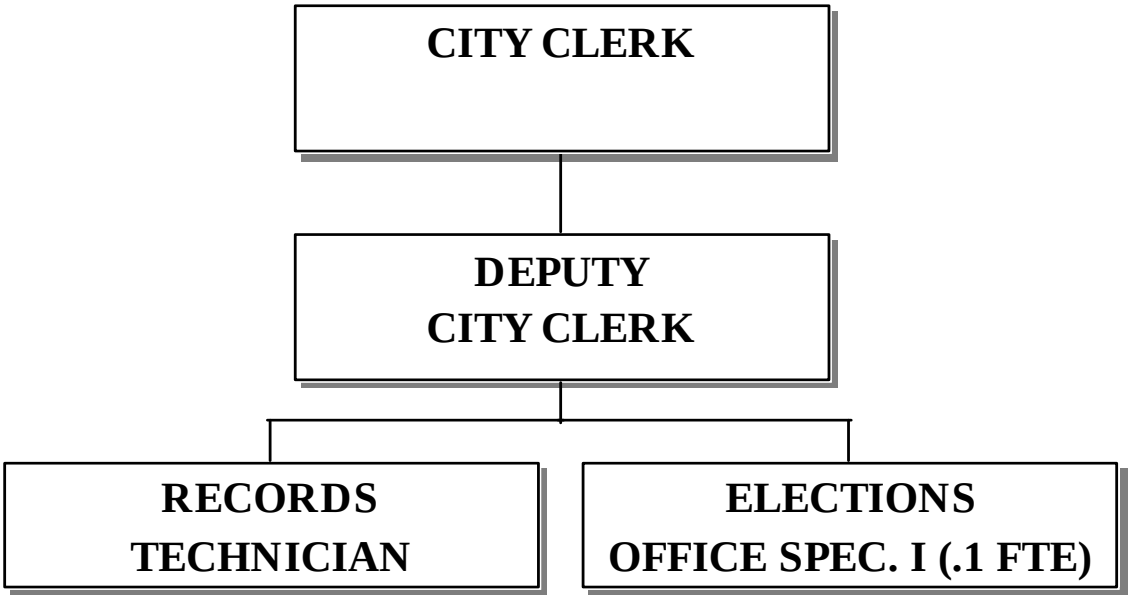
City Clerk


CITY CLERK
DEPUTY CITY CLERK
RECORDS TECHNICIAN
ELECTIONS OFFICE SPEC. I (.1 FTE)

City Clerk

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
CITY CLERK					
General Fund					
Administration	218,496	233,995	280,900	278,400	313,600
Elections	11,243	4,726	76,800	70,800	10,700
CITY CLERK	**229,739**	**238,721**	**357,700**	**349,200**	**324,300**

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 Clerk Administration — *Division 1301*

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
CITY CLERK - ADMINISTRATION					
SALARIES	153,534	162,942	162,200	162,200	175,800
EMPLOYEE BENEFITS	29,039	35,247	42,600	42,600	65,200
SUPPLIES	2,081	2,067	3,000	2,500	2,900
SERVICES	33,842	33,739	73,100	71,100	69,700
TOTAL EXPENDITURES	**218,496**	**233,995**	**280,900**	**278,400**	**313,600**

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 2007/2008:

- Made the City Council Agenda Packet available on the City Web Site thus reducing the number of paper copies by approximately 50%.
- Implemented document imaging web module to provide access to the complete legislative history and other public documents, through the City web site.
- Assisted in streaming video of City Council Meetings on internet.
- Assisted staff in the use of the Questys document imaging system and researching projects.
- 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.
- Processed all claims and subpoenas against the City.
- Worked with all departments to provide efficient and friendly customer service to all citizens.

Goals and Objectives for FY 2008/2009:

- Expand knowledge of the Questys Document Imaging System to improve and enhance document and workflow throughout the City.
- Develop a city-wide records retention and destruction schedule.
- Develop archive storage for contracts that are no longer needed but must be retained to meet legal requirements.
- Successfully collect and submit data for all City Council, Commissions', Boards' and Committees' agendas for reimbursement from the State of California under Senate Bill 90.

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
CITY CLERK		0.50
DEPUTY CITY CLERK	1.0	
RECORDS TECHNICIAN	1.0	

	CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
SALARIES						
4101	Salaries Full-Time	115,321	162,942	162,200	162,200	175,800
4102	Salaries Part-time	38,213	0	0	0	0
	TOTAL SALARIES	**153,534**	**162,942**	**162,200**	**162,200**	**175,800**
	TOTAL EMPLOYEE BENEFITS	**29,039**	**35,247**	**42,600**	**42,600**	**65,200**
SUPPLIES						
5201	Office Supplies	0	0	0	0	0
5204	Operating Supplies	1,864	1,745	2,500	2,500	2,600
5207	Small Tools & Equipment	217	322	500	0	300
	TOTAL SUPPLIES	**2,081**	**2,067**	**3,000**	**2,500**	**2,900**
SERVICE CHARGES						
6201	Advertising/Publishing	696	2,660	5,000	3,000	5,000
6203	Copy Machine Charges	59	0	500	500	500
6205	Other Printing & Binding	0	0	500	500	500
6206	Contractual Services	0	0	2,400	2,400	2,500
6207	Equipment Replacement Charges	500	500	1,300	1,300	3,000
6208	Dues & Subscriptions	3,209	4,868	5,600	5,600	5,850
6211	Insurance & Bonds	119	119	300	300	300
6213	Meetings & Travel	827	782	4,100	4,100	6,150
6214	Professional/Technical	12,099	6,523	26,600	26,600	15,900
6215	Repair & Maintenance	110	0	500	500	1,000
6219	Network Operating Charge	1,200	1,200	0	0	1,800
6223	Training & Education	495	395	1,500	1,500	2,050
6224	Vehicle Operating Charges	0		500	500	500
6253	Postage	619	598	1,600	1,600	1,600
6254	Telephone	2,025	2,282	3,700	3,700	3,700
6255	ESMC Recodification	1,962	5,004	9,000	9,000	9,000
6260	Equipment Leasing Costs	9,922	8,808	10,000	10,000	10,350
	TOTAL SERVICE CHARGES	**33,842**	**33,739**	**73,100**	**71,100**	**69,700**
	CITY CLERK - ADMINISTRATIVE	**218,496**	**233,995**	**280,900**	**278,400**	**313,600**

City Clerk Elections — *Division 1302*

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
CITY CLERK - ELECTIONS					
SALARIES	1,270	0	2,000	500	500
EMPLOYEE BENEFITS	52	0	0	0	0
SUPPLIES	3,210	1,907	5,500	5,500	2,100
SERVICES	6,711	2,819	69,300	64,800	8,100
TOTAL EXPENDITURES	**11,243**	**4,726**	**76,800**	**70,800**	**10,700**

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 2007/2008:

- Successfully 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.
- Succeeded in distributing and collecting elected officials' and Political Action Committees' Form 400 Series Campaign Statements.
- Successfully conducted the April 2008 General Municipal Election.
- Assisted the County of Los Angeles with its November 2007, February 2008 and June 2008 Elections.
- Attended New Law and Elections Seminar.
- Successfully complied with the Voters Rights Act.
- Updated the City Conflict of Interest Code.

Goals and Objectives for FY 2008/2009:

- Assist County of Los Angeles with November 2008 Presidential Election.
- 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 for all Campaign and FPPC forms electronically.

POSITION INFORMATION

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

	CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
SALARIES						
4102	Salaries Part Time	1,270	0	0	0	0
4103	Overtime	0	0	2,000	500	500
	TOTAL SALARIES	**1,270**	**0**	**2,000**	**500**	**500**
	TOTAL EMPLOYEE BENEFITS	**52**	**0**	**0**	**0**	**0**
SUPPLIES						
5204	Operating Supplies	2,994	1,907	5,000	5,000	2,100
5206	Computer Supplies	216	0	500	500	0
	TOTAL SUPPLIES	**3,210**	**1,907**	**5,500**	**5,500**	**2,100**
SERVICE CHARGES						
6201	Advertising/Publishing	264	0	2,500	1,000	500
6203	Copy Machine Charges	2	0	100	100	100
6206	Contractual Services	3,631	0	49,700	49,700	0
6207	Equipment Replacement Charges	0	0	0	0	300
6208	Dues & Subscriptions	0	500	500	500	500
6213	Meetings & Travel	1,331	1,264	2,500	2,500	2,600
6214	Professional/Technical	437	0	4,500	4,500	1,000
6223	Training & Education	1,046	1,055	2,500	2,500	2,600
6253	Postage	0	0	7,000	4,000	500
	TOTAL SERVICE CHARGES	**6,711**	**2,819**	**69,300**	**64,800**	**8,100**
	ELECTIONS	**11,243**	**4,726**	**76,800**	**70,800**	**10,700**