4,399	8,915	2,000	2,000	2,350
6207 Equipment Replacement	3,400	2,200	500	500	500
6208 Dues & Subscriptions	2,532	2,777	5,500	5,500	5,600
6211 Insurance & Bonds	4,152	84	300	300	300
6213 Meetings & Travel	676	387	950	950	3,400
6214 Professional/Technical	2,329	2,037	18,400	18,400	7,100
6215 Repair & Maintenance	74	220	500	500	500
6219 Network Operating Charge	1,200	1,200	1,200	1,200	1,200
6223 Training & Education	420	0	550	550	1,500
6224 Vehicle Operating Charges	0	25	50	50	-
6253 Postage	1,156	957	2,100	1,500	1,500
6254 Telephone	1,733	1,686	3,650	3,650	3,650
6255 ESMC Recodification	4,462	2,302	8,900	8,900	8,900
6260 Equipment Leasing Costs	9,727	9,774	10,000	10,000	10,000
SERVICE CHARGES	38,540	33,309	58,600	57,500	50,000
ADMINISTRATION	209,813	196,691	234,900	234,250	257,700

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

City Clerk Elections

Division 1302

CLASSIFICATION	ACTUAL FY 2003/04	ACTUAL FY 2004/05	ADOPTED FY 2005/06	PROJECTED YEAR END FY 2005/06	ADOPTED FY 2006/07
ELECTIONS					
SALARIES	1,887	81	6,500	2,000	500
EMPLOYEE BENEFITS	416	3	450	500	-
SUPPLIES	4,492	1,153	5,500	3,150	2,000
SERVICE CHARGES	34,613	3,451	59,550	12,550	7,550
TOTAL EXPENDITURES	41,408	4,688	72,000	18,200	10,050

ACTIVITY INFORMATION

Mission Statement:

The Election Division is responsible for conducting all elections held in the City, including coordinating County and Statewide elections. This division is also responsible for maintaining all Fair Political Practices Commission filings as required by law.

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 2005/2006:

- Successfully completed the collection of the State of California Form 700 Conflict of Interest Annual and Assuming/Leaving Office Statements for staff, contractors, boards, commissions and elected officials.

- Succeeded in distributing and collecting elected officials' and Political Action Committees' Form 400 Series Campaign Statements.
- Successfully canceled the April 2006 General Municipal Election.
- Assisted the County of Los Angeles with its November 2005 and June 6, 2006 Elections.
- Attended New Law and Elections Seminar.
- Successfully complied with the Voters Rights Act.

Goals and Objectives for FY 2006/2007:

- Update the City Conflict of Interest Code.
- Assist County of Los Angeles with November 2006 General Election.
- Provide for all Campaign and FPPC forms electronically.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

ELECTED OFFICIALS

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
OFFICE SPECIALIST I		0.10

ACCOUNT DETAIL	ACTUAL 2003/04	ACTUAL FY 2004/05	ADOPTED FY 2005/06	PROJECTED YEAR END FY 2005/06	ADOPTED FY 2006/07
SALARIES					
4102 Salaries Part-time	1,469	81	5,000	2,000	-
4103 Overtime	418	-	1,500	-	500
SALARIES	1,887	81	6,500	2,000	500
EMPLOYEE BENEFITS	416	3	450	500	-
SUPPLIES					
5204 Operating Supplies	4,492	1,153	5,000	3,000	2,000
5206 Computer Supplies	-	-	500	150	-
SUPPLIES	4,492	1,153	5,500	3,150	2,000
SERVICE CHARGES					
6201 Advertising/Publishing	840	0	2,500	500	500
6203 Copy Machine Charges	238	26	100	100	100
6206 Contractual Services	27,436	-	40,000	5,000	-
6208 Dues & Subscriptions	125	275	450	450	450
6213 Meetings & Travel	228	1,041	2,500	2,500	2,500
6214 Professional/Technical	2,381	1,000	4,500	1,000	1,000
6223 Training & Education	723	1,109	2,500	2,500	2,500
6253 Postage	2,642	-	7,000	500	500
SERVICE CHARGES	34,613	3,451	59,550	12,550	7,550
ELECTIONS	41,408	4,688	72,000	18,200	10,050